

## 1. CONTEXT

Ai Group Training Services RTO ID 3541, as a Registered Training Organisation must comply with the NVR Standards for Registered Training Organisations 2015: 3.5 and with requirements of any state or territory funding agreement.

Ai Group Training Services must provide an assessment process that assesses an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the outcomes of a student's application for Recognition of Prior Learning (RPL).

Ai Group Training Services must also provide the process of Credit Transfer (CT) which is a process that provides students with an agreed and consistent credit outcome for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Ai Group Training Services is not obliged to issue any certification that would be entirely comprised of units or modules completed at another RTO.

## 2. SCOPE

This policy applies to all Ai Group Training Services staff and clients.

## 3. DEFINITIONS

<b>AIGTS</b>	Ai Group Training Services
<b>CT</b>	Credit transfer
<b>RPL</b>	Recognition of Prior Learning
<b>VET</b>	Vocational Education and Training
<b>RTO</b>	Registered Training Organisation

## 4. STATEMENT OF POLICY

### 4.1 Regulatory requirements

- 4.1.1 AiGTS recognises all nationally recognised qualifications, accredited courses and units of competency issued by any other RTO in Australia.
- 4.1.2 CT will be granted for any units that have been previously attained and are matched to a unit within a student's current enrolment; or where units from a preceding training package are deemed to be equivalent as documented by the training package guidelines and rules.
- 4.1.3 Units that are not directly matched will be reviewed to determine whether the content aligns with content from the remaining units within the student's course.
- 4.1.4 AiGTS will ensure the integrity of all CTs by basing decisions about course credits only on original sighted or certified copies of the relevant documents.
- 4.1.5 AiGTS will ensure that the documents used as evidence of previous study are authentic, that the qualification and/or unit is/are nationally recognised, and the document has been issued by a RTO.
- 4.1.6 AiGTS must offer a RPL assessment process for students that:

- (i) meets the requirements of the relevant Training Package or VET accredited course;
- (ii) is conducted in accordance with the principles of assessment and the rules of evidence; and
- (iii) meets workplace and, where relevant, regulatory requirements.

## 4.2 RPL and Credit Transfer responsibilities

- 4.2.1 RPL is an assessment process which is to be carried out by a qualified trainer/assessor. The RPL process can be commenced prior to commencing training or if the student deems they have sufficient knowledge and experience during the course they can apply for RPL prior to commencing a Unit of Competency.
- 4.2.2 CT is an administrative process which can be carried out by administrative staff following approval from the National Manager RTO or Senior RTO Compliance Officer.
- 4.2.3 Students must provide all supporting documents in their application for a credit transfer.
- 4.2.4 AiGTS must keep a copy of all supporting documents for a credit transfer granted in the student file and record all credit transfers on the student's Training Plan.

## 5. Appeals

Where a student is unsatisfied with the result of their RPL or Credit Transfer application, an appeal may be lodged with AiGTS. Please refer to DELPOL21 Complaints & Appeals Policy

## 6. POLICY ADVISOR

- Senior RTO Compliance Officer