



## FACT SHEET

# Recognition of prior learning and credit transfer

### A competency-based training system

Apprenticeships are competency based. This means an apprentice\* must achieve the required competencies listed on the training plan in order to attain the qualification and successfully complete a training contract.

The actual time taken to complete a training contract may vary depending on how long it takes the apprentice to achieve the required competency for their chosen qualification. A person's prior learning and previous qualifications may also affect the times it takes to complete.

The term stated at question 4 on the training contract is nominal and indicates an expected length of time it may take to complete the qualification. An individual with prior learning and/or apprenticeship training should discuss with their employer and the registered training organisation (RTO) the effect this may have on the nominal term of the training contract.

The apprenticeship is completed when there is agreement from the employer, the RTO and the apprentice that the apprentice has gained all the required competencies both on and off the job to fulfil the requirements of the qualification.

### Prior learning

Recognition of prior learning (RPL) is a process to assess whether a person's prior learning and experience can be considered and assessed against the required competencies of a qualification to determine if credit can be granted. The RTO will manage this process.

### Seeking recognition for prior learning and credit transfer

When completing the training contract, the apprentice together with the employer should indicate at question 24 that they are seeking credit for a prior qualification or RPL.

### Credit transfer

Prior to signing a new training contract, if a person has been deemed competent for any competencies equivalent to those required for the new training contract, credit may be given and documented on the training plan.

**Note:** Under the *Standards for Registered Training Organisations (RTOs) 2015*, training providers must recognise the Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by all other training providers.

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## Training plans

A training plan outlines the training delivery and assessment an apprentice is required to complete to attain the qualification. It is developed by the RTO in collaboration with the employer and the apprentice.

When the apprentice is seeking RPL or credit transfer, evidence (such as statements of attainment or copies of certificates) should be provided to the RTO for consideration.

## 'Mandatory reduction' no longer applies

A mandatory reduction of three months to the nominal term of a training contract for apprentices who have completed a Certificate I or II in relevant studies such as a pre-apprenticeship no longer applies.

Recognition of the relevant competencies attained in a Certificate I or II qualification will be recorded in the training plan as a credit transfer.

## Completion of contract

The actual time taken to complete a training contract may vary, depending on how long it takes the apprentice to achieve the required competencies (refer to the *Competency-based training* fact sheet available on the Apprenticeship Office website at [dtwd.wa.gov.au/apprenticeship-office](http://dtwd.wa.gov.au/apprenticeship-office)).

For further information, contact the Apprenticeship Office on 13 19 54.

*\*The term 'apprentice' includes apprentices, trainees, cadets and interns.*

Apprenticeship Office

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