

RPL and Credit Transfer Discussion Procedure

Purpose

This procedure outlines the structured approach used by the RTO to inform students about Recognition of Prior Learning (RPL) and Credit Transfer (CT) during enrolment, ensuring transparency, clarity, and effective initiation of recognition processes. It ensures compliance with the Standards for RTOs 2025, ESOS Act 2000, National Code 2018, and ELICOS Standards 2018.

Scope

This procedure applies to the Course Advisor, Administration Manager, Administration Officer, Compliance Manager, Trainers and Assessors, and relevant staff involved in:

- Informing prospective students about RPL and Credit Transfer opportunities.
- Initiating RPL assessment processes and Credit Transfer applications.

Procedure Steps

Recognition of Prior Learning (RPL)

Step 1: Provide Information about RPL

- During initial enrolment discussions, the Course Advisor clearly informs prospective students about the RPL option, including:
 - o The purpose and potential benefits of RPL.
 - o Types of prior learning evidence required (work experience, informal learning, prior studies).
 - o General overview of the RPL assessment process.

Step 2: Student Expression of Interest in RPL

- If the student expresses interest in RPL, the Course Advisor books an appointment for the student with a qualified Trainer and Assessor to explore RPL suitability in more detail.

Step 3: Conduct Detailed RPL Consultation

- A qualified Trainer and Assessor conducts a detailed consultation with the student, clearly explaining:

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- Benchmarks, competencies, and application of the units of competency included in the course.
- Specific evidence requirements for RPL.
- Assessment processes, criteria, and timelines.
- Potential implications for course duration and fees.

Step 4: Provide RPL Kit and Start Process (if applicable)

- If RPL is suitable and the student wishes to proceed, the Trainer and Assessor provides the student with an RPL Kit, clearly explaining requirements and next steps to formally commence the RPL assessment process.

Step 5: Document RPL Consultation and Decisions

- The Trainer and Assessor documents outcomes of the RPL consultation, clearly recording the student's decision and next steps within the Student Management System (SMS).

Credit Transfer (CT)

Step 1: Provide Information about Credit Transfer

- During enrolment discussions, the Course Advisor clearly informs students about the Credit Transfer option, highlighting:
 - Eligibility for CT based on previously completed units of competency.
 - Required evidence (transcripts, certificates, statements of attainment).

Step 2: Student Decision on Credit Transfer

- If the student indicates they have completed units that may qualify for CT, the Course Advisor refers the student to the Administration Officer to formally commence the CT application process.

Step 3: Initiate Credit Transfer Application

- The Administration Officer provides the student with the CT Application Form, clearly explaining the process and required documentation.

Step 4: Submit CT Application and Evidence

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- The student submits the completed CT application form along with necessary supporting evidence to the Administration Officer, who forwards the application promptly for assessment and verification.

Step 5: Communicate CT Application Outcomes

- Following assessment, the Administration Officer formally communicates the outcomes of the CT application to the student, clearly detailing recognised units and subsequent adjustments to course enrolment if applicable.
Students dissatisfied with RPL or CT outcomes may lodge an appeal in accordance with the Managing Appeals Procedure, ensuring compliance with Standards for RTOs 2025 and National Code 2018 Standard 10.

Step 6: Record CT Outcomes and Documentation

- The Administration Officer securely records all Credit Transfer outcomes, applications, and supporting evidence within the SMS.

Related Work Instructions

- [WI-Providing Information on RPL and Credit Transfer](#)
- [WI-Conducting RPL Consultations and Providing RPL Kits](#)
- [WI-Credit Transfer Application Processing](#)

Recordkeeping

Maintain accurate, complete, and secure records in the SMS, including:

- Records of initial RPL and CT discussions and consultations.
- Completed RPL Kits and associated evidence.
- Completed CT application forms and evidence.
- Formal communication of RPL and CT outcomes.

These records must be retained for at least two (2) years after the student ceases enrolment, in accordance with ESOS Act 2000 s.21 and National Code 2018 Standard 8.21, to ensure transparency, compliance, and audit-readiness.

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- Completed CT application forms and evidence.
- Formal communication of RPL and CT outcomes.

These records ensure compliance, transparency, and audit-readiness.

Monitoring and Review

This procedure is monitored continuously and reviewed annually or upon changes in regulatory standards or internal processes. The Compliance Manager and Administration Manager ensure that:

- Clear and accurate communication about RPL and CT remains effective and compliant.
- RPL and CT processes are consistently implemented and documented.
- Continuous improvement is informed by feedback, audits, and regulatory updates.

Definitions, Abbreviations, and Acronyms

- AQF – Australian Qualifications Framework
- CT – Credit Transfer (recognition of equivalent formal learning)
- LLN – Language, Literacy, and Numeracy
- NRT – Nationally Recognised Training
- RPL – Recognition of Prior Learning (assessment of prior skills and knowledge)
- RPL Kit – A set of documents and instructions provided to students to support the RPL assessment process
- RTO – Registered Training Organisation
- SMS – Student Management System
- TAS – Training and Assessment Strategy
- WI – Work Instruction

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Compliance Mapping

Procedure Step	Standards for RTOs 2025	ESOS Act 2000 / National Code 2018	ELICOS Standards 2018
Provide information on RPL/CT at enrolment	Standard 1.6 – Admission information	National Code 2018 – Standard 2.3	C1.1J – Transparency
RPL consultation and evidence requirements	Standard 3.1–3.2 – Assessment quality	ESOS Act s.21 – Records	N/A
Issue RPL Kit / CT Application Form	Standard 1.6 – Recognition options	National Code 2018 – Standard 2.3	C1.1J – Student information
Document outcomes in SMS	Standard 6.2 – Recordkeeping	National Code 2018 – Standard 8.21	C1.1K – Documented processes
Communicate RPL/CT outcomes	Standard 2.7 – Complaints/Appeals	National Code 2018 – Standard 3 (Written Agreements)	C1.1J – Transparency
Appeals process	Standard 2.7 – Access to appeals	National Code 2018 – Standard 10	C1.1K – Student rights
Adjust enrolment duration (CRICOS)	Standard 1.6 – Enrolment conditions	National Code 2018 – Standard 3.4; ESOS Act s.19 reporting	N/A
Record retention (2 years)	Standard 6.2 – Data and recordkeeping	National Code 2018 – Standard 8.21; ESOS Act s.21	N/A

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