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| Approved by | AMTAM |

Recognition of Prior Learning and Credit Transfer Policy

1. Purpose

This policy provides the principles for Aspen Medical Pty Ltd (Aspen Medical) RTO Code 88188, to ensure that Aspen Medical accepts and provides opportunities for Recognition of Prior Learning (RPL) to determine eligibility for enrolment to Aspen Medical training courses and / or Credit Transfer in accordance with the Standards for Registered Training Organisations (RTOs) 2015 and training package requirements.

2. Scope

This policy applies to all Nationally Recognised Training courses offered by Aspen Medical.

This policy should be read in conjunction with:

- Training Academy Learner Handbook
- Recognition of Prior Learning and Credit Transfer SOP
- RPL Assessor Kit
- RPL Learner Kit
- Credit Transfer Form

3. Definitions and Abbreviations

AQF – Australian Qualifications Framework: The framework for regulated qualifications in the Australian education and training system, as agreed by the Australian Government, state and territory ministerial council with responsibility for higher education.

ASQA – Australian Skills Quality Authority: The agency established in 2011 to support the National VET Regulator in their decision-making.

CT – Credit Transfer: The arrangements that facilitate the movement or progression of students from one qualification or course to another, or from one learning education and training sector to another.

RPL – Recognition of Prior Learning: A process that assesses an individual’s formal, non-formal and informal learning to determine the extent to which the individual meets the requirements specified in the training package or VET accredited course.

- Formal learning – learning that takes place through a structured program of instruction and is linked to the attainment of a formal qualification or award (for example, a Certificate, Diploma or University Degree).

- Non-formal learning – learning that takes place through a structured program of instruction but does not lead to the attainment of a formal qualification or award (for example, in-house, professional development programs conducted by a business).
- Informal learning – learning that results from work-related, social, family, hobby or leisure activities (for example, the acquisition of interpersonal skills developed through several years as a sales representative).

RTO – Registered Training Organisation: A training organisation listed on the National Register as a registered training organisation.

SOA – Statement of Attainment: A statement issued to a person confirming that they have satisfied the requirements of a specified unit or units of competency.

The Standards – Standards for Registered Training Organisations (RTOs) 2015: The legislation that forms the organising framework that supports the development of industry training packages.

UoC – Unit of Competency: The specification of the standards of performance required in the workplace.

4. References

- [Standards for Registered Training Organisations \(RTOs\) 2015 \(legislation.gov.au\)](http://legislation.gov.au)
- [Users' guide to the Standards for Registered Training Organisations 2015 \(asqa.gov.au\)](http://asqa.gov.au)

6. Roles and Responsibilities

Aspen Medical's approach to granting competency for a learner through RPL and/ or CT will be evidence-based and will not unfairly advantage or disadvantage a prospective or current learner. The assessment of each RPL and/or CT application will be conducted in line with The Standards and will adhere to the Rules of Evidence and Principles of Assessment.

Each RPL and/ or CT Application will be reviewed in a timely manner and on a case-by-case basis.

6.1 Learner:

1. Read through the RPL kit and/or CT form to learn more about the training product and the RPL and/or CT process as conducted by Aspen Medical Pty Ltd.
2. Read and complete SECTION 3: RPL Assessment and/or CT form.
3. By completing the RPL Evidence Checklist and/or CT form, decide which units of competency they would like to seek RPL and/or CT, based on the evidence they can provide.
4. Read and complete SECTION 4: Professional Experience by providing all relevant details for their prior skills and knowledge through the provision of supplementary evidence demonstrating currency.
5. Submit the completed RPL kit and/or CT form along with all their evidence attached and referenced. This could be through email or post, depending on the volume and type of evidence they are submitting.

6.2 Assessor:

1. Assessor begins the assessment process by reviewing the evidence submitted from the learner, as per the evidence provided under SECTION 3: RPL Assessment and SECTION 4: Professional Experience.
2. The Assessor is to review the evidence and determine whether further evidence, clarification or verification is required.
3. The assessor to contact the learner to schedule a Professional Conversation with the learner, whereby further evidence will be collected through oral questioning.
4. The assessor is required to complete a reference check to verify and authenticate the learners' skills, knowledge and experience. The assessor is to determine whether to seek third-party verification after their conversation with learner.
5. The assessor will provide a detailed report of the assessment outcome to Aspen Medical Pty Ltd. Aspen Medical Pty Ltd will then formalise the result and advise the learner of the outcome of the recognition application.

7. Administration and Record Keeping

| Version | Information Updated | Date Approved | Approved by | Next Review Due |
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| 5.0 | Entire policy changed from a procedure to a policy | June 2023 | RTO Manager | May 2026 |
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