Policy Rationale
The purpose of this policy is to ensure that qualifications issued by other Registered Training Organisations (Registered Training Organisations) to students enrolling with CCAE are verified, and if compliant are accepted and recognised.

Policy Aims
- Recognition of Prior Learning (RPL) acknowledges the full range of an individual’s skills and knowledge, irrespective of how it has been acquired.
- CCAE will ensure that all valid AQF qualifications and statements of attainment issued by other Registered Training Organisations will be fully accepted.
- Students will be offered RPL upon enrolment for competencies gained through formal study, work experience, employment and other “life” experiences and will be advised of the outcome of their application for recognition of qualifications from other Registered Training Organisations.

Procedure – Underlying Principles of Mutual Recognition
The Manager will ensure all student information and marketing material contains advice that CCAE will recognise valid AQF qualifications and statements of attainment issued by other RTO’s and that CCAE will offer Recognition of Prior Learning (RPL) to all individual’s upon enrolment so that they may take advantage of prior learning achieved through work, or life experiences and have them applied to specific learning outcomes where appropriate.
- Students seeking RPL for AQF qualifications and/or statements of attainment awarded by another RTO must present the original documents for copying or appropriately verified copies of original documents.
- CCAE will validate the AQF qualification and/or statement of attainment presented for mutual recognition by contacting the issuing RTO if there is any doubt of its authenticity.
- Verified AQF qualifications and statements of attainment will be fully recognised and recorded on the student database.
- Where applicable, credit will be given for identical units of competence completed elsewhere. Exemptions will be granted and recorded for achievement of the equivalence of a unit of competence. A Statement of Attainment will also be issued.
- AQF qualifications and statements of attainment unable to be verified will not be recognised and the student asked to provide further verifiable evidence. Any non-verified RPL claims will be recorded on the student’s file, plus details of requests for further information and/or counselling undertaken.

Procedures - RPL
- All students are to be provided with information on RPL and procedures for application at the time of enrolment.
- All students interested in pursuing an RPL process will be referred to Skills-Store for an RPL assessment which will reduce the cost of their selected program by $250 if they are successful in obtaining RPL outcomes.
- The applicant will be required to attend an interview with an RPL assessor and/or course expert and provide the following:
  - A copy of relevant documentation such as certificates or letters of competency
  - A resume or similar document outlining relevant employment history and operator licences
  - Documentation, addressing the performance criteria of the units of competence
- A qualified staff member will assess each application and make a recommendation as to whether RPL is granted.
- If a decision cannot be made then the applicant may be required to provide more information/evidence of prior experience.
- Written feedback is to be provided for the candidate as per the RPL assessor’s kit.
- Where applicable, exemptions/credits will be given and recorded, and qualifications/Statement of Attainment issued.
- An applicant may appeal using CCAE’s grievance process against an RPL decision of CCAE staff.

Evaluation
This policy will be reviewed bi-annually