



## Recognition of Prior Learning (RPL) & Credit Transfer Procedure

### Document Control

- Policy Name: Recognition of Prior Learning (RPL) & Credit Transfer Procedure
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- Review Date: 1<sup>st</sup> of January 2027
- Responsible Person: Jason Hartwell (CEO)

### 1. Purpose

This procedure outlines the process for Recognition of Prior Learning (RPL) and Credit Transfer (CT) to ensure compliance with the 2025 Standards for RTO's. It ensures fair, valid, reliable, flexible, and consistent assessment practices.

### 2. Scope

This procedure applies to all prospective and enrolled learners seeking:

- Recognition of Prior Learning (RPL)
- Credit Transfer (CT)

### 3. Definitions

**RPL:** An assessment process that evaluates an individual's prior learning (formal, non-formal, informal) to determine competence.

**Credit Transfer:** Recognition of previously completed units of competency or modules based on authenticated AQF certification documentation.

### 4. Principles

The RTO ensures:

- Access and equity for all applicants
- Evidence-based assessment decisions
- Alignment with the Principles of Assessment and Rules of Evidence

- Timely processing and clear communication
- Assessment practices, including RPL, reflect current industry standards and practices, informed by industry engagement

## **5. Roles and Responsibilities**

### **Chief Executive Officer**

- Ensure system compliance with ASQA Standards

### **Trainer/Assessor**

- Conduct RPL assessments
- Validate evidence and make competency decisions
- Must meet current trainer and assessor credential requirements and maintain vocational competency and industry currency relevant to the training product.

### **Administration Team**

- Provide application information
- Verify documentation
- Record outcomes in the Student Management System (SMS)

## **6. Procedure**

### **6.1 Information to Learners**

- All learners are informed of RPL and CT options prior to enrolment
- Learners are offered guidance and support throughout the RPL/CT process, including assistance with evidence collection and consideration of language, literacy, and numeracy needs.
- Information includes:
  - Application process
  - Fees (if applicable)
  - Evidence requirements
  - Appeals process

## 6.2 Application Process

1. Learner submits RPL/CT application form
2. Learner provides supporting evidence:
  - Qualifications/transcripts (for CT)
  - Portfolio of evidence (for RPL)
  - Third-party reports, resumes, work samples, etc.

Applications will be processed within a reasonable timeframe, typically within 3 business days of receiving all required evidence, depending on the complexity of the application.

## 6.3 Pre-Assessment Review (RPL)

- Assessor reviews application and evidence
- Determines if sufficient evidence exists
- Develops an RPL assessment plan if required

## 6.4 Assessment Process (RPL)

- Assessment methods may include:
  - Portfolio review
  - Competency conversations
  - Practical demonstrations
  - Challenge tests
  - All RPL assessments must include documented mapping of evidence against unit requirements, including elements, performance criteria, foundation skills, and assessment requirements.
  - Approved RPL assessment tools must be used to ensure consistency, fairness, and compliance across all assessments.
  - Reasonable adjustments will be applied where required to support individual learner needs, without compromising the integrity of competency outcomes.
  - Evidence must demonstrate current industry-relevant skills and knowledge
- Evidence must satisfy:
  - Validity
  - Sufficiency
  - Authenticity
  - Currency

The RTO will implement verification processes to ensure evidence authenticity, including third-party validation, referee checks, and, where required, direct questioning or practical demonstration to confirm competence

### **6.5 Credit Transfer Process**

- Verify authenticity of AQF certification documentation
- Ensure unit codes and titles match current training package requirements
- Grant full credit where equivalence is confirmed

Where units are superseded or not equivalent, the RTO will assess mapping against current training package requirements and may require gap assessment or additional evidence.

### **6.6 Decision Making**

- Assessor records outcome:
  - Competent (RPL granted)
  - Not Yet Competent (gap training identified)
  - Credit Transfer granted/not granted

### **6.7 Recording Outcomes**

- Results recorded in SMS
- Certification will only be issued once all competency requirements are met, including completion of any required gap training.
- Learner notified in writing of outcome

### **6.8 Gap Training (if required)**

- Provide learner with training plan to address gaps
- Reassessment conducted after completion

### **6.9 Appeals and Complaints**

- Learners may appeal decisions
- Appeals handled according to RTO Complaints & Appeals Policy

## **7. Quality Assurance**

- Continuous improvement based on feedback
- RPL assessments are included in the RTO's systematic validation schedule
- Validation must be conducted by appropriately qualified personnel who were not directly involved in the delivery or assessment of the training product, or where this is not possible, the RTO must demonstrate how independence is achieved
- Outcomes of validation activities are documented and used to inform continuous improvement actions

## **8. Compliance Requirements**

This procedure ensures:

- Fair and equitable access to RPL/CT
- Evidence-based assessment practices
- Integrity of certification outcomes
- Transparent and documented processes
- Alignment with current 2025 Standards for RTOs relating to assessment, learner support, and certification

## **9. Records Management**

The RTO maintains:

- Application forms
- Evidence submitted
- Assessment tools and outcomes
- Verification records for CT
- Records are retained in accordance with the Standards for RTOs and applicable regulatory retention requirements.

Retention is in accordance with regulatory requirements.

## **10. Review**

This procedure will be reviewed annually or when regulatory changes occur.

This procedure is subject to version control, with all updates documented, approved by the Chief Executive Officer, and communicated to relevant staff.

## **11. Updates to this Policy**

This policy is reviewed regularly to ensure compliance with:

- Legislative changes
- ASQA Standards updates
- Operational and risk management improvements

## **12. Contact Details**

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