

## 1. Purpose

AAMC Training Group is committed to providing quality training and assessment in accordance with Standards 1.6 and 1.7 of the 2025 Standards for Registered Training Organisations. As such, AAMC Training Group is required to offer Recognition of Prior Learning to all clients, and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with the assessment requirements of the relevant Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

## 2. Policy Statement

AAMC Training Group is committed to providing effective processes for Recognition options to all current and prospective clients.

AAMC Training Group will ensure that:

- It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages, VET Accredited Courses;
- RPL assessment is conducted in accordance with the Principles of Assessment (POA);
- RPL assessment is conducted in accordance with the Rules of Evidence (ROE);
- Recognition is offered to all clients on enrolment;
- Adequate information and support are provided to clients in understanding the process and gathering reliable evidence to support their recognition claim;
- all Recognition applications are processed in accordance with the AAMC Training Group Assessment Policy; and
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

AAMC Training Group will process complete RPL and Credit Transfer applications within 10 working days of receipt and communicate all outcomes to applicants in writing.

## 3. Responsibilities

- The Administration team verifies evidence for Credit Transfer applications and records outcomes in the SMS.
- Qualified Assessors conduct RPL assessments and make competency judgements.
- The Managing Director oversees monitoring and improvement of recognition processes for quality assurance.

## 4. Definitions

### 4.1 The following words and expressions have the following specific meaning, as in the 2025 Standards for Registered Training Organisations (RTOs).

**AQF certification documentation** means the set of official documents that confirms that an AQF qualification or VET statement of attainment has been issued to an individual by an NVR registered training organisation or any other entity authorised to do so.

**AQF qualification** means an Australian Qualifications Framework qualification type endorsed in a training package or accredited in a VET accredited course.

**Assessment** means the process by which an NVR registered training organisation, or a third-party delivering services on its behalf, collects evidence for the purposes of determining whether a VET student is competent to perform to the standard specified in the training product.

**Assessment system** is a coordinated set of documented policies, procedures and assessment tools to ensure that assessment, including recognition of prior learning, produces consistent and valid judgments of VET student competency and meets the requirements of the Outcome Standards.

**Authenticated VET transcript** has the same meaning given in the *Student Identifiers Act 2014*, a document prepared by the Registrar that sets out information:

- (a) That relates to the VET undertaken by the individual; and
- (b) That is prescribed by the regulations

**Competency** means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

**Module** means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

**Recognition of Prior Learning (RPL)** means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- c) informal learning refers to learning that results through experience of work-related,

social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

**Registrar** has the meaning given in the *Student Identifiers Act 2014*, the Student Identifiers Registrar.

**Statement of attainment** means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

**Unit of competency** means the specification of the standards of performance required in the workplace as defined in a training package.

**Scope Clarification** means this policy and procedure applies to both **Recognition of Prior Learning (RPL)** and **Credit Transfer (CT)** processes conducted by AAMC Training Group.

## 5. Policy Principles

AAMC Training Group staff will identify whether a learner's request constitutes Credit Transfer (based on AQF certification or authenticated USI transcript) or Recognition of Prior Learning (based Pre-Eligibility by completing the Learning and Experience History Form) and will advise learners on the most suitable recognition pathway.

### 5.1 Underpinning Principles

- a) RPL is made available to any person commencing a course with AAMC Training Group.
- b) RPL is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
  - i. Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).
  - ii. Non-formal learning refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business).
  - iii. Informal learning refers to learning that results from experience of work-related, social, family, hobby or leisure activities (for example, the acquisition of interpersonal skills developed through several years as a sales representative).
- c) RPL is used to determine the advanced standing or 'credit', for a training program, that the learner may be awarded as a result of their prior knowledge, skills and experience.
- d) RPL is an alternative pathway to an AQF qualification or Statement of Attainment.
- e) RPL is an evidence and gap assessment-based process, and as such is subject to all provisions of the AAMC Training Group's Assessment Policy.
- f) RPL assessment decisions must comply with the Principles of Assessment and Rules of Evidence as outlined in Standard 1.4 of the 2025 Standards for RTOs and in the AAMC

Training Group Assessment Policy. (See Assessment Policy)

- g) VET students are offered opportunities to seek RPL and are made aware of AAMC Training Group's RPL policy during pre-enrolment, and through publicly available information such as our portal and student handbook.
- h) All VET students may apply for formal recognition of existing competencies against an AQF qualification / Accredited course / unit of competency / module that AAMC Training Group is registered to deliver.
- i) Adequate information and support are provided to VET students in order to understand the RPL process and the requirement to gather reliable evidence to support their recognition claim
- j) The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation. Competency may be derived from many sources, including but not limited to:
  - i. Work experience
    - Work product
  - ii. Life experience
    - Training programs offered by industry, private or community-based providers which may or may not have been formally recognised
    - Training programs undertaken overseas (which may or may not be accredited in that country)
    - Informal learning programs
    - Certification from another RTO
- k) Only accredited and approved assessors will conduct RPL assessments on behalf of AAMC Training Group. (See Assessment Policy)
- l) RPL assessments must comply with the assessment requirements detailed in the relevant Training Package or VET Accredited course.
- m) RPL is subject to course enrolments fees as advertised on the AAMC Training Group's website.
- n) The minimum acceptable claim for RPL is a Unit of competency/module.
- o) Certification documentation will not be issued until all relevant fees are paid in full.
- p) Certification documentation is issued in accordance with the Issuing Certificates Policy.
- q) An applicant who has undertaken a course that is not competency-based can gain credit transfer into a competency-based course if the mapping of competency can be justified.

### 5.2 Mutual Recognition / Credit Transfer

- a) AAMC Training Group will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTOs or AQF-authorised issuing organisations.

- b) AAMC Training Group will apply credit to all relevant units of competency/modules after conducting a review and verification of validity of AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the registrar.
- c) Credit Transfer applies when the certification documentation provided by the client contains:
  - i. A unit of competency with the same current unit code and title as those that form part of the training and assessment programs offered by AAMC Training Group.
  - ii. A superseded unit of competency that the training package developer has determined to be equivalent (as published on the National Register).

NOTE: AAMC Training Group may conduct a mapping analysis where units have been superseded equivalent twice or more to assure the relevance of the competency assessment. Credit transfer may be refused in the case of a gap in either the training or assessment and the VET student will be provided with an appropriate alternative pathway, such as RPL.
- d) Client will provide a copy of the USI VET transcript with a valid QR code record of results or Statement of attainment and a duly completed and signed Privacy Disclosure Form.
- e) Authentication of AQF certification documentation and statements of attainment submitted in support of credit transfer requests will be done by contacting the issuing organisation via email and include a duly completed Privacy Disclosure form. For USI VET transcripts the QR code will be scanned and authenticated via the USI platform.
- f) AAMC Training Group are not obliged to issue a AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. client cannot complete all their learning and assessment with another RTO and request AAMC Training Group to issue the qualification under Recognition)
  - The amount of recognition contributing to the issuance of certification documentation from AAMC Training Group (i.e. using units/modules completed at other RTOs) is at the discretion AAMC Training Group.
- g) In the event a VET student wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then the VET student will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
- h) Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the VET student will only be enrolled in the additional units required to complete the new qualification.
  - Fees will reflect reduced learning load.

### 6. Privacy and Consent

All recognition applicants must provide a signed Privacy Disclosure / Consent Form when external verification is required (e.g. contacting issuing RTOs).

### 7. Appeals

Clients have the right to appeal a Recognition Assessment decision. (See Appeals Policy)

### 8. Access and Equity

Clients have fair and equal rights to assessment, including recognition. (See Access and Equity Policy)

### 9. Information and Guidance

Details about RPL and Credit Transfer processes are provided on AAMC's website, within the Student Handbook, and during enrolment discussions to ensure all learners understand recognition options and evidence requirements.

### 10. Records Management

All documentation from Recognition processes is maintained in accordance with Records Management Policy.

AAMC Training Group will retain all recognition documentation (applications, evidence, verification records, and decisions) within the student file for the required retention period as specified in the Records Management Policy.

### 11. Monitoring and Improvement

All Recognition practices are monitored by the Director AAMC Training Group and areas for improvement identified and acted upon.

### 12. Continuous Improvement and Staff Development:

AAMC Training Group will regularly review recognition outcomes for consistency and provide ongoing staff training on:

- a) distinguishing between RPL and Credit Transfer;
- b) authenticating evidence, including USI QR code verification; and
- c) applying the Principles of Assessment and Rules of Evidence fairly and consistently.