



Smart and Skilled Training Delivery Information

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required competency outcomes.

It has all the same requirements as other types of assessment. It involves collecting evidence and making judgements on whether competence has been achieved. Evidence can be collected through:

- Examination of work samples
- Examination of relevant documents
- Professional conversations
- Observation and questioning
- Formal trade tests
- Challenge tests

Please note: RPL is not applicable when someone is wanting credit for a previously achieved course or competency.

Credit transfer

It is a Condition of Registration as an RTO that we recognise the AQF qualifications and statements of attainment issued by any other RTOs (Condition 7).

Credit Transfer will only be granted for an entire unit of competency, **not** for individual elements of competency.

Credit transfer application

- Learner completes a separate application form for each unit
- Learner submits the application form AND documentary evidence
- If appropriate statement of attainment from another RTO, then credit transfer is automatically awarded
- If not, assessor compares the evidence against the unit of competency (may ask for interview to clarify some points)



- Assessor makes a judgement and records it on the application
- Assessor returns application to Administration or Training Manager with result
- Administration Manager records result against learner's name
- Administration Manager notifies learner of result
- Learner may appeal within 30 days of notification

Deferral or Withdrawal from training

Students should contact the Training Manager in Writing
ben@ausforklifttraining.com.au

For full outline of RPL, Credit transfer and withdrawals see student handbook.