Recognition of Prior Learning Policy

# Purpose

**ACTIVE TRAINING** is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2025). As such, **ACTIVE TRAINING** is required to offer Recognition to all clients, and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

# Policy Statement

**ACTIVE TRAINING** is committed to providing effective processes for Recognition options to all current and prospective clients.

**ACTIVE TRAINING** will ensure that:

* It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages, VET Accredited Courses;
* RPL assessment is conducted in accordance with the Principles of Assessment (POA);
* RPL assessment is conducted in accordance with the Rules of Evidence (ROE);
* Recognition is offered to all clients on enrolment;
* Adequate information and support are provided to clients in understanding the process and gathering reliable evidence to support their recognition claim;
* all Recognition applications are processed in accordance with the **ACTIVE TRAINING** Assessment Policy; and
* Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

# Definitions

## The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2025.

**AQF certification** documentation means the set of official documents which confirm that an AQF qualification or VET statement of attainment has been issued to an individual by an NVR registered training organisation or any other entity authorised to do so.

**AQF qualification** means an Australian Qualifications Framework qualification type endorsed in a training package or accredited in a VET accredited course.

**Assessment** means the process by which an NVR registered training organisation, or a third party delivering services on its behalf, collects evidence for the purposes of determining whether a VET student is competent to perform to the standard specified in the training product.

**Assessment system** means a coordinated set of documented policies, procedures and assessment tools designed to ensure that assessment, including recognition of prior learning, produces consistent and valid judgements of VET student competency and meets the requirements of this instrument.

**Authenticated VET transcript** has the meaning given in the *Student Identifiers Act 2014.*

**Recognition of Prior Learning (RPL)** means an assessment process that involves assessment of an individual’s relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.

***services***means:

1. training and assessment;
2. training support services (but excludes counselling, mediation, and information and communication technology services); and
3. any activities related to the recruitment of VET students including marketing, enrolment, induction, or the collection of fees.

**Unit of Competency** means the specification of the standards of performance required in the workplace as defined in a training product.

# Policy Principles

## Underpinning Principles

1. Recognition is made available to any person commencing a course with **ACTIVE TRAINING**.
2. Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
3. Recognition is used to determine the advanced standing or ‘credit’, for a training program, that the learner may be awarded as a result of their prior knowledge, skills and experience.
4. Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
5. Recognition is an Assessment process, and as such is subject to all provisions of the **ACTIVE TRAINING** “Assessment Policy”.
6. Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in **ACTIVE TRAINING** Assessment Policy. (See Assessment Policy)
7. All clients may apply for formal recognition of existing competencies against a AQF qualification / Accredited course / unit of competency /module that **ACTIVE TRAINING** is registered to deliver.
8. The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
9. Competency may be derived from many sources:
	1. Work experiences
	2. Work product
	3. Life experience
	4. Training programs offered by industry, private or community based providers which may or may not have been formally recognised
	5. Training programs undertaken overseas (which may or may not be accredited in that country)
	6. Informal learning programs
	7. Certification from another RTO
10. Only accredited and approved assessors will conduct Recognition assessments on behalf of **ACTIVE TRAINING**. (See Assessment Policy)
11. Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
12. The minimum acceptable claim for Recognition is a Unit of competency/module.
13. Certification documentation will not be issued until all relevant fees are paid in full. (See Certification Policy)
14. Information of Recognition processes and arrangements are provided to all clients and prospective clients.
15. An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of competency can be justified.

## Mutual Recognition / Credit Transfer

1. **ACTIVE TRAINING** will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTO’s or AQF authorised issuing organisations.
2. **ACTIVE TRAINING** recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and verification of validity will apply a credit to all relevant units of competency/modules.
3. Mutual Recognition applies when the certification documentation provided by the client contains the same national competency code as those that form part of the training and assessment program offered by **ACTIVE TRAINING**.
4. Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory or Chief Executive Officer **ACTIVE TRAINING** to verify authenticity. Original Certification documentation will be returned to the applicant.
5. **ACTIVE TRAINING** are not obliged to issue a AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. client cannot complete all of their learning and assessment with another RTO and request **ACTIVE TRAINING** to issue the qualification under Recognition)
6. The amount of recognition contributing to the issuance of certification documentation from **ACTIVE TRAINING** (i.e. using units/modules completed at other RTOs) is at the discretion of the Chief Executive Officer **ACTIVE TRAINING**.
7. In the event a client wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then client will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
8. Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification.
	1. Fees will reflect reduced learning load.

# Appeals

Clients have the right to appeal a Recognition Assessment decision. (See Appeals Policy)

# Access and Equity

Clients have fair and equal rights to assessment, including recognition. (See Access and Equity Policy)

# Records Management

All documentation from Recognition processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

# Monitoring and Improvement

All Recognition practices are monitored by the Chief Executive Officer, **ACTIVE TRAINING** and areas for improvement identified and acted upon. (See Continuous Improvement Policy)