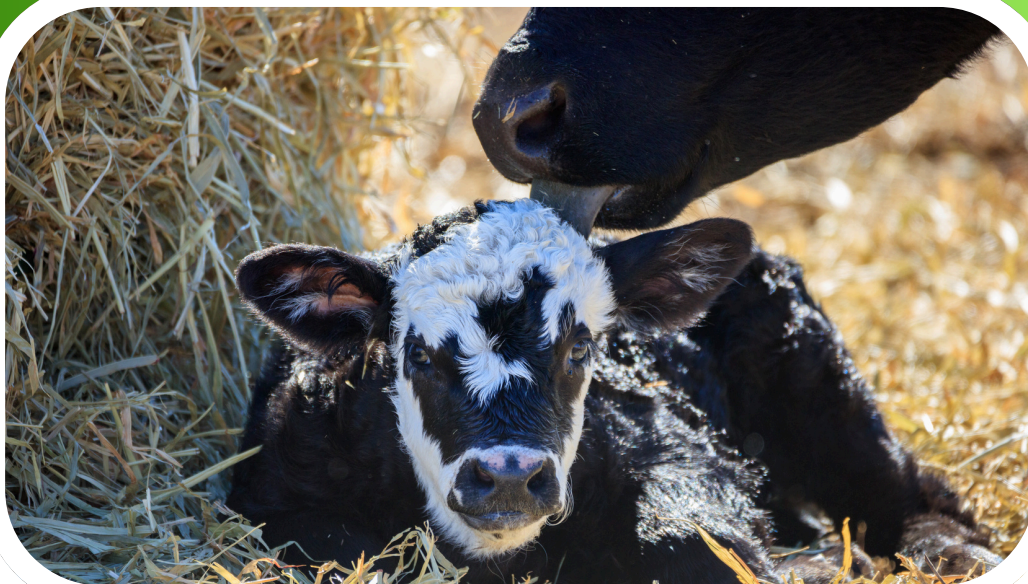




Catagra Group Training
— Leading the Way —

RECOGNITION of PRIOR LEARNING POLICY



RTO Number: 46561
www.catagragrouptraining.com



Recognition of Prior Learning Policy

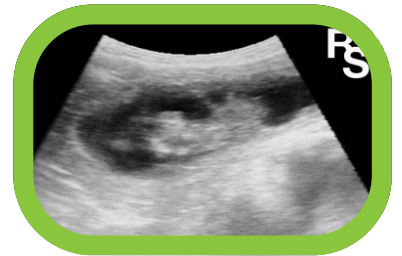
01. Purpose

The purpose of this policy is to ensure that Catagra Group Training Pty Ltd recognises the skills, knowledge, and experience that learners have acquired through previous training, work experience, or life experience, and provides fair and consistent opportunities for students to gain formal recognition through the Recognition of Prior Learning (RPL) process.

02. Policy Statement

Catagra Group Training Pty Ltd is committed to:

- Providing all students with access to an RPL process that is fair, transparent, and evidence-based.
- Ensuring that RPL decisions comply with the Principles of Assessment and Rules of Evidence outlined in the Standards for RTOs (2025).
- Recognising the learning outcomes achieved through formal, non-formal, and informal learning.
- Reducing duplication of learning by granting credit for relevant prior achievements.



03. Scope

This policy applies to all current and prospective learners enrolled or seeking enrolment in nationally recognised training programs offered by Catagra Group Training Pty Ltd.

04. Definitions

Recognition of Prior Learning (RPL):

An assessment process that assesses the individual's relevant prior learning (including formal, non-formal, and informal learning) to determine the extent to which that individual has achieved the required learning outcomes or competency standards.

Credit Transfer (CT):

A process that provides learners with credit for units of competency already achieved under a nationally recognised qualification or statement of attainment.



05. Principles

Catagra Group Training Pty Ltd will:

- Recognise all relevant learning and experience regardless of how, when, or where it was acquired.
- Provide applicants with clear information and guidance on the RPL process, evidence requirements, and costs (if applicable).
- Ensure assessments are conducted by qualified assessors with current vocational competencies and knowledge of RPL processes.
- Maintain accurate records of all RPL applications, assessments, and outcomes.
- Apply the same standards of evidence and competency to RPL assessments as to any other form of assessment.

06. The RPL Process

1.Information and Application

- Learners are informed of RPL opportunities at enrolment and may apply at any stage before training commences.
- An RPL Application Form must be submitted with supporting evidence.

2.Initial Assessment and Interview

- The assessor reviews the application to determine suitability for RPL.
- A pre-assessment interview may be conducted to clarify evidence requirements.

3.Evidence Collection

- Applicants must provide sufficient, valid, current, and authentic evidence to demonstrate competence.
- Evidence may include:
 - Work samples, reports, or portfolios
 - Statements of service or references from employers
 - Certificates or transcripts from previous training
 - Demonstrations or practical assessments
 - Declarations or third-party reports



4.Assessment

- The assessor maps the evidence against the relevant unit(s) of competency.
- Gaps in evidence may be addressed through supplementary assessment tasks.

5.Decision and Outcome

- Applicants are advised in writing of the outcome.
- Successful applicants receive credit for the relevant units of competency.
- Unsuccessful applicants are provided feedback and may undertake gap training.

6.Appeals

- Applicants may appeal an RPL decision through the RTO's Complaints and Appeals Policy.

07. Fees

RPL may attract a fee depending on the level of assessment required. Fees will be communicated clearly prior to commencement of the process.

08. Records & Documentation

All RPL documentation, including applications, assessment records, and outcomes, will be securely stored in accordance with Catagra Group Training Pty Ltd's Record Management Policy and legislative requirements.

09. Responsibilities

- **RTO Manager:** Ensures compliance with this policy and the Standards for RTOs.
- **Trainers/Assessors:** Conduct RPL assessments in accordance with this policy.
- **Students:** Provide authentic and verifiable evidence to support their RPL application.

10. Related Documents

- RPL Application Form
- Course Fee Payment and Cancellation Policy - CGTCFPCP
- Training and Assessment Strategies- CGTTAS
- Managing Complaints & Appeals Policy- CGTMCAP
- Data Collection and Student Records Policy - CGTDCSRP

11. Policy Review

This policy will be reviewed annually as part of the RTO's self-assurance and continuous improvement framework to ensure ongoing compliance with the Standards for RTOs 2025.



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