

## Credit and recognition of prior learning

Apprentices and trainees may apply to the Department of Education and Training (DET) for credit for previous service and experience or recognition of prior learning related to an apprenticeship or traineeship.

### Information to get you started

#### Credit for previous service/experience

Credit should be applied at the beginning or recommencement of the apprenticeship or traineeship. To apply for credit during the apprenticeship or traineeship a [major amendment form](#) must be used.

Credits for previous service are applied against the nominal term of an apprenticeship or traineeship at the time of registration of a training contract. Any credit that is applied reduces the balance of the **nominal term** to be served and subsequently affects the **nominal completion date**. For further information refer to the [length of apprenticeships and traineeships information sheet](#).

It is the *responsibility of the employer, apprentice or trainee and the training organisation* to negotiate a training plan, establish the training entry or re-entry point, and to ensure the training is completed.

It is the *responsibility of the employer* to ensure the apprentice is paid at the correct wage level and that wage progression is in accordance with the appropriate industrial agreement.

Irrespective of any time credit that may have been applied, completion may take place at any time after the parties agree that the training contract has been completed.

Any of the parties to the training contract may object to the amount of credit claimed or granted. A written objection must be submitted to DET within **14 days** of the notification of credit being granted. Notification of credit is in

the form of a letter sent by DET to confirm the registration of the training contract and stating the nominal completion date.

#### Recognition of prior learning

Recognition of prior learning (referred to as RPL or recognition of current competencies) is the formal recognition of a person's current skills and knowledge, no matter how, when or where the learning occurred. Your non-formal and informal learning (learning achieved outside the formal education and training system) will be assessed to determine the extent to which you have achieved the required learning or competency outcomes.

If required, the training organisation will carry out RPL and should do so prior to commencing the development of the training plan. RPL should be available on request at any stage during the apprenticeship or traineeship.

DET has a [five step guide to RPL](#) that can be accessed on the VET Workforce website.

#### Who to contact?

For further information:

- on wage progression contact *Wageline* (non-corporations and/or employees under state awards) on 1300 369 945; or the *Workplace Authority* (corporations – Pty/Ltd, Ltd or Inc – or employees under federal awards) on 1300 363 264
- on RPL, contact your local training organisation
- contact Apprenticeships Info on 1800 210 210.