

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. This Policy and Procedure version is effective as of 1 November 2017.
2. 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.
3. St John RTO will provide:
 - ▶ National Recognition; and
 - ▶ Recognition of Prior Learning.
4. St John RTO will not provide RPL or CT for Units of Competency that are not on St John RTO scope of registration.
5. St John will provide RPL information to RPL candidates via web page or on request.
6. St John will include challenge testing as part of its RPL assessment.
7. This Policy and Procedure to be read in conjunction with:
 - ▶ St John RTO Policy and Procedure No. 6 Course Delivery and Assessment System;
 - ▶ St John RTO Policy and Procedure No. 10 Compliance with Standards for RTOs 2015; and
 - ▶ St John RTO Policy and Procedure No. 22 Records Management.
8. 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 2018
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Document Location	G:\25 RTO Policies and Procedures\Word Documents - Policies Procedures\8 National Recognition and RPL\Policy and Procedure No. 8 National Recognition and RPL V4 (Draft).docx	
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
4	Annual review by RTO Stakeholders	<ol style="list-style-type: none"> 1. New format 2. RPL process simplified 3. Section 5 reduced 4. Section 6 added 5. Effective as of 1.11.2017