

Recognition of Prior Learning / Recognitions of Qualifications Issued by other RTOs



- 1 Any participant in a course conducted by VOTES may apply for Recognition of Prior Learning. It is available to all participants at the time of enrolment.
- 2 Any participant wanting Recognition of Prior Learning is required to discuss with the Training & Quality Assurance Manager his/her eligibility for the module/modules.
- 3 VOTES will recognize the AQF qualifications and Statements of Attainments issued by any other nationally Registered Training Organisation (RTO) that is registered with a State/Territory Recognition Authority. This shall occur at no additional cost to the participant.
- 4 An Application form with supporting evidence and documentation is required to support the application, e.g. References of past employers, certificates, past study results, testimonials from clients, work samples, etc., which will need to be authenticated.
- 5 The Application form must be lodged with the Training & Quality Assurance Manager along with a \$50.00 fee.
- 6 VOTES may require the applicant to provide further information or an interview before a decision is reached on the application.
- 7 The balance of the Recognition of Prior Learning payment is required before the acceptance of the Recognition of Prior Learning will be granted. The amount will be based on \$150.00 per module up to a maximum of \$1,200.00
- 8 The initial registration of \$50.00 is not refundable. The Training & Quality Assurance Manager has the discretion to change these fees as the circumstances require
- 9 There are four possible outcomes from the RPL Process:
 - i. Request granted and you will be given an exemption from the module.
 - ii. Request partially granted – you might need to complete part of the module.
 - iii. Request not granted – the evidence supplied does not indicate you have in fact completed the competency.
 - iv. Further information may be asked of you.
- 10 If the applicant is not satisfied with the outcome they may appeal to the Training and Quality Assurance Manager. If the applicant is still not satisfied, they have the option of appealing to the Chief Executive of VOTES, i.e. the Chief Executive Officer of Bendigo Access Employment.