



RTO Recognition Procedure

AMS-AUS-PR-0003-0006

Scope

This procedure has been developed in accordance with the Standards for NVR Registered Training Organisations 2025 to ensure candidates are provided with credit and recognition for current skills and knowledge.

This procedure relates to Outcome Standards - Standards for NVR Registered Training Organisations 2025: 1.6, 1.7, 2.1

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Procedure

Definitions

For the purpose of this procedure, the following definitions apply:

Authenticated VET Transcript has the meaning given in the Student Identifiers Act 2014.

AltradSkills means Cape Australia Holdings Pty Limited, RTO 7131, as defined on the National Register.

Registrar means the meaning defined under the Students Identifiers Act 2014.

Standards means the Standards for Registered Training Organisations (RTOs) 2015.

Recognition means recognition of skills and knowledge. This may be in the form of Credit Transfer (CT), Recognition of Prior Learning (RPL) or partial RPL in the form of reduced training and/or assessment in a course.



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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.

Credit Transfer as defined under the Australian Quality Framework (AQF), is a process that provides students with agreed and consistent credit outcome for components of a qualification based on identified equivalence in content and learning outcome between matched qualifications.

Recognition of Prior Learning as defined in the Standards, means an assessment process that assesses the competency 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.

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 degree)

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

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)

Rules of Evidence as defined in the Standard 1.4(b): Rules of Evidence:

Validity - The Assessor can be reasonably assured that the VET student possesses the skills and knowledge described in the training product.

Sufficiency - The Assessor is assured that the quality, quantity and relevance of the assessment evidence enables to make an informed judgement of the VET student's competency in the skills and knowledge described in the training product.

Authenticity - the assessor is assured that a VET student's assessment evidence is the original and genuine work of that VET student

Currency - The Assessor is assured that the assessment evidence presented to the assessor documents and demonstrates the VET student's current skills and knowledge.

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Principles of Assessment as defined in the Standard 1.4(a): Principle of Assessment:

- **Fairness** - assessment accommodates the needs of the VET student, including implementing reasonable adjustments where appropriate and enabling reassessment where necessary.
- **Flexibility** - assessment is appropriate to the context, training product and VET student, and assesses the VET student's skills and knowledge that are relevant to the training product, regardless of how or where the VET student has acquired those skills or that knowledge
- **Validity** - assessment includes practical application components that enable the VET student to demonstrate the relevant skills and knowledge in a practical setting; and
- **Reliability** - assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of which assessor is conducting the assessment.

Process Stages

General Requirements

The objective of this procedure is to implement a fair and transparent process when providing recognition or credit to candidates (unless licensing or regulatory requirements prevent this) that complies with the assessment requirements of Training Packages and VET Accredited Course, the Principles of Assessment and Rules of Evidence.

Whilst AltradSkills does offer recognition in the form of Recognition of Prior Learning (RPL) or Credit Transfer (CT), candidates may be required to undertake refresher training in accordance with industry, licencing or project requirements.

Predominately, AltradSkills is an Enterprise-RTO delivering training and assessment services for industry employees, by industry. Enterprise employees may be required to undertake training as a condition of their employment, generally predetermined by the requirements of the specific project.

Recognition/Credit Transfer

AltradSkills mutually recognises AQF certification documents issued by any other RTO, upon receiving evidence

Providing information of Recognition

AltradSkills' RTO Recognition Procedure, AMS-AUS-PR-03-31 (this document), is publicly available on its training website. In addition, prior to enrolment candidates are provided with information about Recognition through the RTO Student Information Handbook.

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Application for Recognition/Credit

Whilst candidates can apply for recognition at any time, they are encouraged to apply prior to course commencement. Where a candidate presents evidence for recognition after they have commenced a unit of competency or module, and it can be demonstrated that the candidate was informed about their options prior to commencement, fees may apply.

Candidates applying for RPL must complete the:

- RTO Application for Recognition of Prior Learning, AMS-AUS-F-1045; and
- RTO Application for Enrolment Form, AMS-APAC-F-0566
- RTO RPL Assessment Tool kit, AMS-AUS-F-1044

AltradSkills reserves the right to seek further clarification from the issuing RTO where there is some ambiguity about verification and authenticity of an AQF certification document.

Some units of competency require an individual to complete refresher training in accordance with licencing, project or industry requirements.

AltradSkills will not accept wallet cards issued by another RTO as evidence of AQF certification documents.

Credit Transfer

Credit Transfer may be granted for any unit/s previously attained that match to a unit in the candidate's current enrolment, or where units from a preceding training package are seen to be equivalent, as documented by the training package guidelines and these courses are on the scope of registration.

Credit transfer may not be granted:

- Where industry, licencing, project or regulatory requirements apply
- For partial completion of a unit of competency
- Where a qualification or statement of attainment is achieved wholly through recognition of units and / or modules completed at another RTO

Certification documentation must be presented as either originals or certified copies of originals, in the form of:

- A Testamur or Statement of Attainment clearly demonstrating the RTO government issued number and logo
- A record of results clearly demonstrating the RTO course codes and competency achieved
- An authenticated VET transcript issued by the Registrar

Credit transfer cannot be granted for partial completion of a unit of competency.

AltradSkills is not obligated under the Standards for RTOs to issue a qualification or Statement of Attainment that is achieve wholly through recognition of units and/or modules completed at another RTO or RTOs.

Credit transfer will not be awarded to candidates who enrol into a single unit course

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Recognition of Prior Learning (RPL) Procedure

Recognition of prior learning means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.

RPL is a process whereby evidence is collected, and judgement is made by a qualified Assessor.

Any enrolled candidate is entitled to apply for RPL, providing it is included on AltradSkills' RTO's scope of registration

Assessment of RPL is conducted in line with the Principles of Assessment and Rules of Evidence, as defined in the Standards. Recognition may only be awarded for whole units of competency.

The Assessor may also identify the need to conduct an observation of the candidate's skills in a workplace / simulated environment and arrangements will be made with the candidate

Fees and charges will be communicated to the candidate upon receipt of their application.

Fees will vary based on the number of units the applicant is applying for

A non-refundable administration and processing fee will apply. Refer to "additional fees" documented in AltradSkills' RTO Fees, Cancellation and Refund Procedure, AMS-AUS-PR-03-36

Travel and accommodation for an assessor to conduct an on-site assessment will be in addition to any quoted fees and charges, unless stated otherwise

Application for RPL

Applicants for RPL will be provided with an RPL Assessment Tool Kit which will consist of:

- RTO Application for Recognition of Prior Learning, AMS-AUS-F-1045

RTO Application for Enrolment Form, AMS-APAC-F-0566

RTO Assessment tool

Upon receipt of the completed documentation and RPL Assessment Tool Kit, AltradSkills will assign a qualified Assessor, who will assess the RPL application.

- The Assessor is responsible for mapping competency against the required criteria in a unit of competency or module, ensuring that evidence provided meets the Rules of Evidence and Principles of Assessment, as defined in the Standards
- Candidates will be interviewed as part of the evaluation process
- Assessors may require a candidate to undertake a practical assessment of skills and knowledge to satisfy themselves of a student's current competency
- The assessor will contact nominated third party referees to confirm the information provided as part of their RPL application
- Candidates will be advised of the outcome of their application usually within 21 days. Where more than 21 days is required, the candidate will be kept informed

The outcome of the RPL will be recorded in the Student Management System.

In accordance with AltradSkills' RTO Records Management Procedure, AMS-AUS-PR-003-0007, all evidence pertaining to the RPL outcome will be stored electronically on the client's file. If the RPL is unsuccessful, the candidate will be advised in writing of the following:

- Reason the application was unsuccessful
- If any further evidence and documentation is required
- Advised of their right to appeal

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There is no refund for RPL fees should the client be deemed unsuccessful in the RPL process.

Evidence for Recognition

Assessors who conduct the RPL must ensure they follow the evidence requirements as outlined in the assessment kit and mapping matrix, as well as the RPL procedure.

Forms of evidence may include:

- Third party feedback/reports
- Portfolio of work and review of products
- Trade tests
- Direct observation by a Trainer / Assessor
- Structured activities
- Verbal questioning
- Formal previous training records
- Evidence of relevant unpaid/volunteer work

Key Related Documents

Reference Number	Document
AMS-AUS-PR-03-31	RTO Recognition Procedure
AMS-AUS-PR-03-36	RTO Fees, Cancellation and Refunds Procedure
AMS-AUS-PR-003-0007	RTO Records Management Procedure
AMS-AUS-F-1045	RTO Application for Recognition of Prior Learning
AMS-AUS-F-0566	RTO Application for Enrolment Form

Revision Details

Revision	Date	Details of the Amendments	Revised by
00	28/01/2025	Update AMS Number with the new numbering system Old AMS No. AMS-AUS-PR-03-31 RTO Recognition Procedure	DC
01	30/04/2025	Update to comply with Standards for NVR Registered Training Organisations 2025	AB