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NATIONAL TRAINING PTY. LTD.

CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

POLICY
AND
PROCEDURE



TRAINING



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POLICY & PROCEDURE

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Policy Statement

National Training is committed to recognising prior learning and qualifications issued by other Registered Training Organisations (RTOs) in accordance with the principles of the Australian Qualifications Framework (AQF) and the RTO Standards for 2025.

This policy ensures that all applications for Credit Transfer (CT) and Recognition of Prior Learning (RPL) are managed consistently, fairly and transparently, providing students with formal recognition for their existing skills, knowledge and qualifications without duplication of learning.

National Training acknowledges its responsibility to:

- Provide clear, accessible information about CT and RPL during enrolment and throughout the student lifecycle
- Ensure all CT and RPL assessments are conducted by qualified assessors in accordance with relevant competency standards
- Maintain comprehensive records of decisions and outcomes as part of the student file
- Uphold the rights of students to appeal RPL or CT decisions through the A1 – Complaints and Appeals Policy and Procedure
- Ensure all RPL processes align with the rules of evidence and principles of assessment

This policy reinforces National Training's commitment to ensuring students receive the most direct and efficient pathway to achieving their qualifications, while maintaining the integrity and quality of training and assessment outcomes.

CREDIT TRANSFER (CT) AND RECOGNITION OF PRIOR LEARNING (RPL) POLICY & PROCEDURE



Purpose

The purpose of this policy is to outline National Training's approach to managing Credit Transfer (CT) and Recognition of Prior Learning (RPL) in a way that is fair, transparent and compliant with the RTO Standards for 2025.

This document ensures:

- Students are informed of their right to apply for CT or RPL
- CT is granted where formal evidence of equivalent nationally recognised training is provided
- RPL is assessed using valid, sufficient, current and authentic evidence
- Assessment is conducted by qualified assessors using a systematic, evidence-based process
- Accurate records of CT and RPL decisions are maintained in the Student Management System (SMS)

Scope

This policy and procedure applies to all students enrolled in nationally recognised training with National Training who seek to have prior learning or qualifications recognised through:

- **Credit Transfer (CT):** where students provide verifiable evidence of completing units of competency that are **nationally equivalent** to those on the current training product
- **Recognition of Prior Learning (RPL):** where students demonstrate competency through **informal learning, work experience or non-equivalent formal education**

This policy also applies to all National Training staff responsible for managing, assessing or approving applications for CT or RPL.

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For clarity:

- **Currency is not a requirement for Credit Transfer.** If a unit is deemed equivalent under the training package mapping, CT must be granted, regardless of when the unit was completed.
- **RPL assessments**, however, must consider the **currency of competence**, requiring applicants to demonstrate that their knowledge and skills remain current and relevant.
- This policy does **not** apply to informal exemptions, bridging courses or credit from non-accredited learning, which fall outside the scope of the Australian Qualifications Framework (AQF).

Responsibilities

Chief Executive Officer (CEO)

- Approves the Credit Transfer and RPL Policy & Procedure
- Oversees the implementation of CT and RPL processes
- Ensures applications are processed in a timely manner
- Maintains accurate records within the Student Management System (SMS)
- Communicates application outcomes to students

Senior RTO Services Officer (SRSO)

- Provides accurate information and guidance to students on Credit Transfer and RPL pathways
- Assists students to submit complete applications with supporting evidence
- Forwards completed RPL applications to the relevant Trainer and Assessor
- Updates student records in the SMS as directed

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Trainer and Assessor

- Assesses RPL applications in accordance with the principles of assessment and rules of evidence
- Reviews the relevance, authenticity and sufficiency of evidence submitted
- Makes recommendations or decisions regarding RPL outcomes
- Completes and submits all assessment documentation for approval

Students

- Submit applications for CT and/or RPL with required supporting documents
- Provide certified copies of qualifications or statements of attainment where applicable
- Participate in competency conversations or provide additional evidence when requested

Procedure

1. Information and Application Access

- Students are informed of Credit Transfer (CT) and Recognition of Prior Learning (RPL) options at enrolment via the Student Handbook and course onboarding materials.
- Application forms for CT and RPL are made available on request from the Senior RTO Services Officer.

2. Credit Transfer (CT) Process

- Students submit a CT Application Form along with certified copies of their qualifications or statements of attainment.
- The Senior RTO Services Officer:
 - Reviews submitted documents for completeness and authenticity.
 - Verifies qualifications using the USI Transcript Service or the issuing RTO where needed.
 - Records the application and documents in the Student Management System (SMS).
- The CEO:
 - Confirms equivalence of units via training.gov.au and determines CT eligibility.
 - Approves the granting of CT and records the outcome in the SMS.
- Where CT is granted, the corresponding units are marked as complete in the Learning Management System (LMS) and student progression is adjusted accordingly.
- CT is granted regardless of the completion date, where units are deemed equivalent, as per ASQA guidance.

3. Recognition of Prior Learning (RPL) Process

- Students requesting RPL are issued an RPL Kit containing:
 - Application Form

- Self-assessment checklist
 - Evidence guide
- The Senior RTO Services Officer receives completed applications and forwards them to the CEO, who assigns an appropriate Trainer and Assessor.
- The Trainer and Assessor:
 - Reviews the submitted evidence against unit requirements.
 - Conducts competency conversations or workplace simulations as needed.
 - Makes a judgement based on the principles of assessment and rules of evidence.
- The Trainer and Assessor submits the completed RPL assessment outcome to the CEO.
- The CEO:
 - Reviews and approves the recommendation.
 - Updates the SMS and notifies the student of the outcome.

4. Recording and Reporting

- All CT and RPL outcomes are recorded in the SMS and reflected in the student's academic history.
- RPL decisions are documented with supporting evidence retained for audit purposes.
- Granted credit does not attract tuition fees or change course duration unless it impacts delivery scheduling.

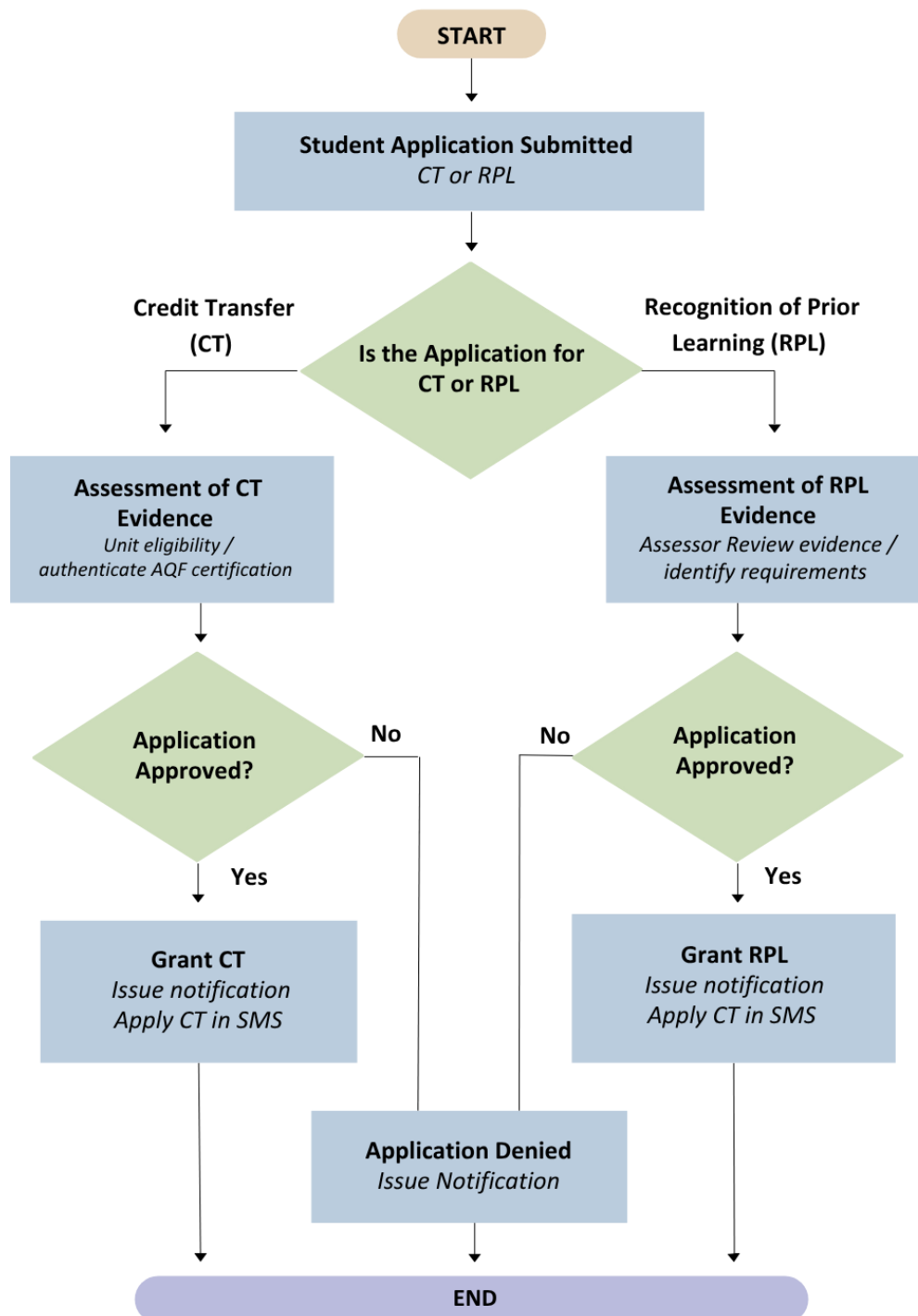
5. Appeals and Complaints

- Students may appeal CT or RPL outcomes in accordance with the **A1 Complaints and Appeals Policy & Procedure**.

CREDIT TRANSFER (CT) AND RECOGNITION OF PRIOR LEARNING (RPL)
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PROCEDURE FLOWCHART

**CREDIT TRANSFER (CT) AND RECOGNITION
OF PRIOR LEARNING (RPL) FLOWCHART**



Definitions

- **Credit Transfer (CT)** - A process that provides students with formal recognition for units of competency completed with another Registered Training Organisation (RTO), where those units are deemed equivalent to those within the student's current qualification.
- **Recognition of Prior Learning (RPL)** - An assessment process that determines the extent to which an individual's existing skills, knowledge and experience acquired through formal, informal or non-formal learning matches the requirements of a unit of competency.
- **Statement of Attainment** - An official document issued by an RTO confirming the successful completion of one or more accredited units of competency.
- **Equivalent Unit** - A unit of competency listed on training.gov.au as being equivalent to a unit in a current qualification, based on national training package mapping.
- **USI (Unique Student Identifier)** - A nationally recognised reference number assigned to each student undertaking nationally recognised training in Australia. It is used to access and verify training outcomes.
- **Rules of Evidence** - A set of assessment principles that require evidence to be valid, sufficient, current and authentic.
- **Principles of Assessment** - A set of standards requiring that all assessments must be fair, flexible, valid and reliable.

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Document History

Revision	Date	Description of modifications
1.0	1 st July 2025	Original Implemented to align to 2025 RTO Outcome Standards Replaces: RPL & CT Policy and Procedure

Document Details

Document Name:	Credit Transfer and Recognition of Prior Learning Policy & Procedure
Policy Code:	T2
Department:	Training
Circulation:	All Staff & Students
Location:	Dropbox & Website
Review Cycle:	This policy is reviewed annually or sooner if there are changes to training package requirements, assessment practices or national regulatory guidance.
Policy Drivers:	Training Packages and training.gov.au (TGA) DEWR Credentials Policy: 1 Outcome Standards for RTOs 2025: 1.4: The RTO meets the requirements of training packages or accredited courses 1.6: Student are supported to seek RPL 1.7: Students are supported to obtain Credit Transfer 1.8: Facilities, resources and equipment are sufficient
Related Policy and Procedures:	- T1 Training and Assessment Strategy (TAS) Development Policy & Procedure - A1 Complaints and Appeals Policy & Procedure

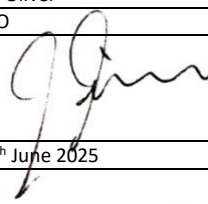
Additional References:

ASQA General Direction – Credit Transfer

“Credit transfer is not subject to currency. If a unit of competency or module is deemed equivalent to the unit currently listed in a qualification, then credit transfer must be granted regardless of the date of completion.”

(Source: ASQA FAQs and General Directions)

Approval

Document Approved by:	Ian Oliver
Position	CEO
Signature	
Date	30 th June 2025