

## **Recognition of prior learning and credit transfer policy and procedure**

Perth College of Beauty Therapy recognises RPL (non - formal skills acquired through study, self – tuition, work or life experience) and credit transfer (direct recognition of the competency unit completed at another Registered Training Organisation) and will offer these services to student if it fits the structure of the course chosen.

### **Credit transfer and certificate courses (modular, timetable based courses)**

If you have a qualification or a statement of units achieved at another RTO and wish to use this as credit against a Perth College of Beauty Qualification you must mention this prior to enrolling. Please supply the documentation to support this. You will then be given information about what lessons you may miss and what discount this will entail.

### **Credit transfer and diploma courses (unit of study based courses)**

If you have a qualification or a statement of units achieved at another RTO and wish to use this as credit against a Perth College of Beauty Qualification you must mention this prior to enrolling. Please supply the documentation to support this. You will then be given information about what lessons you may miss and any discount this will entail.

Due to the structure of our diploma courses credit discount may not be applicable. This is because each unit of competency is clustered with others and may be delivered over a 10 week “term”

### **RPL and certificate courses (modular, timetable based courses)**

If you think you have some or all of the skills needed to achieve competency in any unit you will need to apply for RPL before enrolment. You will be issued an RPL application form where you will need to detail these skills. This form should be returned to the College with a \$150 administration fee. You will then have a meeting with a trainer and assessor to discuss your circumstances. To prove competency you will need to be assessed. This may complete the process and you can be issued a statement or qualification, or you may be referred for further training. Costs for RPL assessment are \$100 per hour.

### **RPL and diploma courses (unit of study based courses)**

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