

Recognition and Credit Transfer Policy

Purpose

The purpose of this policy is to acknowledge that, in accordance with legislation, Connection Group Australia (Connection Group Australia) will offer Recognition of Prior Learning (RPL) to individuals who have had previous formal and informal learning which, when assessed, will result in competency being achieved against the required learning outcomes in order to gain competency for a unit or qualification.

The underlying principle of Recognition of Prior Learning (RPL) is that no individual / participant should be required to undertake a unit of study for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and / or partial or total completion of a qualification.

It should be noted that for the purpose of units of competency with licenced outcomes and in accordance with the Conditions of Accreditation of High Risk Work Assessors, all learners seeking RPL will be required to undertake all learning and assessment regardless of the RPL outcome.

Policy

Connection Group Australia will recognise the qualifications and Statements of Attainment issued by any other RTO.

All potential learners will be informed in either print or electronic form of the opportunity to apply for RPL. Individuals will be encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any class workshop opportunities offered should they be unsuccessful in the RPL process.

The information provided to individuals will include:

- That RPL can be granted (other than for licenced outcomes) to an individual who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of competency for which recognition is applied; and
- That RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded)

Requests for RPL:

- If an individual wishes to apply for RPL they must complete an application for enrolment and include supporting documents such as detailed records of their experience, employment, training and anything else which may be relevant.
- Whilst the RPL process will be led by Connection Group Australia, the onus is on the student to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies.
- This RPL application and evidence will to be assessed and the student will be notified of the outcome of whether they can proceed with the RPL or not.
- Once a student has been assessed, and is able to proceed with the RPL, Connection Group Australia will supply the student with the appropriate RPL Kit to complete as part of their portfolio.

Credit Transfer

Where a learner has already successfully completed a unit of competency in which they are enrolling, Connection Group Australia will issue credit transfer providing that the unit code and title are identical. Learners seeking credit must provide a certified copy of the qualifications (including unit results) or Statement of Attainment for the applicable unit of competency. Where a learner is unable to provide evidence to support, credit transfer will not be applied.