

National Recognition (RPL/CT) Policy

1. Purpose

Purpose of the Policy to provide fair and transparent recognition of learners' prior skills and knowledge to support their efficient progression.

- Ensures PICAC offers clear and fair pathways for Credit Transfer (CT) and Recognition of Prior Learning (RPL).
- Supports learners by acknowledging existing skills and knowledge.
- Facilitates efficient learner progression through recognition processes.
- Ensures compliance with the Standards for RTOs 2025.

2. Scope

This policy applies to all learners seeking recognition of prior qualifications or competencies and to staff involved in managing and accessing national recognition applications. It covers all nationally recognised training products delivered by PICAC.

3. Standards Referenced

Standards for RTOs 2025:

Outcome Standards 2025

- Standard 1.6 - VET students with existing skills and knowledge are supported to pursue recognition of prior learning to advance within their chosen training product.
- Standard 1.7 - VET students who have completed an equivalent training product are supported in obtaining a credit transfer.

Compliance Standards 2025 - NA

4. Policy Statement

- PICAC recognises learners' existing skills and knowledge through CT and RPL.
- We apply fair, transparent, and consistent recognition processes.
- Recognition helps learners progress faster and avoid repeating what they already know.
- All decisions follow national standards and support AQF integrity.

5. Application of the Standards to PICAC's National Recognition Policy

5.1 Credit Transfer (CT)

- PICAC awards CT for units with matching national codes or deemed equivalent via the national register (training.gov.au).
- Learners must apply for CT prior to or at enrolment.
- CT processes prevent unnecessary duplication of training, ensuring compliance.

5.2 Recognition of Prior Learning (RPL)

- All learners are offered RPL opportunities upon enrolment.
- RPL assessment uses approved tools aligned with training packages and applies the Rules of Evidence and Principles of Assessment.
- Competency is granted based on evidence of current skills and knowledge.
- This aligns with Standards on valid and reliable RPL processes.

6. Non-Attainment of Recognition

- Where CT or RPL is not granted, learners are offered appropriate training and assessment in line with the Training and Assessment Strategy.
- This ensures compliance with RTO Standards

7. Issuing and Maintaining Certification

- PICAC issues and accepts AQF certification documentation per Standards.
- Learners have access to their records upon request.

8. Supporting Processes

Process Name	Purpose
Credit Transfer	Assessing and awarding credit transfer based on evidence.
RPL	Assessing RPL applications to confirm competency.

9. Supporting Documents

Document ID	Name
Credit Transfer Request Form	To request credit transfer
RPL Application Form	To apply for RPL, Portfolios, resumes, references, competency conversation records (for RPL)
Training & Assessment Processes	Processes and Flowcharts

10. Version Control

Version	Date	Changes
1.0	27/10/2017	First release
1.1	21/09/2018	Updated forms and documents
1.2	03/10/2022	General review
2.0	30/05/2024	Reviewed
2.1	19/05/2025	Comprehensive review aligned with 2025 standards
2.2	01/09/2025	The logo has been updated to include PICAC, STC, CEPUTEC, and FIT.