RPL and Credit Transfer Policy

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Related policies	▪ Certificate Issuance Policy ▪ Transition Policy ▪ Continuous Improvement Policy ▪ Complaints and Appeals Policy
Related procedures	▪ Certificate Issuance Procedure ▪ Transition Procedure ▪ Continuous Improvement Procedure ▪ Appeals Procedure
Forms and supporting documents	▪ Pre-enrolment Interview ▪ Enrolment Form ▪ RPL Kit Template ▪ RPL Eligibility Assessment ▪ RPL Application Form ▪ Credit Recognition Form ▪ Training Plan ▪ Certificate (Testamur) Template ▪ Record of Results (ROR) Template ▪ Statement of Attainment (SOA) Template ▪ Complaints and Appeals Form ▪ Complaints and Appeals Register ▪ Continuous Improvement Form ▪ Continuous Improvement Register

Table of Contents

RPL and Credit Transfer Policy

Australian Polytechnic Institute is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015. As such, Australian Polytechnic Institute offers Recognition of Prior Learning to all students and implements an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited courses, the Principles of Assessment and Rules of Evidence. Likewise, the Australian Polytechnic Institute has a process in place and provides clear instructions and guidance on granting credit transfers to students for previously completed and formally assessed learning.

RELEVANT STANDARD(S): Standards for Registered Training Organisations (RTOs) 2015, Clauses 1.1, 1.2, 1.4, 1.8, 1.12, and 3.5

SCOPE

Australian Polytechnic Institute is committed to providing effective processes for Recognition of Prior Learning (RPL) and Credit Transfer to all current and prospective students.

Australian Polytechnic Institute will ensure that:

1. Assessment systems, including recognition of prior learning (RPL), comply with the assessment requirements of relevant training packages and VET-accredited courses;
2. RPL is conducted in accordance with the principles of assessment and rules of evidence;
3. RPL is offered to all students on enrolment;
4. Adequate information and support are provided to students to understand the RPL process and the requirement to gather reliable evidence to support their recognition claim.
5. It will recognise AQF certification documentation issued by other RTOs;
6. Students will be made aware of their right to apply for a credit transfer;
7. It complies with the VET Regulator's guidelines in processing and granting credit transfer.

POLICY PRINCIPLES

1.   Recognition of Prior Learning (RPL) Policy Principles

1.1   Recognition of Prior Learning (RPL) refers to an assessment process that assesses the competencies an individual may have 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.

1.1.1.   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).

1.1.2.   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).

1.1.3.   Informal learning refers to learning that results from 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).

1.2 Australian Polytechnic Institute students may apply for a formal recognition of existing competencies against an AQF qualification, or an accredited course, unit of competency, or module that Australian Polytechnic Institute is registered to deliver before the commencement of their course study.

1.3 Australian Polytechnic Institute will provide adequate information to students, including the RPL Kit that contains the RPL information, including:

    1.3.1. the specific skills and documentation required for the unit of competency where the student wishes to be assessed;

    1.3.2. RPL process and application;

    1.3.3. timeframe for RPL assessment;

    1.3.4. any support that the Australian Polytechnic Institute assessor can provide;

    1.3.5. costs and payment schedule associated with RPL;

    1.3.6. making appeals on all/part of the RPL outcome and associated fees (if applicable).

1.4 The assessor for the unit of competency being applied for will be the person responsible for providing the RPL Kit and all necessary information to the student in relation to the RPL process, including the updated Training Plan.

1.5 The burden will be upon the candidate to demonstrate competence to the assessor(s), including the provision of certification documentation. Competency may be derived from many sources, including, but not limited to:

    1.5.1. work experiences;

    1.5.2. work product;

    1.5.3. life experiences;

    1.5.4. training programs offered by industry, private or community-based providers, which may or may not have been formally recognised;

    1.5.5. training programs undertaken overseas;

    1.5.6. informal learning programs;

    1.5.7. certification from another RTO.

1.6 The RPL assessment decision will comply with the Principles of Assessment and Rules of Evidence as outlined in the SRTOs 2015 and the requirements of the relevant training package and VET-accredited course.

1.7 Certification documentation will not be issued unless all relevant fees are paid in full. Certification documentations are issued following the Australian Polytechnic Institute's Certificate Issuance Policy.

1.8 Students are informed in writing of the RPL assessment outcome within the timeframes specified in the RPL Kit. Where RPL is not granted for any unit of competency, the written notification will include the reason for the decision.

1.9 In cases where a student is not granted RPL and believes the decision should be reviewed, Australian Polytechnic Institute will follow the procedures outlined in the Appeals Procedure Document.

RPL and Credit Transfer Policy

2. Credit Transfer

2.1 Australian Polytechnic Institute will accept and mutually recognise the decisions and outcomes of any RTO or entity in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the certification documentation awarded by other RTOs or AQF Authorised Issuing Organisations.

2.2 Australian Polytechnic Institute will apply credit to all relevant units of competency/modules after conducting a review and verification of the validity of AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar.

2.3 Credit Transfer applies when the certification documentation provided by the student contains the same national competency code as those that form part of the training and assessment program offered by the Australian Polytechnic Institute.

2.4 Certification documentation must be presented as either original or certified copies of an original. Certified copies must be signed by an authorised signatory in order to verify authenticity. Original certification documentation will be returned to the applicant.

2.5 Australian Polytechnic Institute is not obligated to issue an AQF qualification or statement of attainment that is achieved wholly through recognition of units and /or modules completed at another RTO. (i.e., a student cannot complete all of their training and assessment with another RTO, and requests that Australian Polytechnic Institute issue the qualification under Recognition.)

2.6 The amount of recognition contributing to the issuance of a certification (i.e., using units/modules completed at other RTOs) will depend on the discretion of the Australian Polytechnic Institute.

2.7 In the event a student wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then the student will be advised that the completion of the assessment is not necessary; however, it may be offered as an option.

2.8 Where the recognised AQF qualification and attributed units/modules form part of another AQF qualification, the student will only be enrolled in the additional units required to complete the new qualification. In such cases, fees will reflect reduced learning load.

3. Determining Equivalence

3.1 In the event the student wishes to credit units of competency that are not offered by Australian Polytechnic Institute but fulfill the packaging rules for a qualification that Australian Polytechnic Institute offers, Australian Polytechnic Institute will refer to the National Register to determine if the unit of competency that the student wishes to credit is equivalent to any of the units that is within Australian Polytechnic Institute scope.

3.2 In the event the student wishes to credit units from a superseded course, provisions from the Australian Polytechnic Institute's Transition (of Superseded Courses) Policy may apply on top of the provisions in this Policy.

4. **Verification of Certification Documentation**

4.1   Before providing credit based on a qualification, statement of attainment, or record of results, the assessor/s for the unit/s of competency being assessed must authenticate the information in the document. This may be done through methods including, but not limited to, gathering feedback from the organisation that issued the document and confirming the content is valid.

MONITORING AND IMPROVEMENT

Australian Polytechnic Institute's Training Manager is responsible for the RPL and credit transfer process and ensuring that all trainers and assessors make consistent judgments when conducting RPL assessments and that administrative staff consistently verify certification documentation before credit transfer grants.

The Training Manager of the Australian Polytechnic Institute monitors all RPL and credit transfer activities. The Training Manager will ensure that areas for improvement are identified, reviewed and acted upon following Australian Polytechnic Institute's Continuous Improvement Policy principles.

1. Principles of Assessment

Fairness	The individual student's needs are considered in the assessment process.
	Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual student's needs.
	The RTO informs the student about the assessment process and provides them with the opportunity to challenge the assessment result and be reassessed if necessary.
Flexibility	Assessment is flexible to the individual student by: • reflecting the student's needs; • assessing competencies held by the student, no matter how or where they have been acquired; and • drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
Validity	Any assessment decision of the RTO is justified based on the evidence of the performance of the individual student. Validity requires: • assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance; • Assessment of knowledge and skills is integrated with their practical application; • assessment to be based on evidence that demonstrates that a student could demonstrate these skills and knowledge in other similar situations; and • judgment of competence is based on evidence of student performance that is aligned to the unit/s of competency and associated assessment requirements.
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

2. Rules of Evidence

Validity	The assessor is assured that the student has the skills, knowledge, and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity, and relevance of the assessment evidence enables a judgment to be made of a student's competency.

Authenticity	The assessor is assured that the evidence presented for assessment is the student's own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

RPL and Credit Transfer Policy

Date / Version no.	Revision details	Person Responsible	Status	Comments
04/11/21 v.1.0	Scheduled review and minor changes	CEO	Reviewed	Minor changes, including formatting, were made.
08/06/25 v.2.0	Scheduled review and minor changes	CEO	Reviewed	Minor changes, including formatting, were made.

RPL Procedure

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Implementation Date	16 June 2025
Authority	Chief Executive Officer
Next review	9 June 2026
Related policies	▪ Certificate Issuance Policy
Related procedures	▪ Certificate Issuance Procedure
Forms and supporting documents	▪ RPL Kit Template ▪ RPL Eligibility Assessment ▪ RPL Application Form ▪ Training Plan ▪ LMS ▪ Certificate (Testamur) Template ▪ Record of Results (ROR) Template ▪ Statement of Attainment (SOA) Template

Table of Contents

RPL Procedure

PURPOSE

Australian Polytechnic Institute is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015. As such, Australian Polytechnic Institute offers Recognition of Prior Learning to all students, and implements an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited courses, the Principles of Assessment and Rules of Evidence.

This Procedure serves as the guide and reference document for the RPL process of the Australian Polytechnic Institute.

Changes to this Procedure must only be made upon approval of the CEO.

SCOPE

This Procedure applies to all Australian Polytechnic Institute enrolments. Australian Polytechnic Institute will ensure that:
1. Assessment systems, including recognition of prior learning (RPL) comply with the assessment requirements of relevant training packages and VET accredited courses;
2. RPL is conducted in accordance with the principles of assessment and rules of evidence;
3. RPL is offered to all students on enrolment;
4. Adequate information and support are provided to students to understand the RPL process and the requirement to gather reliable evidence to support their recognition claim;

PROCEDURES

1. Providing Information on Recognition of Prior Learning

Person Responsible	Step	Resources / References
Student	Student inquires RPL; or The student is assessed to be eligible for RPL during the assessment of need process.	RPL Eligibility Assessment
Administrative staff	Discuss the RPL process with the student and the required evidence documents for assessment as outlined in the RPL Kit. Provide student access to the RPL Application Form and RPL Kit.	RPL Application Form RPL Kit Template
Student	Complete the RPL Application Form and send it back to Admissions for processing.	RPL Application Form RPL Kit Template
Administrative staff	Review the completeness of the application. Forward the RPL application details to the trainer and assessor for processing.	RPL Application Form RPL Kit Template

RPL Procedure

2.   Initial Assessment of RPL Application

Person Responsible	Step	Resources / References
Trainers and Assessors	Conduct pre-assessment interview via phone or in person to verify information, and to check if skills match up to the units in the qualification (assist student in choosing the units for the RPL process). Provide the student with the RPL Kit and provide information on what appropriate evidence documents are to be gathered and included in their evidence portfolio. Discuss the RPL assessment process with the student. Send all information to the admissions officer.	RPL Kit
Administrative staff	Update the units in the student record, located in the LMS. Update the Training Plan.	LMS Training Plan

3.   RPL Assessment

Person Responsible	Step	Resources / References
Student	Complete all assessment requirements for each unit in the RPL Kit. Organise evidence portfolio. Discuss with the trainer and assessor if there are any queries about the process. Submit completed assessment requirements and evidence portfolio.	Training Plan RPL Kit
Trainer and Assessor	Conduct the assessment. Conduct a review and verify the evidence documents of the evidence portfolio. Inform the administration team of the results.	
Administration Staff	Update the student record in the LMS with the result provided by the trainer and assessor. Issue certification documentation to eligible students according to the Australian Polytechnic Institute certification issuance process.	LMS Certificate (Testamur) Template Record of Results (ROR) Template Statement of Attainment (SOA) Template

RPL Procedure

REVISION HISTORY

Date / Version no.	Revision details	Person Responsible	Status	Comments
04/11/21 v.1.0	Scheduled review and minor changes	CEO	Reviewed	Minor changes, including formatting, were made.
09/06/25 v.2.0	Scheduled review and minor changes	CEO	Reviewed	Minor changes, including formatting, were made.

Credit Transfer Procedure

Document number	PRO-AuPI-Credit Transfer-090625_v.2.0
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Related procedures	▪ Certificate Issuance Procedure
Forms and supporting documents	▪ Pre-enrolment Interview ▪ Enrolment Form ▪ Credit Recognition Form ▪ LMS

Table of Contents

Credit Transfer Procedure

PURPOSE

Australian Polytechnic Institute is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015. Australian Polytechnic Institute has a process in place and provides explicit instructions and guidance on granting credit transfers to students for previously completed and formally assessed learning.

This Procedure serves as the guide and reference document for the Credit Transfer process of the Australian Polytechnic Institute.

Changes to this Procedure must only be made upon approval of the CEO.

SCOPE

This Procedure applies to all Australian Polytechnic Institute enrolments. Australian Polytechnic Institute will ensure that:
1.   It will recognise AQF certification documentation issued by other RTOs;
2.   Students will be made aware of their right to apply for a credit transfer;
3.   It complies with the VET Regulator's guidelines in processing and granting credit transfer.

PROCEDURES

1.   Providing Information on Credit Transfer

Person Responsible	Step	Resources / References
Student	Student makes an inquiry regarding credit transfer, or, The student is assessed to be eligible for credit transfer during the pre-enrolment interview.	Pre-enrolment Interview
Administrative Staff	Discuss the credit transfer process with the student and the required evidence documents/certification documents. Provide student access to the Credit Recognition Form.	Credit Recognition Form
Student	Obtain certified copies of the certification documentation. Complete the Credit Recognition Form and email the certified copy of the certification documentation to the Administrative Staff.	Credit Recognition Form

Credit Transfer Procedure

2. **Review of Application and Verification of Certification Documents**

Person Responsible	Step	Resources / References
Administrative Staff	Stamp/note the date the certification is received Review details of the request. Confirm the unit codes and equivalence in TGA. Verify the validity of the student's certification document by contacting the issuing organisation or inspecting the document to determine if it is certified true or signed as certified true and accurate If verified, update enrolment details and record the credit transfer application result File all documentation in the student record. If the certification document is not a certified true copy, inform the student of the outcome of verification Please advise the student to submit a certified copy of the application for processing.	Credit Recognition Form Enrolment Form

3. **Processing the Application**

Person Responsible	Step	Resources / References
Administrative Staff	Once verified, update enrolment details and record the credit transfer application result File all documentation in the student record	LMS

Credit Transfer Procedure

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