Phoenix Institute of Training is committed to promoting recognition for all students.

***1. Objectives***

1.1 Phoenix Institute of Training recognises:

* Recognition of Prior Learning (RPL) is an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or Vocational Education and Training (VET) accredited courses.
* Credit Transfer means credit granted to an enrolled learner for a unit of competency previously successfully completed. dignity and respect in all workplaces and learning environments

***2****.* ***Audience and applicability***

2.1 The policy applies to all staff, contractors, volunteers, other personnel employed and student learners of Phoenix Institute of Training.

***3****.* **Legislation and Standards**

3.1 Standards for Registered Training Organisations (RTOs) 2015, particularly Standards 1.8:

- The RTO implements an assessment system that ensures that assessment (including Recognition of Prior Learning) complies with the assessment requirements of the relevant training package or VET accredited course

- Is conducted in accordance with the Principles of Assessment and the Rules of Evidence

- Requirements of the NSW Smart and Skilled contract to have in place a recognition policy and process that aligns with the NSW Recognition Framework

***4****.* ***Responsibilities and delegations***

4.1    It is the responsibility of the Director (Director Human Resources) to maintain the review process, consult with relevant stakeholders and present this policy for authorisation by the Chief Executive Officer every two (2) years or sooner if a need is identified.

4.2    Phoenix Institute of Training employees are responsible for adhering to authorised policy and for communicating any identifying gaps and areas within the existing policy.

4.3 Students who have completed a Nationally Recognised Qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s).

***5****.* ***Monitoring, evaluation and reporting requirements***

5.1 The Academic Officer will ensure all staff are aware of the RPL procedures and continually monitor to ensure procedures are compliant with the Australian Qualifications Framework 2011 and the VET Quality Framework.

***6. Process***

6.1 RPL applications process is as follows:

* The student gathers evidence and completes their application, and submits to Phoenix Institute of Training *(if required, an interview with the assessor is scheduled - please contact Phoenix Institute of Training when you are ready for the interview)*
* Application is reviewed by an assessor *(if required, the assessor may ask for additional information or documentation before reaching a final decision)*
* Assessor decides whether RPL application has been successful and advises the student of the decision in writing within 7 days
* If competent, the assessor will submit the results to Phoenix Institute of Training. If not yet competent (NYC), student may need to submit additional evidence, accept the NYC result, or appeal the NYC result

*7.* ***Contact***

*Compliance Officer*

Phoenix Institute of Training

Mobile: 0478 774 969

Email: info@phoenixinstitutetraining.com