



## Credit Recognition Process

### **Recognition of Prior Learning (RPL)**

Recognition of prior learning is a form of assessment, which involves the course participant gathering evidence from their work and previous studies which demonstrates their knowledge and skills in all performance criteria for a unit of competency.

Applicants may choose to complete a unit of competency via the recognition method of assessment. Applicants are required to enrol as normal. Evidence is submitted to the course facilitator and usually involves an interview to conclude.

Applicants for recognition of prior learning (RPL) will need to provide the following types of documentary evidence:

- Training and education qualifications.
- Client data: e.g. assessments, case studies, group reports, referrals, treatment plans, incident reports.
- Agency protocols and procedures, e.g. OH&S, risk management.
- Third party reports, curriculum vitae.
- Your written responses to a standard set of questions
- Evidence from other areas, e.g., training you have delivered or developed.

Assessment of RPL is based upon mapping the evidence supplied to the elements, performance criteria, essential skills and knowledge indicated in the unit of competency applied for.

It is strongly recommended that students sending in their evidence portfolios use registered post to ensure its safe arrival.

*Please Note: Course participants may complete any individual or group of units via the RPL method. They are NOT entitled to complete a unit by a combined method of coursework and recognition evidence.*

It is also important to note that undertaking the recognition process will not reduce the overall cost of the course as assessors will still be required to examine and assess submitted evidence of current competence. Undertaking recognition may however enable the training participant to complete their chosen course more quickly.

Please be aware that evidence submitted for RPL cannot be returned. Applicants are encouraged to keep copies of their whole portfolio.

### **National Recognition with credit transfer (CT)**

Applicants who have qualifications in other competency based training may gain recognition of any units which are at the same or higher level of qualification to that contained within their course. Applicants with nationally recognised credit transfers will receive a reduction of fees per unit.

At the point of application it is expected that the participants will inform the administration of any direct credit transfers that they might have. To obtain a nationally recognised credit transfer, the applicant must attach any academic transcripts or records of prior learning to their application.

*Please note: Statement of Attainment courses are not complete certificates or diplomas. Statement of Attainment are units that make up part of a certificate or diploma and can be used as direct credit transfers or recognition in related future training.*