

National Recognition & Recognition of Prior Learning Policy

Policy and Scope	Armstrongs Driver Education do not accept and provide National Recognition (Credit Transfer and Recognition of Prior Learning) to students for the following units of competency: • TLILIC2014 Licence to drive a light rigid vehicle • TLILIC2015 Licence to drive a medium rigid vehicle • TLILIC2016 Licence to drive a heavy rigid vehicle • TLILIC3017 Licence to drive a heavy combination vehicle		
Responsibility	TLILIC3018 Licence to drive a multi combination vehicle The CEO is responsible for ensuring that the staff members and students are		
Responsibility	aware of its application and that staff implement its requirements.		
Standards and Conditions	The following table represents areas to which this policy and procedure relates in accordance with AQTF Essential Standards and Conditions, VRQA Guidelines, VicRoads Heavy Vehicle Business Procedures Manual, VicRoads Heavy Vehicle Service Agreement, VicRoads Motorcycle Business Procedures Manual VicRoads Motorcycle Service Agreement		
	AQTF Essential Standards and Conditions and VRQA Guidelines Standard 1 - 1.5 Standard 2 - 2.3 VRQA Condition 7 - 7.1	VicRoads	
Definitions or Reference Documents	 National Recognition - Key principle of the Australian Quality Training Framework is national recognition (previously referred to as mutual recognition). This allows individuals to receive national recognition of their qualifications and statements of attainment. This means that all RTO's will recognise: Australian Qualifications Framework qualifications and statements of attainment issued by any other registered training organisation. Recognition of Prior Learning - An assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification. 		



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Purpose	Information about National Recognition for students is provided through Armstrong's Driver Education Website.	
	Staff are referred to this Policy and Procedure as well as being provided with additional information regarding National Recognition through: • Staff and Trainer Handbook	



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Associated Documents

- Records Management Policy and Procedure
- Student Course Handbooks
- Pre-training review Policy and Procedure
- Student Admission Policy and Procedure
- Victorian Purchasing Guide Transport and Logistics Training Package

Managing records kept on the basis of this document					
Record Name	Code	Storage retention time	Storage Location	Responsibility	
National Recognition	TR7	2 years	QMS Cloud	RTO Manager	
and RPL Policy and					
Procedure					

Document change history			
Date	Version	Document Name	Description of change
7/11/2022	V1.0	National	Amended to reflect RTO practice.
		Recognition Policy	
		and Procedure	
19/3/2024	v2.0	National	Included standards conditions and mapped Policy
		Recognition Policy	to applicable standards and conditions
		and Procedure	
19/3/2024	v2.0	National	Included a definition for RPL
		Recognition and	Included standards and conditions and mapped
		RPL Policy and	the policy to the applicable standards and
		Procedure	conditions
10/07/2024	v2.1	National	Formatting & amended associated documents
		Recognition and	
		RPL Policy and	
		Procedure	



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12/07/2024	V3	National	Full review: Changes to spelling and purpose of
		Recognition and	the policy
		RPL Policy and	
		Procedure	
03/12/2024	V3.1	National	Removal of forklift training and assessment &
		Recognition and	WorkSafe references from this Policy and
		RPL Policy and	Procedure as we no longer offer these services
		Procedure	
18/02/2025	V3.2	National	Minor amendments/corrections
		Recognition and	
		RPL Policy and	
		Procedure	
07/04/2025	V3.3	National	Removed Legislation from this P&P as we are
		Recognition and	creating a separate document for this
		RPL Policy and	
		Procedure	