

Policy Name	RECOGNITION OF PRIOR LEARNING POLICY
Policy Number	V003_PO_VET
Purpose	The purpose of this policy is to state the principles by which Recognition of Prior Learning (RPL) will be applied for students seeking entry into vocational training and education (VET) courses at Whitehouse Institute of Design, Australia (Whitehouse).
Scope	This policy applies to all applications for RPL submitted by students enrolled in a VET course at Whitehouse.
Policy Statement	This policy is related to and should be implemented in conjunction with the Whitehouse Assessment Policy (VET). Whitehouse is committed to acknowledging a student's prior learning and professional experience, maintaining the quality and integrity of Whitehouse programs of study and maximising the student's chance of learning success. Whitehouse will follow the guidelines provided by and the requirements of the Australian Qualifications Framework (AQF), the Australian Skills Quality Authority (ASQA) and other relevant legislation and regulatory requirements. Whitehouse accepts applications for RPL based on successfully completed structured formal and informal study and learning that is less structured in nature, including employer-based training and development and/or relevant life experience. Whitehouse will honour any applicable current Credit Transfer Arrangements with educational institutions where the student meets the requirements as stipulated in the Arrangement. Whitehouse will approach the process of reviewing applications in a transparent and timely manner.
Relevant Legislation	• Standards for Registered Training Organisations (RTOs), 2025 • Australia Qualifications Framework (AQF)
Key Related Documents	RPL procedure Code of Conduct, students Selection and Admission policy and procedure (VET) Access and Equity policy and procedure Academic Integrity policy and procedure Appeals policy and procedure (VET) Student Progression and Exclusion policy and procedure VET) Application for Credit Transfer / RPL (form) Direct Entry Application (form) Appeals (form)

Definitions	Australian Qualifications Framework (AQF): is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. Australian Skills Quality Authority (ASQA): is the national regulator for the vocational education and training (VET) sector. Registered Training Organisations (RTOs) in the Australian Capital Territory, New South Wales, the Northern Territory, Queensland, South Australia and Tasmania come under ASQA's jurisdiction. ASQA is also the regulatory body for some RTOs in Victoria and Western Australia that offer courses to overseas students or to students in states that come under ASQA's jurisdiction. Credit Transfer Arrangement: is an endorsed component of a training package that specifies the arrangements within and between organisations authorised to issue qualifications or accrediting authorities about student entitlement to credit. Credit Transfer: the granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation.
Responsible Officer	Executive Director or delegated Senior Executive Management Committee member.
Approval Authority/ Authorities	Board of Governors
Date Approved	20/12/2023
Date of Commencement	21/12/2023
Date for Review	20/12/2026
Documents superseded by this Procedure	001 – Academic - Academic Credit / Recognition of Prior Learning Policy & Procedure 11/2012
Amendment History	04/2026 Minor update to policy statement Checked links, updated Relevant Legislation and Key Documents sections. 12/2023 Re-approval. Updated list of Key related documents; definitions and links/URLs. 10/2016 Policy and Procedures separated, and HE and VET documentation separated. Updated formatting and minor amendments.

Signed and dated for Whitehouse Pty Ltd		Leanne Whitehouse	20 12 2026
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Vocational Education and Training (VET)
Stakeholders	Board of Governors Whitehouse Executive Management VET Trainers Assessors Administration Support Staff Students