

Credit Transfer and Recognition of Prior Learning (RPL) Policy and Procedure

1. Purpose

This policy explains how Australian Learning Group (ALG) recognises students' prior learning and previous formal study through:

- Recognition of Prior Learning (RPL), and
- Credit Transfer (CT).

ALG ensures that students who already have relevant skills, knowledge or qualifications are supported to receive recognition and avoid unnecessary duplication of learning.

This policy also ensures that recognition decisions:

- maintain the integrity of the qualification
- are fair, transparent and consistent
- comply with ALG's assessment system and regulatory requirements.

This Policy and Procedure addresses the requirements of the following standards:

- Outcome Standards for RTOs 2025
 - Standards 1.3 - 1.5 (assessment system integrity)
 - Outcome Standards for RTOs 2025 – Standard 1.6 (Recognition of Prior Learning)
 - Outcome Standards for RTOs 2025 – Standard 1.7 (Credit Transfer)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standards 2.3–2.5 (assessment and recording of RPL and course credit)

2. Scope

This policy applies to:

- all prospective and enrolled students seeking Recognition of Prior Learning (RPL) or Credit Transfer (CT) for training products within ALG's scope of registration; and
- all ALG staff involved in assessing, approving or administering RPL and credit transfer applications.

3. Definitions

Recognition of Prior Learning (RPL): An assessment process that assesses an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the extent to which the individual has achieved the required learning outcomes or competency outcomes of a unit of competency.

Credit Transfer (CT): A process that provides students with credit for units of competency or modules that have been previously completed and are evidenced by authenticated AQF certification documentation or a verified USI transcript.

Rules of Evidence: The principles used to judge the quality of evidence, requiring that evidence is valid, sufficient, authentic and current.

Principles of Assessment: The principles that guide assessment practice to ensure it is fair, flexible, valid and reliable.

Equivalent Unit of Competency: A unit of competency that is deemed to be the same as another unit through training package equivalence, or which has the same competency outcomes, as determined through mapping to the relevant training product.

Evidence Portfolio: A structured collection of evidence submitted by a student to support an RPL application, which may include documents, work samples, third-party reports and other relevant materials.

USI Transcript: An official record of a student's nationally recognised training, accessed via the Unique Student Identifier (USI) system and used to verify completed qualifications and statements of attainment.

Assessment-Only Pathway: A pathway in which a student undertakes assessment without participating in training to demonstrate competency in a unit of competency.

4. Policy

ALG is committed to recognising prior learning and previously completed formal study in a way that is fair, consistent and maintains the integrity of its training products.

Recognition of Prior Learning (RPL) and Credit Transfer (CT) are applied as controlled processes within ALG's assessment system and are conducted in accordance with the Principles of Assessment and Rules of Evidence.

These processes support accurate assessment judgements, minimise the risk of inappropriate recognition, and ensure compliance with the Outcome Standards for RTOs 2025 and the National Code 2018.

4.1 Intended System Outcomes

Through the operation of this policy:

- students are informed about opportunities to apply for RPL and credit transfer
- students with relevant prior skills, knowledge or qualifications are supported to progress through their course without unnecessary duplication of learning
- recognition decisions are applied fairly and consistently
- the integrity of training products and qualifications is maintained
- ALG meets its obligations under the Outcome Standards for RTOs 2025 and the National Code 2018.

4.2 Recognition of Prior Learning (RPL)

RPL evidence must be assessed against the requirements of the relevant unit(s) of competency and evaluated in accordance with the Principles of Assessment and Rules of Evidence. Evidence must be sufficient, valid, authentic and current.

Assessors must also consider the currency of evidence, including the time elapsed since the evidence was generated, particularly for Recognition of Prior Learning (RPL) applications. Where evidence is not current, additional assessment or verification must be undertaken to confirm current competency.

Where evidence is incomplete or insufficient, additional assessment methods may be used to support the RPL decision, such as professional discussion, demonstration, observation or challenge tasks.

RPL assessments are conducted by qualified assessors who meet the requirements of the Outcome Standards and hold the relevant vocational competencies and current industry skills.

ALG offers Recognition of Prior Learning (RPL) to students who can demonstrate that they already have the skills and knowledge required for a unit of competency.

RPL recognises learning gained through:

- work experience
- previous training
- informal learning
- life or professional experience.
- students are informed about RPL through:
 - pre-enrolment information
 - the ALG website
 - the Student Handbook
 - orientation sessions.

Students may apply for RPL at any time during their enrolment. Students are encouraged to apply before training begins where possible.

There is a non-refundable \$500 application fee for RPL regardless of the outcome. There is a further \$250 assessment fee for each unit of competency that RPL is applied for. These fees are outlined in the ALG Fees Table.

4.3 RPL decisions

RPL decisions are based on

- evidence provided by the student
- follow the Principles of Assessment and Rules of Evidence
- are conducted by qualified assessors
- are recorded in the student management system.

RPL is granted only for **whole units of competency**.

RPL assessment is conducted in accordance with the requirements of the relevant training package or accredited course.

4.4 Assessment Only Pathway

In some cases, students who already have the required skills and knowledge may demonstrate competence through an **assessment-only pathway**.

An assessment-only pathway may be offered where a student seeks to undertake assessment without participating in training. This pathway is distinct from Recognition of Prior Learning (RPL) and is conducted in accordance with ALG's assessment system. All assessment requirements must be met in full and assessment decisions must comply with the Principles of Assessment and Rules of Evidence.

Under an assessment only pathway, students complete the required assessment tasks without undertaking structured training.

Assessment-only arrangements use the same assessment tools and standards as those used for students undertaking training.

4.5 Credit Transfer (CT)

ALG offers Credit Transfer to students who have previously completed an equivalent unit of competency or qualification.

Credit transfer recognises prior formal learning.

Credit transfer may be granted where a student provides:

- AQF certification documentation issued by another RTO or authorised issuing organisation, or
- a verified USI transcript.

Credit transfer decisions are based on authenticated evidence, are applied fairly and consistently, and maintain the integrity of the qualification.

Credit Transfer will be granted where a student has successfully completed an equivalent unit of competency, unless licensing, regulatory or training product requirements prevent recognition of equivalence.

Credit Transfer may also be granted for internally completed units where ALG records confirm that the student has previously achieved the same or equivalent unit through another ALG course, re-enrolment, pathway course or prerequisite course. Internal Credit Transfer decisions must be supported by verified ALG student records and must be recorded in the student management system.

Where a student presents a superseded equivalent unit of competency, Credit Transfer may be granted without additional mapping where the training package confirms the unit is equivalent. Where equivalence is not confirmed, the student may be referred to the RPL process.

Credit Transfer is granted based on authenticated AQF certification documentation or a verified USI transcript. Statements of Attainment or qualifications must be issued by an authorised issuing organisation and clearly identify the units achieved.

Credit transfer is granted only for **whole units of competency**.

Where credit transfer is granted, the outcome is recorded in the student management system and reflected in certification documentation issued by ALG.

There are no fees associated with Credit Transfer applications or approvals.

4.6 Verification of Evidence

ALG verifies evidence provided for RPL and Credit Transfer to ensure that it is authentic, valid and sufficient to support the decision.

For external Credit Transfer applications, verification must include at least one of the following:

- accessing and verifying the student's USI transcript
- confirming the AQF certification documentation directly with the issuing organisation
- confirming authenticity through another reliable issuing-body verification process.

Certified copies alone are not sufficient unless the authenticity of the qualification, statement of attainment or transcript has also been verified. Evidence of verification must be retained on the student file.

For internal Credit Transfer, ALG verifies the student's prior achievement using ALG student records, including previous enrolment, competency outcomes and qualification or statement of attainment records.

4.7 Reduction of Course Duration

Where RPL or credit transfer is granted, the student's course duration may be reduced. Where this occurs, ALG:

- informs the student in writing
- updates the student's enrolment records
- adjusts the course duration where applicable.

4.8 CRICOS Requirements for Overseas Students

Where RPL or Credit Transfer is granted to an overseas student, ALG will provide the student with a written record of the decision and obtain the student's written acceptance of the outcome before the credit is finalised. ALG will retain the written record of the decision and the student's acceptance for at least two years after the student ceases to be an accepted student, in accordance with National Code Standard 2.4.

Where RPL or credit transfer is granted to an overseas student and results in a reduced course duration, ALG will:

- inform the student in writing
- ensure the Confirmation of Enrolment (CoE) reflects the revised course duration
- report the change in course duration through **PRISMS** in accordance with ESOS requirements.

4.9 Fee Adjustments

Fee adjustments will only be applied where approved RPL or Credit Transfer results in a reduction of the student's study load before the commencement of the relevant study period and in accordance with ALG's **Fees and Refunds Policy and Procedure**.

A reduction in tuition fees may apply where CT or RPL is granted for all units in a full term of study, provided the application was submitted at least 10 working days before the term begins.

If CT or RPL is approved for all units in a term:

- the student is not required to attend classes, and
- the tuition fees for that term will be removed.

If the application is submitted less than 10 working days before the term starts or after the term has begun, the student:

- does not need to attend classes, but
- is not eligible for a fee reduction.

If CT or RPL is granted for some units but not the entire term, the student:

- does not need to attend classes or complete assessments for those units, but
- is not eligible for a fee reduction.

4.10 Appeals

Students who are not satisfied with the outcome of an RPL or Credit Transfer application may appeal the decision in accordance with the **Complaints and Appeals Policy and Procedure**.

4.11 Recordkeeping

ALG keeps records of RPL and credit transfer applications, evidence reviewed and decisions made.

Records are retained in accordance with ALG's **Records Management Retention Policy and Procedure** and regulatory requirements.

4.12 Quality Assurance

ALG monitors Recognition of Prior Learning (RPL) and Credit Transfer (CT) decisions to ensure they are applied consistently and maintain the integrity of qualifications.

RPL assessment tools and RPL assessment decisions are included in ALG's scheduled validation processes. As part of these processes, samples of RPL assessments may be reviewed to ensure assessment judgements are consistent with the training product and comply with the Principles of Assessment and Rules of Evidence.

Monitoring activities may include review through:

- internal audits
- feedback from students and staff
- continuous improvement activities.

5. Supporting documents

- Recognition of Prior Learning (RPL) Application Form
- Credit Transfer (CT) Application Form
- RPL Kit (unit assessment materials and evidence guides)
- Student Handbook
- Assessment System Policy and Procedure
- Credit Transfer Outcome Letter / Student Acceptance Record
- Internal Credit Transfer Verification Record
- AQF certification authentication evidence
- USI transcript verification evidence
- Complaints and Appeals Policy and Procedure
- Records Management Retention Policy and Procedure

- Continuous Improvement Register
- Training Package / Unit of Competency documentation training.gov.au
- USI Transcript / USI Register verification system
- PRISMS (for reporting reduced course duration for overseas students)

6. Procedure

Step	Key actions	Responsibility	Supporting documents
1. Inform students and provide application guidance	<ul style="list-style-type: none"> • Provide clear information about RPL and CT (eligibility, process, evidence, fees and timeframes) • Supply application forms and guidance. 	Admissions Team	Student Handbook; Website; Fees Table; RPL & CT Application Forms
2. Receive and review Credit Transfer application	<ul style="list-style-type: none"> • Receive CT application, or identify internal CT eligibility based on ALG student records • Verify authenticity of external AQF certification or USI transcript • For internal CT, verify previous achievement through ALG student records • Confirm same or equivalent unit status, including superseded equivalent units where applicable. 	Admissions Team	CT Application; AQF certification; USI transcript; Training package
3. Approve, record and notify CT outcome	<ul style="list-style-type: none"> • Approve or decline CT • Issue written CT outcome to the student • Obtain written student acceptance where required, including for overseas students • Record the outcome and supporting evidence in the student management system. 	Academic Director / Admissions Team	RTOM; Student record

<p>4. Process CRICOS requirements for CT (if applicable)</p>	<ul style="list-style-type: none"> Where CT reduces course duration, issue written notification, update enrolment, amend CoE Report via PRISMS and obtain student acceptance where required. 	<p>Admissions Team</p>	<p>PRISMS; CoE; Student acceptance record</p>
<p>5. Receive RPL application and conduct pre-assessment</p>	<ul style="list-style-type: none"> Receive RPL application Conduct initial review/interview Provide RPL kit with evidence requirements and timeframe. 	<p>Admissions Team/Assessor</p>	<p>RPL Application; RPL Kit</p>
<p>6. Assess RPL evidence</p>	<ul style="list-style-type: none"> Review evidence for completeness and assess against unit requirements in accordance with the Principles of Assessment and Rules of Evidence (valid, sufficient, authentic and current). Assessors must evaluate the currency of evidence, including the time elapsed since it was generated, and determine whether it reflects current competency. Where evidence is not current, undertake additional assessment or verification activities. 	<p>Assessor</p>	<p>RPL Kit; Evidence portfolio Unit of competency</p>
<p>7. Approve, record and notify RPL outcome</p>	<ul style="list-style-type: none"> Approve or decline RPL, notify the student in writing and record the outcome in the student management system. 	<p>Academic Director / Student Administration</p>	<p>RTOM; Student record</p>
<p>8. Process CRICOS requirements for RPL (if applicable)</p>	<ul style="list-style-type: none"> Where RPL reduces course duration, issue written notification, update enrolment, amend CoE report via PRISMS 	<p>Admissions Team</p>	<p>PRISMS; CoE; Student acceptance record</p>

	<ul style="list-style-type: none"> Obtain student acceptance where required. 		
9. Manage assessment-only pathway (if applicable)	<ul style="list-style-type: none"> Where approved, ensure the student completes all required assessment tasks in accordance with the assessment system without undertaking training. 	Academic Team/ Assessor	Assessment tools; Assessment records
10. Assess and apply fee adjustments (if applicable)	<ul style="list-style-type: none"> Determine eligibility based on approved RPL/CT and timing of application Apply fee adjustments where eligible Update student account records. 	Administration Team/ Finance Team	RTOM; Fees Table; Student account record
11. Notify fee outcome	<ul style="list-style-type: none"> Inform the student in writing of any fee adjustment or no change to fees. 	Student Administration	Student record
12. Manage appeals	<ul style="list-style-type: none"> Manage appeals relating to RPL or CT decisions in accordance with the Complaints and Appeals Policy and Procedure. 	Student Experience Appeals Officer	Complaints and Appeals Policy
13. Maintain records	<ul style="list-style-type: none"> Maintain records of applications, evidence, decisions, notifications, student acceptance records and PRISMS reporting in accordance with records management requirements. 	Student Administration	Records Management Policy

7. Document Information and Review

Document Information		
Document ID	TAE-05	
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Responsible officer	Joe Lynch	
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5.0	09 March 2026	<ul style="list-style-type: none"> Updated to reflect additional requirements of Outcome Standards 2025, Standard 1.6 and 1.7