Department	Vocational Education & Training		Author(s)	RTO Manager
Quality Controlled Document No. & Title	7.0	Recognition of Prior Learning, Credit Transfer and National Recognition Policy	Approved	RTO CEO
Version	1.0		Authorised	RTO Academic Board
SRTOs 2015	Standard 1.12 and Standard 3		Distribution	Internal	RTO Staff RTO Learners
				External	Prospective Learners

Recognition of Prior Learning (RPL), Credit Transfer and National Recognition Policy

1.0   RPL

Recognition of Prior Learning (RPL) is the acknowledgement of skills and knowledge previously attained through formal training, work experience and/or life experience. Learners may be eligible for credit into a VET qualification based on relevant prior learning and/or experience. Recognition of Prior Learning is available on application in all VET qualifications offered at Marriott Academy.

Recognition of Prior Learning (RPL) is an assessment process that involves assessment of the individual's relevant prior learning, formal, informal or non-formal, to determine the credit outcomes of an individual application for credit.

Learners may seek recognition of skills and knowledge involved in a module or unit of competency attained through relevant work and/or life experiences. Credit for course module(s)/unit(s) may be granted where appropriate and sufficient evidence is provided to demonstrate that learning outcomes or competencies have been previously attained, and have been retained, by the learner.

Formal learning refers to learning that takes place through a structured program of learning and assessment that leads to the full or partial attainment of a recognised AQF qualification or other formally recognised qualification.

Non-formal learning refers to learning that takes place through a structured program of learning but does not lead to a formally recognised qualification. *Informal learning* refers to learning gained through work-related, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

2.0   Credit Transfer

Credit transfer is a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications. Credit must be granted for studies completed at an RTO or at any other authorised issuing organisation, such as a university. In the case of any non-equivalent units of competency, complete an analysis to determine the equivalence of the study completed with the relevant units or modules before granting any credit. The RTO accepts and provides credit to students for units of competency and/or modules, unless licensing or regulatory requirements prevent this.

3.0   National Recognition

A key principle of the Australian VET Quality Training Framework is national recognition (previously referred to as mutual recognition). This means that all RTOs within respective States and Territories will recognise:

- Australian Qualifications Framework qualifications and statements of attainment issued by any other registered training organisation. This enables individuals to receive national recognition of their qualifications and statements of attainment.
- the decisions of all other states and territories in registering training organisations and accrediting nationally recognised courses. Once registered by one jurisdiction, this enables a registered training organisation to operate in any state or territory without a further registration process.

Applicants complete application form and provide certified copies of Certificate(s) and/or Statement(s) of Attainment.
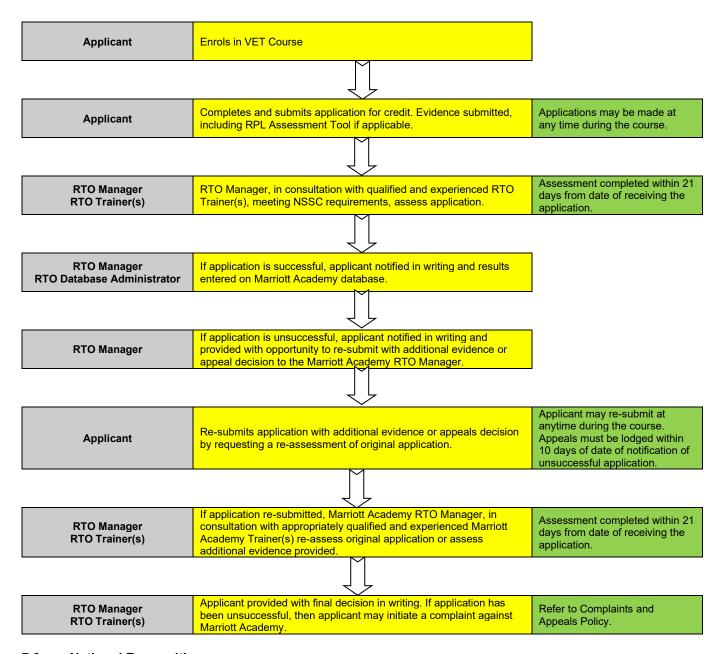
4.0   Applying for Recognition of Prior Learning

Step 1   Applicant obtains an *RPL Tool* from Marriott Academy
Step 2   *Application* discussed with trainer if required
Step 3   Completed *Application*, comprising a completed RPL Assessment Tool and supporting documentation, submitted to the Marriott Academy RTO Manager for action

5.0   What are the possible outcomes of an Application

- Application successful and credit/recognition granted, current competencies recognised
- Application suspended pending learner providing further information/evidence
- Application rejected. Learner may seek to undertake formal assessment for those credits, exemptions, current competencies noted in the learner's application (assessment only pathway)
- Application rejected. The learner may appeal, and the application may be re-assessed. If required, a final decision will be made by the Marriott Academy RTO Manager in consultation with the course teacher.

6.0   Application and Assessment Procedure

Applicant	Enrols in VET Course	
Applicant	Completes and submits application for credit. Evidence submitted, including RPL Assessment Tool if applicable.	Applications may be made at any time during the course.
RTO Manager RTO Trainer(s)	RTO Manager, in consultation with qualified and experienced RTO Trainer(s), meeting NSSC requirements, assess application.	Assessment completed within 21 days from date of receiving the application.
RTO Manager RTO Database Administrator	If application is successful, applicant notified in writing and results entered on Marriott Academy database.	
RTO Manager	If application is unsuccessful, applicant notified in writing and provided with opportunity to re-submit with additional evidence or appeal decision to the Marriott Academy RTO Manager.	
Applicant	Re-submits application with additional evidence or appeals decision by requesting a re-assessment of original application.	Applicant may re-submit at anytime during the course. Appeals must be lodged within 10 days of date of notification of unsuccessful application.
RTO Manager RTO Trainer(s)	If application re-submitted, Marriott Academy RTO Manager, in consultation with appropriately qualified and experienced Marriott Academy Trainer(s) re-assess original application or assess additional evidence provided.	Assessment completed within 21 days from date of receiving the application.
RTO Manager RTO Trainer(s)	Applicant provided with final decision in writing. If application has been unsuccessful, then applicant may initiate a complaint against Marriott Academy.	Refer to Complaints and Appeals Policy.

7.0   National Recognition

National recognition is a feature of the VET Quality Framework that allows a registered training organisation (RTO) registered in one State or Territory to operate in another without a further registration process; qualifications and statements of attainment issued by any registered training organisation to be accepted and recognised by all other registered training organisations; and training packages endorsed by the National Training Framework Committee to be delivered by all registered training organisations registered to do so. Previously referred to as 'mutual recognition', national recognition is unique to the vocational education and training system.

The term national recognition is now being used as it is more clearly related to a nationally consistent training system where learners' qualifications and part qualifications are portable and can be recognised anywhere in the country.

The agreement states that all registered training organisations will recognise qualifications and statements of attainment issued by any other registered training organisations in Australia. This allows a person to automatically gain credit for units of competency that they have successfully completed with another registered training organisation. A statement of attainment from a registered training organisation that contributes to a qualification is reported as a form of credit transfer.

8.0   Costs for RPL Assessments and Processing Credit Transfers

Refer to Fees and Refund Policy.

Application for *Recognition of Prior Learning and/or Credit Transfer*

Instructions to learners

(1) Complete this form and submit to the RTO Manager.
(2) Be sure to indicate whether you are applying for *RPL assessment or Credit Transfer (National Recognition)* for each module or unit of competency
(3) Attach copies of verified documentary evidence of subjects passed and/or evidence of experience gained (e.g. references). Original documents, or certified copies, must be sighted by the RTO Manager.

Surname:	Given Names:
Course Code and Title:	

Please tick one		Title or description of qualification(s), unit(s) and /or experience upon which application is based. (Documentary evidence must accompany this form)	Course Units of Competency/Modules for which credit is sought.		OFFICE USE ONLY	
RPL	Credit Transfer		Code	Title	Credit Yes / No	RTO Manager (Signature)

I hereby declare that the information provided on this form is true and correct.

Applicant's Signature .... Date ...../...../.....

Original documentation sighted (Marriott Academy Officer's Signature) .... Date ...../...../.....

What is RCC/RPL?

The current Standards for RTOs definition of RPL is: *Recognition of prior learning means recognition of competencies currently held, regardless of how, when or where the learning occurred. This includes through any combination of formal and informal training, education, work experience or general life experience. In order to grant RPL the assessor must be confident that the client is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework accredited courses.*

RCC/RPL is one form of assessment. It involves collecting evidence and making judgements on whether competence has been achieved. Like other methods of assessment, RCC/RPL must be flexible, reliable, sufficient, fair and valid. RCC/RPL candidates should be offered choice in how evidence is collected and presented. This does not make RCC/RPL assessment less rigorous than other assessment. RCC/RPL assessment requires the same skills set and attitude that is required in any flexible assessment method. A good RCC/RPL assessor is quite simply a good assessor.