

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY

1 PURPOSE AND SCOPE

- 1.1 The Prior Learning Recognition and Credit Transfer Policy outlines the criteria and procedures set by AHETI for acknowledging students' prior learning, encompassing various recognised forms of learning and the different pathways for recognition.
- 1.2 This Policy is applicable to individuals currently enrolled or considering enrollment at AHETI who are interested in obtaining recognition for their qualifications and units based on their prior learning experiences.

2 DEFINITIONS

- 2.1 For the purposes of this Policy and associated Procedures, the following definitions apply:
 - i. AHETI - Australian Health Education and Training Institute
 - ii. AQF – the Australian Qualifications Framework.
 - iii. ASQA – Australian Skills Quality Authority, the national Vocational Education and Training (VET) regulator for RTOs.
 - iv. Qualification – an officially accredited certification that acknowledges the successful fulfilment of an AQF program designed to prepare an individual for employment and/or further education and training.
 - v. TAE – Training and Education Package.



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- vi. Services – encompassing training, assessment, related educational and support services, and/or any activities connected to the marketing or recruitment of potential students.
- vii. The Board – AHETI's Board of Directors.
- viii. Unit – Unit of Competency. A qualification consists of several units, and each unit can be individually assessed and acknowledged.
- ix. VET – Vocational Education and Training.

3 POLICY STATEMENT

- 3.1 AHETI is dedicated to upholding the credibility of its qualifications and units and safeguarding the excellence of the certifications. AHETI will acknowledge previous learning and provide recognition for such learning, as long as it is pertinent, current, and aligns with the requirements for each accredited unit of competency, following this Policy.
- 3.2 When granting recognition, AHETI prioritises maintaining the academic standards of the organisation, ensuring fairness, expediting the application process, and applying the Policy consistently.
- 3.3 Credit Transfer (CT), Recognition of Prior Learning (RPL), and Assessment Only (AO) options will be accessible for all qualifications and units within AHETI's registration scope.

4 PRINCIPLES

- 4.1 AHETI acknowledges various forms of learning, which encompass formal learning (knowledge and skills acquired through structured education), non-formal and informal learning (gained from real-life experiences, attitudes, and aptitudes) that students may bring to their educational journey.



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- 4.2 AHETI adheres to the [Standards for Registered Training Organisations \(RTOs\) 2015](#). AHETI implements an assessment system that ensures assessments, including Recognition of Prior Learning (RPL):
- i. Align with the assessment requirements of the relevant training package or VET accredited course; and
 - ii. Adhere to the Principles of Assessment and the Rules of Evidence. Recognition can be granted to a student based on previous studies or work experience, partially fulfilling the requirements of any course or unit provided by AHETI and/or AHETI.
- 4.3 The determination of equivalence for RPL and AO pathway decisions relies on academic judgement supported by appropriate evidence of prior learning provided by the student.
- 4.4 RPL is granted through an assessment process that is:
- i. Based on evidence and outcomes;
 - ii. Fair, transparent, and accountable; and
 - iii. Subject to quality assurance comparable to the relevant assessment practices at AHETI.
- 4.5 Credit Transfer (CT) is provided for units of competency completed at AHETI or other registered training organisations. Applicants must furnish evidence, such as AQF certification, to support their CT claims.
- 4.6 Assessment Only (AO) Pathway is an option offered to students with at least five years of required and current industry experience who cannot provide the documentary evidence applicable to an RPL application.
- 4.7 Granting recognition will not compromise the integrity of qualification outcomes. Recognition will only be awarded if:
- i. It upholds AHETI's standards and aligns with the requirements of this Policy, the Admissions Policy, and specific admission criteria.

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- ii. Students receiving such recognition are not put at a disadvantage in achieving the expected learning outcomes for the course or unit.
 - iii. The integrity of the qualification or unit is preserved.
- 4.8 AHETI may provide recognition to prospective or current students at the time of enrollment. Students are encouraged to apply before commencing their studies. Students cannot apply for recognition retroactively if they have not met competency requirements.
- 4.9 Students will promptly receive written notification of the outcome of their recognition application.
- 4.10 Information on potential recognition and guidance on applying for recognition will be furnished to prospective students.
- 4.11 The results of all recognition assessments will be documented on the recognition transfer form. AHETI will retain evidence of recognition assessment decisions for six (6) months and maintain written records of assessments for thirty (30) years after the student's departure from AHETI.

5 ROLES AND RESPONSIBILITIES

- 5.1 The AHETI Director is responsible for implementing this Policy and has the authority to delegate some or all of the responsibilities to a Trainer/Assessor within AHETI who holds a TAE qualification.
- 5.2 The AHETI Director, or their delegate, will:
 - i. Determine the procedure for assessing individual recognition applications and apply this procedure consistently for all assessments.



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- ii. Establish guidelines for the automatic granting of recognition to applicants based on specific prior study or work experience, consider the time gap between the original study and the recognition application, and ensure efficient handling of administrative aspects related to these applications.
- iii. Maintain a record of past cases to facilitate the development and future application of the aforementioned guidelines.





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For more information

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