



THE RTO RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY

1 PURPOSE AND SCOPE

- 1.1 The Recognition of Prior Learning and Credit Transfer Policy specifies The College RTO requirements for the granting of recognition of students' prior learning. This includes the types of learning that may be recognised, the procedures for recognition and the types of recognition that may be granted. Types of recognition include credit transfer, recognition of prior learning and assessment only pathways.
- 1.2 This Policy applies to current and prospective students of The College RTO seeking recognition towards qualifications and units.

2 DEFINITIONS

- 2.1 For the purposes of this Policy and associated Procedures, the following definitions apply:

2.1.3 Qualification – accredited cert



and grant recognition for that learning, provided it is relevant, current and equivalent to the learning required for each accredited unit of competency, and in accordance with this Policy.

3.2 In the granting of recognition, there is due regard for the academic standards of The College RTO, equity principles, promptness in processing applications and consistency of application of the Policy.

3.3



- 4.7 Giving recognition should not compromise the integrity of qualification outcomes. Recognition will only be granted if:
- 4.7.1 It maintains The College RTO's standards and is within the requirements of this Policy; the Admissions Policy and specific admission requirements;
 - 4.7.2 Students granted such recognition are not disadvantaged in achieving the expected learning outcomes for the course or unit; and
 - 4.7.3 The integrity of the qualification or unit are maintained.
- 4.8 The College RTO may grant recognition to prospective or current students upon enrolment. Students are encouraged to apply prior to commencing studies. Students cannot retrospectively apply for recognition if they have failed to comply with competency requirements.
- 4.9 Students will receive timely, written advice of the outcome of their application for recognition.
- 4.10 Advice on indicative recognition and information on applying for recognition will be provided to prospective students.
- 4.11 The results of all recognition assessments will be recorded on the recognition transfer form. The College RTO will retain evidence for recognition assessment decisions for six (6) months and the written record of assessments for thirty (30) years after the student ceases to be an accepted student.

5 ROLES AND RESPONSIBILITIES

- 5.1 The RTO Director is responsible for the application of this Policy and may delegate all or part of it to a Trainer/Assessor of The College RTO who holds a TAE qualification.
- 5.2 The RTO Director, or delegate, will:
- 5.2.1 Determine the method by which individual applications for recognition will be assessed and follow this method for all assessments.
 - 5.2.2 Formulate rules that regulate the automatic granting of recognition to applicants for specified prior study or work experience, account for the time elapsed between the original study and the application for recognition and enable the efficient resolution of applications administratively.
 - 5.2.3 Maintain a record of precedents to facilitate the formulation and future application of the above rules.



THE RTO RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY

STATUS AND DETAILS

Status	Current
Version	1
Effective Date	24 June 2020
Review Date	24 June 2023
Approval Authority Policy	Western Sydney University Enterprises Board
Endorsed by	The RTO Commio647{o647{o64m)0.6 (i)10.)-47{o647{o647{oC 0.6 0

