



If you have undertaken study before or have participated in any relevant formal or informal learning, you may be eligible to have that previous learning acknowledged in meeting the requirements of the course in which you intend to enrol. You will need to provide evidence to demonstrate that you already have the required skills and knowledge relevant to the accredited course or units of competency that form part of your course. Where sufficient and valid evidence is provided, AEA Training may recognise your prior learning (RPL) and/or grant equivalent unit credits (known as credit transfer) towards the course in which you are seeking to enrol.

RECOGNITION OF PRIOR LEARNING Recognition of Prior Learning (RPL) is the process of assessing an individual's previous formal and informal learning against learning outcomes and unit of competency requirements. RPL is available to all participants enrolling in a nationally recognised qualification, accredited course, or unit of competency with AEA Training. If you believe you have already gained the skills covered by the AEA Training course, you are intending to enrol in (or have already enrolled in) please contact AEA Training office before starting the course.

As part of the RPL assessment, your existing skills and knowledge will be assessed against national training package requirements and current industry standards by a qualified assessor. You can evidence and demonstrate competency as part of the RPL assessment process in a variety of ways, for example: • by performing specific tasks • sharing your knowledge and previous experience in performing relevant workplace tasks • providing references or written testimonies from past or current employers • providing a portfolio of work.

CREDIT TRANSFER Credit transfer (CT) is different from RPL. Credit transfer is an administrative process that provides a person with an agreed and consistent credit outcome for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications or units of competency. Credit transfer for a qualification or unit of competency is available to anyone enrolling in any accredited training program, who can show that they have previously been issued with an Australian Qualification Framework qualification and/or statement of attainment for an equivalent unit of competency or qualification currently offered by AEA Training. If you wish to seek credit transfer: • fill in the CT application form for the unit/s to be credited • provide AEA Training with an original or certified copy of your qualification/s (including a list of completed units) or statement of attainment. You must provide this before commencing the unit for which you are seeking credit. Before approving and granting CT, AEA Training will contact the issuing RTO to verify the authenticity of the documents provided (in accordance with the Standards for Registered Training Organisations (RTOs) 2015). If the previously attained qualification or Statement of Attainment does not meet the requirements of the Standards, you will be directed to either apply for RPL, or undertake assessment-only for the relevant unit of competency.

If you think you are eligible to apply for RPL or CT, please call or email AEA Administration Team, and they can assist you with the process. You can also submit a request by using the Contact us section on the website. www.aeagp.com.au