

## RECOGNITION OF PRIOR LEARNING (RPL) – POLICY AND PROCEDURE

### POLICY

The CITC recognises the Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other Registered Training Organisation.

### PROCEDURE

Inform course participant where applicable of availability of formal RPL through:

- General information and enrolment confirmation
- Response to individual's enquiry
- Informing client that this information is available on the CITC website
- Sending information where applicable with course information when enrolling on a course

1. All participants must provide evidence of prior study and/or relevant experience in the area they wish to apply for RPL and undertake an assessment where applicable.
2. Apply in writing to the CITC and provide evidence to support the application
3. The CITC will provide additional information or counselling where appropriate.
4. The client must pay the required RPL application & processing fee upon application
5. The application must be forwarded to the CEO or Operations Manager

**NOTE: The applicant must be enrolled in a CITC accredited course to receive recognition**

6. The application will be processed within 21 days of receipt of all information and evidence.
7. The CEO or Operations Manager will distribute the information and evidence to the appropriate trainer, contractor and subcontractor for assessment, if applicable.
8. The applicant will be advised in writing of the status of the application upon completion.

### **If RPL Application Successful:**

The applicant will be advised in writing of the following:

- Issue of parchment (if applicable)
- Application to apply for appropriate licence (if applicable)
- Fees and charges involved for any license applications (if applicable)

### **If RPL Application Unsuccessful:**

The applicant will be advised in writing of the following:

- Right of appeal

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- Information that made the application unsuccessful such as lack of evidence
- If any further evidence and documentation is required that might assist another outcome
- A range of study options to upgrade skills and knowledge
- Enrolment in the module for which RPL was sought.

## **Finalising the Process**

1. The CEO or Centre Operations Manager will advise CITC Administration Manager of the RPL outcomes
2. All information and evidence will be kept on the student's file as part of their official records.
3. Any original copies belonging to the applicant will be returned upon completion of the process.