



# Student Records: Recognition of Prior Learning (RPL) and Credit Transfer (CT) 5-1001:

## **Purpose:**

Competency-based training places emphasis on the workplace application of attained knowledge and skills - not how long spent in training or the amount of knowledge acquired in a formal learning environment.

## **Credit Transfer:**

Australian Qualifications and Statements of Attainments that have been issued by any other Registered Training Organisation (RTO) will be recognised by Quality Hospitality International. To apply for a Credit Transfer (CT), students must be able to present their original Qualification or Statement of Attainment with National codes and titles that match the current course in which they are enrolled.

## **Recognition of Prior Learning:**

Recognition of Prior Learning (RPL) is the acknowledgment of skills and knowledge obtained through formal training, work experience and/or life experience. The purpose of this process is to identify and assess previously acquired skills and knowledge against the required competency standards.

Course participants applying for RPL must provide evidence to the satisfaction of QHI. This evidence must clearly indicate that the applicant is able to demonstrate all the required skills and knowledge.

## **Applying for CT or RPL:**

Information and documentation regarding the application procedure for RPL and/or Credit Transfers will be made available to all participants upon request to the Administration Officer.

**Please note:** RPL cannot be granted for part of a unit. Any applicant may appeal in writing against a decision regarding RPL to the QHI's CEO by following the 'Complaints and Appeals Policy and Procedure.'


## **CT or RPL for Legislated Industry Specific Training:**

QHI does not grant CT for the short courses for Responsible Service of Alcohol, Responsible Gambling Services or for Food Hygiene. If you hold a current certificate or statement of attainment for these courses you do not need to repeat these units. If your certificate is not current you are legally required to do a course or refresher course to update your knowledge.

As the RPL process takes time and effort to complete for both the applicant and QHI and with the costs exceeding the cost of the online courses QHI recommends students complete the course. If however knowing and understanding that, you wish to apply for RPL please contact our Administration Officer by email at [info@qhinc.com](mailto:info@qhinc.com) for details.

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**Policy Authorisation:**

Responsibility:	C.E.O. Ross Gregory
Signature:	
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