



Recognition of Prior Learning & Credit Transfer (National Recognition) Policy and Procedure

1. Recognition of Prior Learning (RPL)

Students are able to apply for RPL for one unit or several units of competency.

One piece of evidence may be used for more than one unit.

The evidence must be:

- Authentic (your own work)
- Reliable (is consistent with evidence required by other assessors)
- Sufficient (is it enough to prove competence?)
- Current (the evidence must be suitable to support a claim for competency today)
- Valid (must be relevant to what is being assessed)

Evidence can be direct or supplementary:

Direct evidence – this evidence will consist of your own work, for example:

- Reports you may have written
- Assessments of clients you have completed
- Programs you may have developed
- Videos of you demonstrating your skills.

Supplementary evidence – this is evidence about you that is provided by others, for example:

- References
- Documents relating to units of competency
- Statutory declarations

Authenticity of qualifications will be verified in accordance with the *Verbal Verification of Qualification Procedure*.

The RPL Assessor will provide written feedback on the results of an application. Any queries or a request for review of the assessment must be submitted in writing within five (5) working days of the result being issued. If a student is dissatisfied with the result of this outcome, they may appeal the decision with the Skills Recognition Advisor.

2. Credit Transfer (CT) or National Recognition

Churchill Education supports and endorses the credit of units attained from other accredited training to the Training Package offered at this RTO. Students will be given Credit Transfer or National Recognition for accredited training units which have been successfully completed with another registered training organisation.

Credit Transfers can be granted under any of the following circumstances:

1. Under the principles of National Recognition a student is granted an automatic credit for any unit that they have successfully completed at any other Registered Training Organisation (RTO).
2. When the unit has exactly the same code and title, even if it is not from the same Training Package.

Authenticity of qualifications will be verified in accordance with the *Verbal Verification of Qualification Procedure*.