

Policy No. 8

National Recognition and Recognition of Prior Learning (RPL)

1. Policy Objective

The objective of the National Recognition and Recognition of Prior Learning (RPL) Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO accepts and provides credit to participants for Units of Competency and/or modules where these are evidenced by other RTOs or authenticated VET Transcripts, issued by the Registrar to meet the Standards for Registered Training Organisations 2015 and Training Package requirements.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 1.12; and
- ▶ Standard 3.5.

2. Policy

1. St John RTO will accept and provide credit to participants for Units of Competency and/or modules where these are evidenced by other RTOs or authenticated VET Transcripts issued by the Registrar for the training products that are on the St John RTO Scope of Registration only.
2. St John RTO will provide:
 - ▶ National Recognition; and
 - ▶ Recognition of Prior Learning.
3. St John RTO will provide National Recognition by:
 - ▶ Credit Transfer for Matching Units of Competency; and
 - ▶ Credit or Equivalence for Non-Matching Units of Competency.
4. St John will provide Recognition of Prior Learning by:
 - ▶ Providing RPL Information to RPL candidates;
 - ▶ Validating submitted RPL Kit and evidence;
 - ▶ Mapping RPL evidence;
 - ▶ Conducting Challenge Testing;
 - ▶ Making assessment judgement;
 - ▶ Utilising Learning Management System (LMS);
 - ▶ Records management; and
 - ▶ Submitting RPL evidence for compliance auditing purposes on a quarterly basis.

5. This Policy and Procedure to be read in conjunction with:
 - ▶ **St John RTO Policy and Procedure No. 6 Course Delivery and Assessment System.**
6. St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

Policy Administration		
Directorate:		Responsible Manager:
Community Services		Executive Manager Education Services
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	July 2017
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Version:	Decision Reference:	Synopsis:
1	Document Created	VET Reform and Standards for RTOs 2015
2	Minor Changes	St John RTO Stakeholder Feedback provided on 25/6/2015 and 29/6/2015
3	Changes to Numbers in Documents Related Updated Spelling/Formatting and Included References to LMS	Following Review of Compliance Documentation Introduction of St John LMS