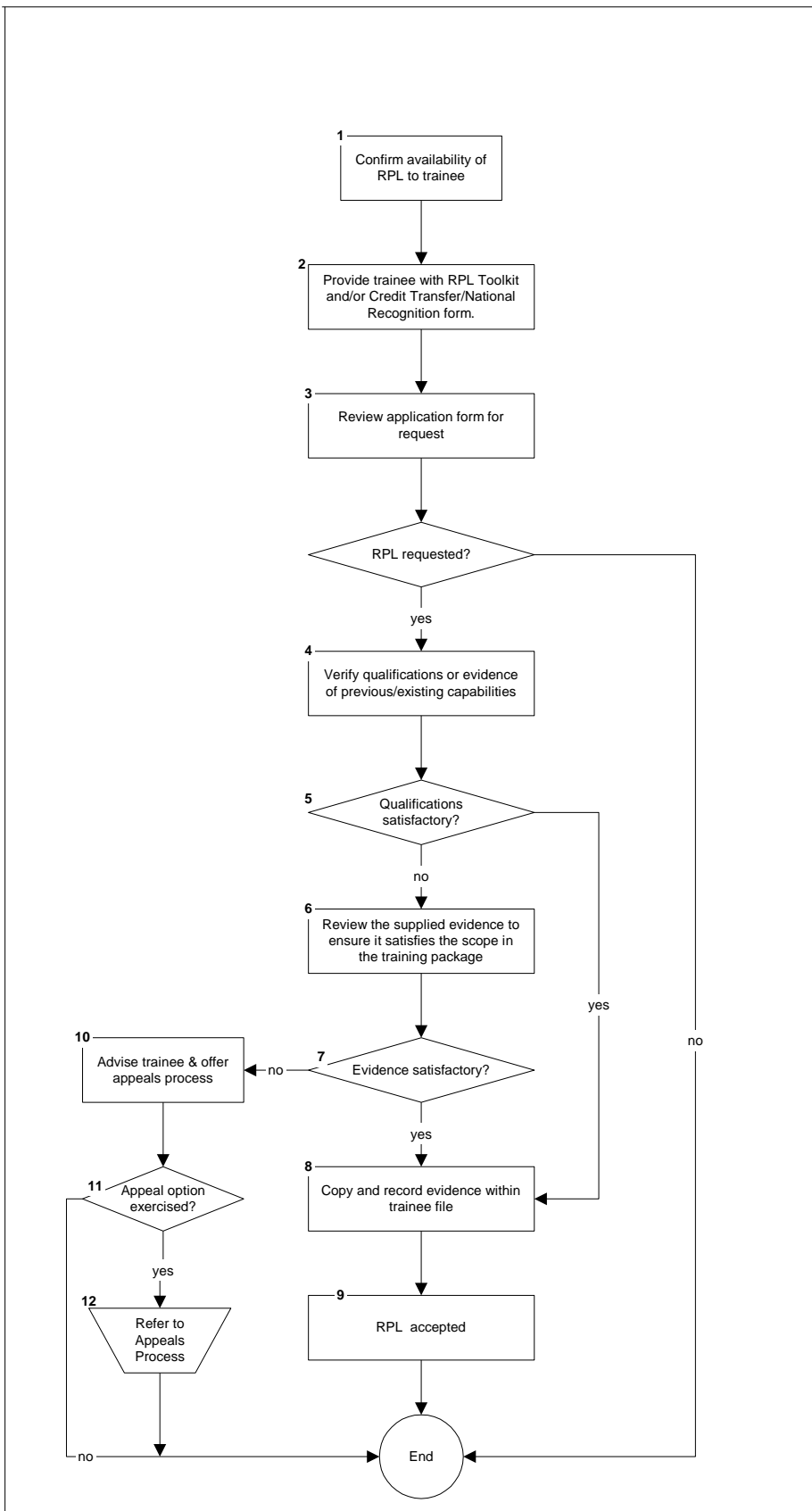


Recognition of Prior Learning (RPL) Process



Work Instructions / Comments

1. Refer Trainee Induction Procedure. In particular ensure the applicant has been given the opportunity to apply for RPL, including providing the trainee with the RPL Toolkit and the Credit transfer / National Recognition form where the trainee indicates there may be a possibility of requiring either.
3. Trainee Induction Procedure outlines the options for trainees to nominate potential RPLs. Requests for RPL may be made in accordance with the rules detailed in the RPL Toolkit.
4. Where no formal qualifications exist, verification of the stated experience must be obtained. This may be in the form of verbal or written reference from a reliable source. A file note should be kept if verbal. Other means of verification include demonstration, similar course completion, written work completed or similar. Copies of all supplied evidence should be maintained on file, along with the completed RPL Toolkit.
5. AQF qualifications and Statements of Attainment from alternate RTOs shall be accepted without question, however a copy of the relevant certificate should be maintained on file with a notation that the original has been sighted. If applying for equivalent Units of competency, request the trainee complete the Credit Transfer/ National Recognition Form.
Important note for Assessors:
* Assessors should utilise the **Self-Assessment Checklist** in the relevant unit's Instructional Workbook, and the **Assessors Checklist** in the relevant unit's Assessment Resource Toolkit as a guide to the validity of the RPL application.
6. Refer to Training Package, competency scope.
9. Confirm to trainee and notate on training plan.
10. Explain to the trainee the reason not granting RPL
- 11/12. Option to appeal to be explained to the trainee. Applications for appeal should be in writing.