



Information on Credit Transfer and Recognition of Prior Learning

What is it?

Corporate Partners recognises any equivalent AQF qualifications or statements of attainment you have completed in any other training programs. Recognition of Prior Learning (RPL) recognises what you have already learned from other courses, from life experience, from work experience and from any training provided at work, and measures this against the requirements of your qualification. If what you have learned at work or elsewhere is relevant to your target qualification, you may not have to do those parts of the course again.

Why apply? - What's in it for me?

It is important to apply for credit transfer and/or RPL if you think you already have qualifications, statements of attainment or experience that might be relevant. The advantages of applying for credit transfer and RPL are:

- 1 You can work out whether any qualifications or statements of attainment are equivalent to units within your qualification program.
- 2 You can work out whether your experience is similar to that required by your qualification.
- 3 If you have already achieved some of units or the learning outcomes of your target qualification, you might not have to do those units again.
- 4 It means that you only invest time and energy developing skills and demonstrating competence in new skill areas. You do not have to spend time demonstrating competence in areas in which you have previously demonstrated competency or gained qualifications and statements of attainment.
- 5 It recognises that you are entering your learning program with many skills - that you are not a total beginner.
- 6 You may attain your target qualification in a much shorter time.
- 7 You may choose to enroll in another qualification much sooner, building new skills and demonstrating competence in ways that prepare you to advance your career and take advantage of opportunities for promotion.



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How it works - What happens?

If you decide to apply for credit transfer and/or RPL you will be asked to complete an application form giving details of your relevant experience, skills and knowledge.

Review the Demonstration Activities in the relevant Corporate Partners Learning Guide, which will clearly describe what evidence you need to provide for a successful application. When you feel you have gathered together sufficient evidence, Corporate Partners will arrange a formal interview with you.

At the interview, the assessor will examine your documented evidence. You may be asked to attest to the verity of your qualifications or statements of attainment by completing a Statutory Declaration or having transcripts and statements of attainment verified by a JP. You may be asked questions to determine whether you are eligible for recognition of prior learning. After the interview, you will be notified of the credit transfer and RPL decision. If your application is successful, you will not be required to do certain parts of your learning program.

If your application is unsuccessful, you can appeal against the decision if you believe it was unfair.

What do I do now?

If you think you might be eligible for credit transfer and/or RPL, you will need to complete the Credit Transfer and RPL application form included in your enrolment kit. If you are not sure about whether to apply for credit transfer and/or RPL, you should:

- 1 Familiarise yourself with the evidence required in the relevant Corporate Partners Learning Guide.
- 2 Discuss your situation with your manager, training coordinator, human resources or Corporate Partners.