AUSTRALIAN COLLEGE
EXPANDING YOUR HORIZONS

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Email: admin@australiancollege.edu.au
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Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy

Scope

This policy applies to prospective students, new and existing students enrolled in Vocational Education Training (VET) programs at Australian College and staff who manage enrolments, recognition of prior learning and credit transfers.

Purpose

The purpose of this policy is to:

- provide Australian College students and staff with clear information about options available to students to allow them to gain credit (CT) for existing units of competency or recognition of prior learning (RPL) based on previous formal or informal study, work or other experience, and
- outline the process students should follow to apply for CT or RPL.

Policy Statement

Australian College will ensure students have accurate information about Credit and Recognition of Prior Learning for all training products on its scope of registration.

Definitions

The following terms and definitions are applicable to this Policy:

AQF - Australian Qualification Framework

ASQA - The Australian Skills Quality Authority is the regulator for vocational education.

Credit - Credit (also known as Credit Transfer (CT)) is the process of awarding credit for a unit or units of competency (UoC), attained from another Registered Training Organisation (RTO) which are the same as the unit or units of competency in an Australian College nationally accredited qualification.

Formal Learning - Formal Learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).

Non-formal learning - Non-Formal Learning refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business).

Informal Learning - Informal Learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

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Recognition of Prior Learning (RPL) - RPL means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

Policy Principles

Credit Transfer (CT)

When a student provides evidence of previously attained unit(s) of competency, Australian College will recognise the certification issued, once verified with the issuing training provider or via the USI portal and give credit to the student for that unit(s) of competency.

This will be recorded as a 'Credit Transfer' on the student's record and AQF certification/documentation (i.e., qualification/statement of attainment on the record of results).

Registered Training Organisations (RTOs), including Australian College, are not obliged to issue certification that would be entirely comprised of units of competency completed at another RTO.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that assesses the competency(ies) of an applicant which may have been acquired through formal, informal and non-informal learning. Students may obtain up to 100% of an Australian College unit of competency/qualification via RPL. Australian College reserves the right to vary this at their discretion or request the potential or current student to complete an additional assessment or meet other requirements before receiving 100% of a qualification or course via RPL.

Application Process

Australian College recognises that potential or current students may have undertaken previous training, study or have work experience, that are equivalent to units of competency in a nationally accredited qualification delivered by Australian College. Where this can be demonstrated by the student, the student may be granted credit or recognition of prior learning from a previous unit of competency/qualification.

Australian College recognises that the granting of CT or RPL may have the effect of lessening a student's study requirements and therefore shortening the time required to complete a unit of competency or qualification.
It is the student's responsibility to supply sufficient evidence which demonstrates how they meet the requirements of the unit/s of competency.

Students should refer to the *Credit & Recognition of Prior Learning Application Form* and the relevant *Recognition of Prior Learning (RPL) Kit* for more details on the required evidence.

CT and RPL fees apply, and these are published on the *Fees and Charges list* on Australian College website.

All CT and RPL requests are to be made using the *Credit & Recognition of Prior Learning Application Form* and emailed to admin@australincollege.edu.au .

A copy of all documentation received, including the outcome of the application, will be recorded in the applicant's student file.

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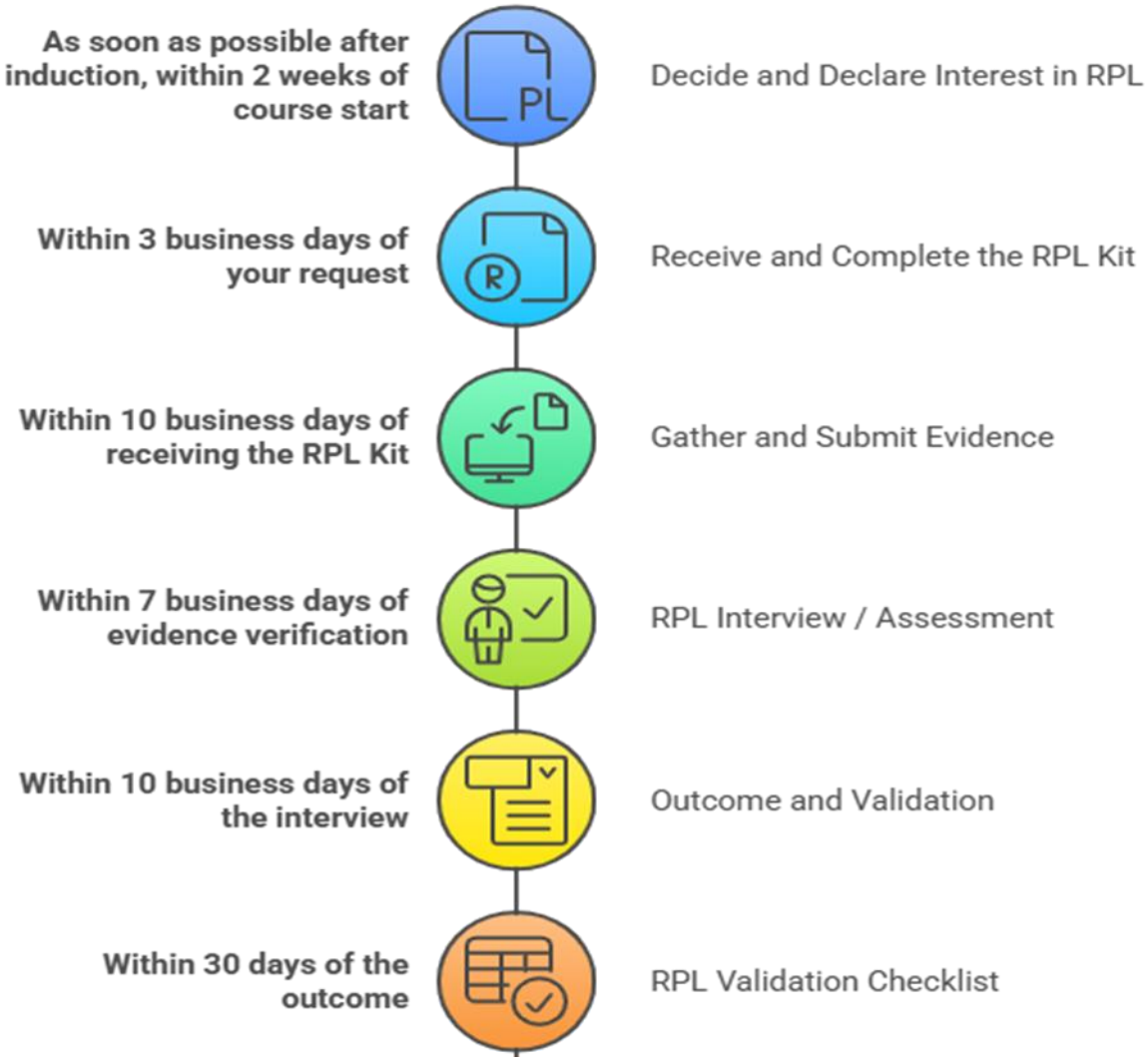

Guiding Procedures

Submitting a Credit Transfer Application

An application for CT must be made using the *Credit & Recognition of Prior Learning Application Form* and emailed to admin@australiancollege.edu.au. A copy of all documentation received, including the outcome of the application, will be recorded in the applicant's student file. CT fees apply, and these are published on Australian College's website and within the *Credit & Recognition of Prior Learning Application Form.*

Credit Transfer Evidence Requirements

Students are required to provide copies of any relevant qualification certificates or statements of attainment listing the unit(s) of competency for which they are seeking credit transfer. Australian College will ask the student's permission to verify their unit/s of competency in the Unique Student Identifier (USI) Portal or to verify their unit/s of competency with the education provider who issued the qualification certificate or statement of attainment.

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Submitting an RPL application

An application for RPL must be made using the *Credit & Recognition of Prior Learning Application Form* and emailed to admin@australiancollege.edu.au
A copy of all documentation received, including the outcome of the application, will be recorded in the applicant's student file. RPL fees apply, and these are published on Australian College's website.

RPL Evidence Requirements

Students will be provided with the RPL Kit and are required to provide evidence of their skills and knowledge to meet the requirements of the unit(s) of competency for which they are seeking RPL.

The RPL evidence requirements will vary between units of competency and or qualifications.

Specific evidence requirements for each qualification or course can be found in the RPL Kit made available to the applicant upon commencement of the RPL process. Students may add additional evidence to support their application such as formal learning, informal learning and non-formal learning.

Students should note that all evidence submitted for a RPL application must be the student's own original work. Australian College may deny any application for RPL that is found to be based on the work of another person or which potential copyright infringements are evident in the material submitted for RPL.

Australian College's RPL team will check the validity of supporting documentation received.

This may include seeking the student's permission to verify unit/s of competency in the Unique Student Identifier (USI) Portal. This may also include contacting the relevant individual(s) or institution(s) referred to in the RPL documentation for verification, for example, previous academic records, workplace evidence, work history or a workplace recommendation.

Assessing a CT and RPL request

The RPL team will review and process the completed *Credit & Recognition of Prior Learning Application Form* and accompanying documentation.

For a CT application, the RPL team will verify the evidence provided to determine whether competency has been demonstrated and credit may be awarded. For an RPL application, the RPL team will allocate the application to a suitably qualified and experienced assessor. If appropriate, the assessor may request additional evidence to support the application. The RPL evidence portfolio provided by the student will be assessed in accordance with the Australian College *Assessment Policy*.

CT and RPL outcomes

All applications will be processed within five (5) to ten (10) business days, and the applicant will be advised of the outcome within five (5) business days. If the evidence portfolio is deemed incomplete or if insufficient evidence has been provided, the RPL team will request the student to submit further documentation. In this case, the student's CT or RPL application will not proceed until complete and sufficient evidence has been received by Australian.

Successful CT outcome

If the CT request is successful, the RPL team will advise the student of the outcome by email and update the CT Register.

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Proceeding with the successful CT outcome

If the student chooses to apply their approved CT to enrol in an Australian College qualification/course, they must do so within 4 weeks from their outcome notification date, the course duration will commence at the point of enrolment.

A Statement of Attainment and/or Qualification with the CT included may not be issued until after the full qualification has been completed.

There is no fee charged for credit transfer.

Unsuccessful CT outcome

Where the CT application is unsuccessful, the RPL team will advise the student of the CT outcome by email.

Students must proceed with their enrolment within 4 weeks of their CT outcome notification.

Successful RPL outcome

If the RPL request is successful, the RPL team will advise the student of the outcome by email and update the RPL Register.

Applicable RPL fees may apply. These are published on Australian College's website.

A successful RPL outcome will be valid for 4 weeks from when Australian College notifies the student of the outcome. If the student does not use their approved RPL to enrol in an Australian College qualification/course within 4 weeks, the RPL outcome may lapse, and the student may be required to submit a new RPL application. However, the application will be assessed against the course and competency requirements at the time of the new application.

Proceeding with the successful RPL outcome

If the student chooses to proceed with a successful RPL outcome within 4 weeks from the approval date, remaining RPL fees may apply.

If the student chooses to apply their approved RPL to enrol in an Australian College qualification/course, the course duration will commence at the point of enrolment.

Should there be any remaining fees, the student will be invoiced, and payment will be required prior to the RPL application proceeding. The remaining RPL fee will be full fee less the initial application fee.

A Statement of Attainment and/or Qualification will be issued to the student, as appropriate.
If the RPL forms part of a course or qualification, a Statement of Attainment may not be issued at the time; however, the unit or units of competency awarded will be listed with a 'Competent' status on the student's record and credit certified through the issue of a qualification or Statement of Attainment at the completion of the course.

Unsuccessful RPL outcome

Where the RPL application is unsuccessful, the RPL team will advise the student of the RPL outcome by email.
In this case, the student may enrol into a course with Australian College and use the initial RPL application fee to offset part of the program enrolment fee.

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Students must proceed with their enrolment within 4 weeks of their RPL outcome notification, otherwise the RPL may lapse.

Appealing the assessment decision

If the student wishes to appeal against an RPL decision they should, in the first instance, contact Australian College's support team on 02 9386 2500 or email admin@australiancollege.edu.au.

If the issue is unable to be adequately resolved, the student may formally appeal the decision by lodging a written *Notice of Appeal* with the Head of Faculty. Students should refer to the *Complaints and Appeals Handling Policy and Procedure* for more information about this process.

Complaints and Appeals

Any complaint or appeal in relation to the implementation of this policy will be managed in accordance with the *Complaints and Appeals Policy and Procedure* located on the Australian College website.

Relevant Legislation and Guidelines

As a registered education provider, Australian College operates under strict legislation and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below:

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations (RTOs) 2025
- Compliance Requirments

Related Policies

This policy should be read in conjunction with the following Australian College policies and documents:

- Assessment Policy
- Certificate Issuance Policy
- Complaints and Appeals Policy and Procedure
- Enrolment Policy
- Enrolment Terms and Conditions.

Review

This policy and procedure will be reviewed annually or amended following continuous improvement strategies implemented by the Australian College.

Version Control and Responsible Officers

Responsible Officer:	Quality and Compliance Manager
Approved by:	Chief Executive Officer
Next review scheduled:	March 2026
Approved and commenced:	March 2023

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Version	Authored/Reviewed by	Brief Description of Changes
V2.0	Quality and Compliance Manager	New policy.(March 2023)
V2.1	Quality and Compliance Manager	Reviewed and updated in line with Standards for RTOs 2025 and Compliant Requirements. (October 2025)