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RTO REGISTRATION NO. 0182



RECOGNITION OF PRIOR LEARNING POLICY

3CM Policy & Procedure Vocational Education and Training (VET)

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Version	9
Status	Revised May 2019 to reflect national standards currently in operation. The implementation of this policy supersedes all previous versions of this policy.
Approval Body	Board of Management (on recommendation of SRTO2015)
Effective Date	5 June 2019
Next Review Date	May 2020
Owner	Managing Director

SCOPE

3CM recognises that through prior work experience, formal or informal training and development or personal circumstances, a number of people may possess the skills and knowledge necessary to be deemed competent in one or a number of units offered as part of a 3CM training course.

POLICY

3CM has adopted a policy to ensure such competencies are appropriately recognised, leading to a more streamlined and participant focused method of training and assessment.

PROCEDURE

1. 3CM will offer Skills Recognition, also known as Recognition of Prior Learning (RPL), and assess applications for RPL in accordance with the Australian Qualifications Framework (AQF) RPL National Principles.
2. 3CM will advise prospective clients of the availability of RPL and its potential application to the intended training course.
3. AQF qualifications and statements of attainment issued by Registered Training Organisations will be recognised by 3CM.
4. Participants seeking RPL will be provided with the 3CM RPL Kit, and advice specific to their situation regarding potential sources of evidence.
5. Once a portfolio of evidence has been compiled by the participant and assessed by 3CM, an interview will be conducted to verify items of evidence and to identify any further available evidence where required.
6. RPL assessment outcomes and supporting evidence will be documented on the participant's file, in accordance with the 3CM Information Management Policy.

RELATED NOTES:

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets, and units of competency are recognised and portable across the country—regardless of where they were issued. The RTO must accept Authenticated VET Transcripts issued by the registrar. Students must not be required to repeat any unit or module in which they have already been assessed as competent unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this. If a student provides suitable evidence, they have successfully completed a unit or module at any RTO, your RTO must provide credit for the unit or module.

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.

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Before providing credit on the basis of a qualification, statement of attainment or record of results, you should either authenticate the information by directly accessing the USI transcript online (see tips for compliance later in this section) or by contacting the organisation that issued the document to confirm the content is valid.

Your RTO is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/ or modules completed at another RTO or RTOs.

In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

Note that providing credit for previous studies is not recognition of prior learning. RPL is an assessment-only pathway of determining the competence of a person, while providing credit is recognising the equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and completed successfully.

3CM Clients are welcome to apply for this if they feel this may apply. Contact us for a conversation.

ENFORCEMENT AND CONSEQUENCES

Breaches of this policy will be considered serious and employees may be subject to disciplinary action and/or performance management up to and including termination of employment as a result.

Authorising Officer

Chris Godwin
Managing Director