

**Authenticated VET transcript**  
**Competency** means the consistency of skills and competencies acquired in the workplace. It is a

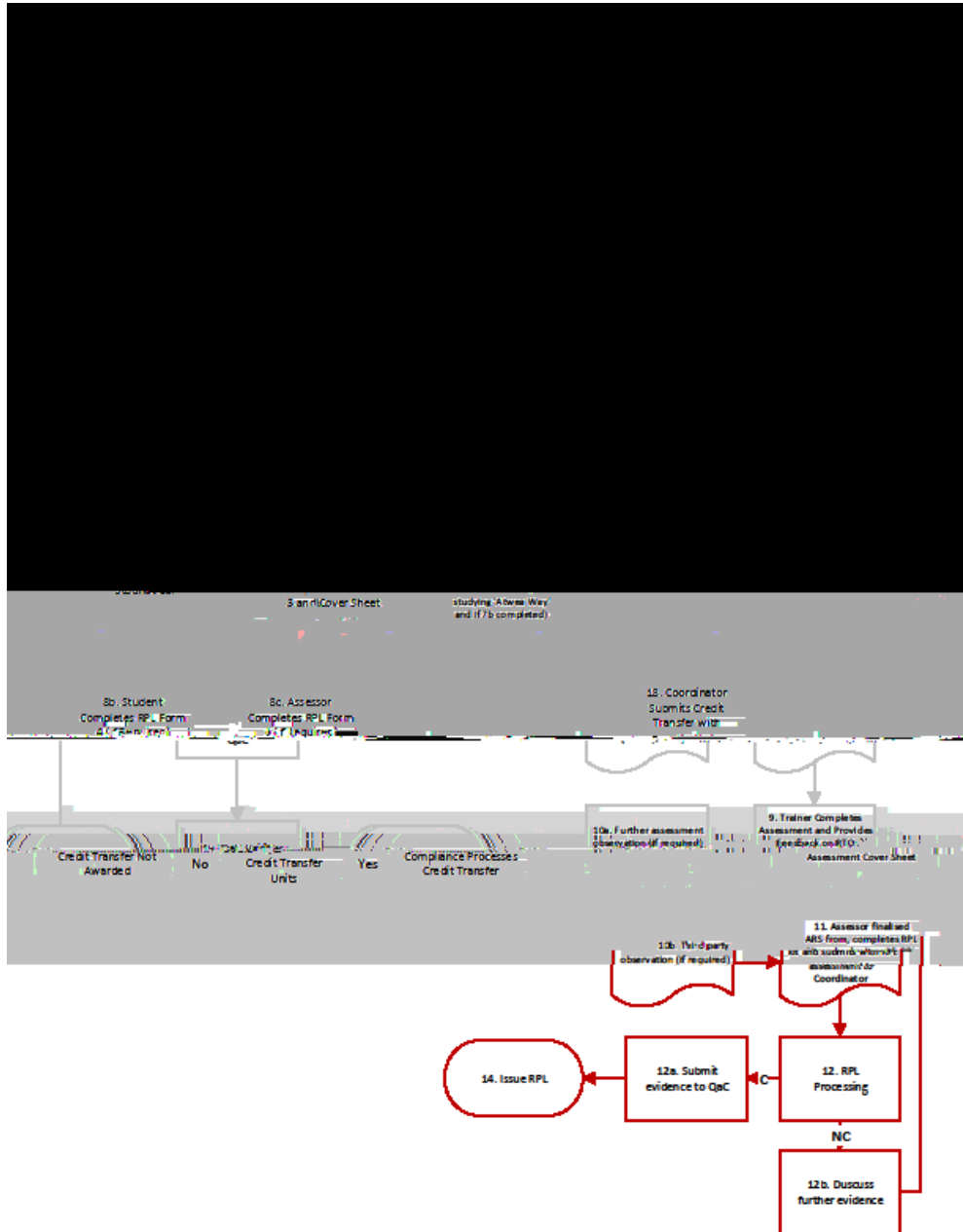
**Module** means a group of learning activities that are not possible to develop an appropriate

**Recognition of Prior Learning** is the process of identifying and recognizing the learning of an individual that may have been acquired through work or other experiences to the extent to which that individual is eligible to enter or advance in courses.

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an a) formal learning refers to learning that takes place through a structured program of instruction and is  
linked to a course of study or a program of instruction. (1) Formal learning is a type of learning that is

## Process Map



## Procedure

This procedure is to be followed for all recognition of prior learning and credit transfers whether the student is enrolled in full qualifications, part qualifications, regardless of funding stream or whether the prospective student is likely to self-fund.

*See Recognition Process Flow diagram*

### **1. Enquiry**

Student makes an enquiry regarding Recognition.

### **2. Discuss – General**

#### **Coordinator**

Credit Transfer Identification:

- Discuss with the Student to determine if the Student already possesses certification documentation relevant to unit/modes from another RTO.
- If Student already has certification documentation relevant to unit/modes from another RTO, refer to Credit Transfer procedure below from Step 13.

RPL Identification:

- Discuss w935 0.6 (f a)2.7 )Tj-0.004 (e)-6 (n3078Tju)-0.8 (s)-4.3P €ID 21 0.20tm3tc2Tw 0.42t 0.6 (2 (t)J0 T-6 (h)-0-

- Types of evidence.
- RPL assessment process.
- Principles of assessment.
- Rules of evidence.
- Submission timeframes.
- Confirm the units /modules the Student is seeking to complete as RPL.
- Conduct an assessment briefing session with the Student to confirm assessment requirements for each unit/module/cluster; identifying assessment tasks, specific standards or learning outcomes which apply for units/modules.
- Complete *RPL Form 1 and 2*.
- Provide *RPL Form 1 and 2* to Coordinator for Enrolment processing.

7.

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## **18. Credit Processing**

### Coordinator

- Submit credit application to compliance for processing

## **19. Verification/Completion**

### Compliance

- Review *Mapping Document – Credit Transfer*.
- Verify validity with other RTO/USI look up. In the event USI lookup is not available, multiple attempts must be made to verify with the issuing RTO. In the event the issuing RTO does not provide the verification information, credit may be applied anyway in fairness to the student, at the discretion of the ACE Manager or Operations Manager.
- Confirm unit/module codes and equivalence.
- Enter notes into Student records on SMS.

### If Awarded

- Credit transfers confirmed enter result in SM11 (e)d[C]-0.6 (re)-3 (d)2.2 (it)-2.9 ( t)-3 (ran)2.3 (s)-1.3 (f)10.5 (e)-3



