

Procedure Name	RECOGNITION OF PRIOR LEARNING PROCEDURE
Procedure Number	V003_PR_VET
Purpose	The purpose of this procedure is to describe how Recognition of Prior Learning (RPL) will be processed for students who have enrolled in vocational education and training (VET) courses at Whitehouse Institute of Design, Australia (Whitehouse).
Scope	This procedure applies to all applications for RPL submitted by students enrolled in a VET course at Whitehouse.
Procedure	This procedure should be implemented in conjunction with the Whitehouse Assessment Procedure (VET). This procedure requires actions by the following who have rights and responsibilities under the terms of this procedure: • VET Course Coordinators • VET Trainers and Assessors • Administrative staff • Student recruitment staff • Students. Stage 1: Information Dissemination 1.1 All students and potential students receive notification of the RPL process prior to enrolment and are invited to discuss eligibility and the process for applying as part of enrolment process. Stage 2: Applying for Academic Credit or Recognition of Prior Learning 2.1. Students who believe they may be eligible for RPL are required to make an appointment through Student Administration to discuss their interest in applying for RPL with the relevant VET Course Coordinator prior to completing and submitting an application to determine their eligibility. 2.2. Applications for RPL must be made on the Application for Academic Credit/Recognition of Prior Learning (RPL) form, available from Student Administration. Applications for Academic Credit must be made to the relevant Course Coordinator prior to commencement of the unit of competency for which credit is sought. 2.3. Applications (other than those received from currently enrolled and Whitehouse applicants) must be accompanied by a non-refundable administration fee of \$250 per unit of competency. 2.4. Applicants are responsible for providing all required information and evidence to support their application. This will be returned to the applicant. Stage 3: Assessing the Evidence Provided 3.1 The Course Coordinator or other appropriately qualified assessor will assess the evidence provided.

	Stage 4: Notification of outcome 4.1 The student will be notified in writing of the outcome within five (5) working days of the decision. 4.2 Where academic credit has been granted the letter will detail the amount of credit granted and against which unit/s the credit is for. Stage 5: Student records 5.1 All relevant documentation will be filed in the student's file. 5.2 The student's records will be adjusted to reflect credit granted. 5.3 For those units where credit has been granted the result will be recorded as an Advanced Standing. Stage 6: Assessment appeal 6.1 Students who are dissatisfied with the decision may appeal. 6.2 The appeal must be submitted in writing within five (5) working days to Student Administration, in accordance with the Appeals Policy (VET).
Relevant Legislation	• Standards for Registered Training Organisations (RTOs), 2025 • Australia Qualifications Framework (AQF)
Key Related Documents	RPL policy 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 procedure 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 Institute 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