

## Recognition of Prior Learning (RPL)

Students who can demonstrate the required skills and knowledge contained in a particular unit of competency can apply for recognition of prior learning (RPL).

### Procedure

1. Student completes the GCC Enrolment Form for the prescribed training and indicates RPL in the space provided. Reception notifies the Manager, HR & Training who will then determine eligibility with the student.
2. If it is decided to progress the candidate will commence the respective RPL Kit.
3. The Manager, HR & Training will appoint an appropriate trainer and inform the student to complete the process.
4. The Trainer will then discuss the requirements with the candidate and issue some instructions on what evidence is required for demonstrating RPL.
5. The applicant will then forward this information to the Trainer for assessment. The trainer will solicit any further information required.
6. When completion of RPL is granted the normal RTO processes for Certificate generation will be adopted.

**Cost per Unit of Competency \$ 50.00**

## Credit Transfer

Gold Coast Cabs acknowledges and supports the recognition of qualifications issued by other RTO's. In recognising and accepting Australian Qualifications Framework Qualifications (AQF) and Statements of Attainment issued by other Registered Training Organisations, Gold Coast Cabs acknowledges and implements its responsibility to enable individuals to receive national recognition for their achievements. We inform staff of our obligation to recognise AQF qualifications and statements of attainment issued by any other RTO's

### Procedure

1. Student completes the GCC Enrolment Form for the prescribed training and indicates Credit in the space provided, and attaches both the original (returned) and a copy of the AQF Qualification and/or Statement of Attainment. *(Note: The unit(s) for which the student is seeking recognition from their previous RTOs must have the same code as the unit(s) at Gold Coast Cabs).*
2. The Manager, HR & Training assesses the information provided and determines the outcome. The student is informed of the following:
  - Credit Granted - The Manager, HR & Training returns the originals to the Students and files the copies provided in the student file.
  - Credit Not Granted - The Manager, HR & Training returns the originals and copies to the student.

Applications for Credit Transfer must ideally be made prior to commencement of the Gold Coast Cabs training course in order to be recognised.

**Cost per Unit of Competency \$ 00.00**

Credit Transfer is offered as a free service.