

RTO Recognition Procedure

AMS-AUS-PR-003-0006



Scope

AltradSkills will provide Recognition of Prior Learning (RPL) to all learners, Learners can apply RPL for a full qualification or units of competency. This document relates to the Standards for Registered Training Organisations – Outcome Standard 1.4, 1.6 and 2.1.

During the RPL assessment process, the competency of a learner that may have been acquired through formal, nonformal and informal learning will determine the extent to which that learner meets the requirement specified in the training package or VET accredited course.

Formal Learning refers to learning that takes places through a structures program of instructions and is linked to the attainment of an AQF skillset or statement of attainment (for example, a certificate, diploma, or university degree)

Non-formal learning refers to learning that takes place through a structured program of instruction, but not lead to the attainment of an AQF Skillset or a Statement of Attainment (for example, inhouse professional development programs conducted by a business

Informal learning refers to the learning that results through experience of work, related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years of sales representatives).

Process Map

Not required.

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Procedure

1. General Requirements

The objective of this procedure is to implement a fair and transparent process when providing recognition or credit to candidates (unless licensing or regulatory requirements prevent this) that complies with the assessment requirements of Training Packages and VET Accredited Courses, the Principles of Assessment and Rules of Evidence (Outcome Standard 1.4)

Whilst AltradSkills does offer pathway for Recognition of Prior Learning (RPL) or Credit Transfer (CT), candidates may be required to undertake refresher training in accordance with industry, licensing or project requirements.

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AltradSkills is an Enterprise-RTO delivering training and assessment services for industry employees, by industry. Enterprise employees may be required to undertake training as a condition of their employment, generally predetermined by the requirements of the specific project.

2. Providing information of Recognition

AltradSkills' RTO Recognition Procedure, AMS-AUS-PR-03-31 (this document), is publicly available on its training website. In addition, prior to enrolment candidates are provided with information about Recognition through the AltradSkills Student Handbook.

3. Recognition of Prior Learning (RPL) Procedure

RPL is a process whereby evidence is collected, and judgement is made by a qualified Assessor.

- Any enrolled candidate is entitled to apply for RPL, providing it is included on AltradSkills' RTO's scope of registration
- Assessment of RPL is conducted in line with the Principles of Assessment and Rules of Evidence, as defined in the Standards. Recognition may only be awarded for whole units of competency.
- The Assessor may also identify the need to conduct an observation of the candidate's skills in a workplace / simulated environment and arrangements will be made with the candidate

4. Application for RPL

Applicants for RPL will be provided with an RPL Assessment Tool Kit which will consist of:

- RTO Application for Recognition of Prior Learning - AMS-AUS-F-1045
- RTO Application for Enrolment Form - AMS-APAC-F-0566
- RTO Assessment tool

Upon receipt of the completed documentation and RPL Assessment Tool Kit, AltradSkills will assign a qualified Assessor, who will assess the RPL application.

- The Assessor is responsible for mapping competency against the required criteria in a unit of competency or module, ensuring that evidence provided meets the Rules of Evidence and Principles of Assessment, as defined in the Standards.
- Candidates will be interviewed as part of the evaluation process
- Assessors may require a candidate to undertake a practical assessment of skills and knowledge to satisfy themselves of a student's current competency
- The assessor will contact nominated third party referees to confirm the information provided as part of their RPL application
- Candidates will be advised of the outcome of their application usually within 21 days. Where more than 21 days is required, the candidate will be kept informed
- The outcome of the RPL assessment will be recorded in the Student Management System.

In accordance with AltradSkills' RTO Records Management Procedure, AMS-AUS-PR-003-0007, all evidence pertaining to the RPL outcome will be stored electronically on the client's file. If the RPL is unsuccessful, the candidate will be advised in writing of the following:

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- Reason the application was unsuccessful
- If any further evidence and documentation is required
- Advised of their right to appeal

5. Evidence for Recognition

Assessors who conduct the RPL assessment must ensure they follow the evidence requirements as outlined in the assessment kit and mapping matrix, as well as the RPL procedure. Evidence of competence must be shown in relation to the specific general competency. this will evidenced in the following ways (but not limited to):

- Work samples
- practical demonstrations in the workplace
- references and/or interviews with supervisors
- certificates and performance reviews
- other documented evidence that the learner may hold

Key Related Documents

Reference Number	Document
AMS-AUS-F-1045	RTO Application for Recognition of Prior Learning
AMS-AUS-F-0566	RTO Application for Enrolment Form
AMS-AUS-PR-003-0007	RTO Records Management Procedure

Revision Details

Rev No.	Date	Details of the Amendments	Prepared	Reviewed	Approved
00	11/10/2019	Issued for use.			
01	28/01/2025	Update AMS Number with the new numbering system Old AMS No. AMS-AUS-PR-03-31 RTO Recognition Procedure	Document Controller	Riannon Capelinha	Aaron Smith
02	30/04/2025	Update to comply with Standards for NVR Registered Training Organisations 2025	Amit Bahl	Aaron Smith	Aaron Smith
03	10/06/2026	Updates in consultation with RTO Consultant	Sheevaun Gallacher	Emma Trzop	Aaron Smith

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