

EN4 Credit Transfer and Recognition of Prior Learning

Version: 1

Policy Owner: Head of Quality and Curriculum

Approved by: CEO

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1.0 Purpose

This policy outlines guidelines the RTO has for offering Credit Transfers (CT) and/or Recognition of Current Competencies (RCC) and/or Recognition of Prior Learning (RPL) to all learners and potential learners and to ensure that the process is structured to minimise time and cost to the learner. The RTO will provide information and support to help learners gather the relevant evidence to support their claim for recognition of the competencies they have acquired.

2.0 Scope

This policy applies to all employees, partners and associates of the RTO in relation to granting CTs and/or RCCs and/or RPL. This policy includes all regulatory, contractual and legislative requirements that fall under the RTOs obligations.

3.0 Definitions

Term	Definition
AQF	Stands for Australian Qualifications Framework.
AQF certification documentation	Means the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.
AQF qualification	Means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.
Assessment	Means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
Authenticated VET transcript	Has the meaning given in the <i>Student Identifiers Act 2014</i> .
Competency	Means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
CT	Stands for Credit Transfer.
Credit Transfer	Means the granting of credit to students for units of competency achieved through Nationally Recognised Training (NRT). These units and their learning outcomes must be equivalent to the units that the student is applying for and must have been completed under the AQF.
RCC	Stands for Recognition of Current Competencies.
Recognition of Current Competencies	Applies if a student has previously successfully completed the requirements of a unit of competency and is now required to be reassessed to ensure

	competence is maintained. This is relevant for units of competency where licensing or ticket information is included in the skills area i.e., first aid or CPR.
RPL	Stands for Recognition of Prior Learning.
Recognition of Prior Learning	<p>Process for assessing the competency/s of an individual that may have been acquired through formal / non-formal / informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.</p> <ul style="list-style-type: none"> • formal learning 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). • non-formal learning 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) • informal learning is through experiences of work-related, social, family, hobby or leisure activities (for example, the acquisition of interpersonal skills developed through several years as a sales representative).
Registrar	Has the meaning given in the <i>Student Identifiers Act 2014</i> .
RTO	Stands for registered training organisation, in this case Selmar Institute of Education (#121531).
SMS	Stands for Student Management System, in this case aXcelerate.
Statement of attainment	Means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
Unit of competency	Means the specification of the standards of performance required in the workplace as defined in a training package.

4.0 Policy

4.1 Credit Transfer

- Credit transfers can be applied for learners for unit/s of competency through previous accredited training but must meet the following:
 - Unit/s of competency previously completed are deemed equivalent to units currently enrolled in; and
 - Learner's competency in the unit/s of competency is considered current.
- Learners seeking a credit transfer are required to supply evidence to demonstrate they hold the equivalent unit. The responsibility is on the learner to provide this evidence. Evidence must include:
 - A Certificate and transcript for a NRT Qualification; or
 - Statements of Attainment achieved through NRT: or
 - Authenticated USI Transcripts
- The RTO will only consider credit for qualifications/units completed within the AQF. The RTO does not offer credit for study completed outside the AQF (non-Australian Qualifications) as we do not have the capacity to determine equivalence. Equivalence for AQF level qualifications / units is determined by searching the unit of competency on www.training.gov.au and establishing if it is a direct equivalent. If it is deemed non-equivalent then a Credit Transfer is not granted.
- The RTO does not offer Credit Transfer for all units in a qualification in which all units of the qualification the learner is enrolled into with the RTO would be a Credit Transfer.

- The RTO verifies authenticity of the learner supplied Statement of Attainment or Certificate by:
 - Contacting the issuing RTO if it is active and responsive; or
 - Gaining permission to access learners USI account for verification
- If the RTO is unable to verify authenticity of the Statement of Attainment, Certificate, or USI transcript, the learner will not be awarded a credit transfer.
- Evidence of authentication will be saved in the learner file.

4.2 Recognition of Prior Learning

- Learners who believe they already have the skills and knowledge required for some or all of the units in a qualification may seek to have their existing competency recognised through a formal RPL process.
- The RPL process involves the learner gathering evidence from life experience, work and formal and/or informal study experiences and matching it against the specific learning outcomes for the unit/s of competency.
- An assessor from the RTO will be appointed to assist the learners with this process.
- Learners will be required to complete the RPL Self Evaluation to assess their level of knowledge and experience and provide evidence to demonstrate that they are currently competent against the endorsed unit of competency.
- It is the learners' responsibility to provide sufficient evidence to satisfy the requirements of current competency. Evidence could include:
 - Work completed from previous study
 - Resume (Personal)
 - Position Descriptions that can be verified
 - References from current or former employers that can be contacted
 - Testimonials
 - Work samples
 - Relevant life experience
 - Relevant work experience
- When assessing prior learning, the RTO shall at all times ensure that the evidence supplied by the learner meets the Rules of Evidence:
 - **Validity**
The assessor is assured that the learner 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 judgement to be made of a learner's competency.
 - **Authenticity**
The assessor is assured that the evidence presented for assessment is the learner's own work.
 - **Currency**
The assessor is assured that the evidence of assessment demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

- Where the RTO appointed qualified assessor determines that the evidence is sufficient to demonstrate current competency against the unit requirements, the learners will be awarded the unit. In majority of cases this will mean the learners may be able to complete all or part of a qualification without needing to attend training – although training may be required where there are gaps in the learners' knowledge and/or skills.
- Learners have the right to appeal a Recognition Assessment decision, see *SP3 Complaints and Appeals Policy*.

4.3 RTO Responsibilities

The Administration and Funding Claims Manager is responsible for ensuring that Credit Transfers are granted as per this policy.

4.4 Records Management

All documentation from Credit and Recognition of Prior Learning processes are maintained in accordance with *SP2 Records Management Policy*.

4.5 Monitoring and Continuous Improvement

The Head of Quality and Curriculum is responsible for monitoring compliance with the CT / RCC / RPL processes. All practices are monitored by the RTO and areas for improvement identified and acted upon. (See *OR3 Continuous Improvement Policy*).

5.0 Legislative Context

Name	Section
Outcome Standards for RTOs 2025	Quality Area 1
VET Student Loans	Clause 4.8.11
Victorian Skills First Program	Standard VET Funding Contract, Schedule 1
NSW Smart and Skilled Program	Operating Guidelines Section 7, NSW Recognition Framework
Student Identifiers Act 2014	Section 4 Definitions

6.0 Related Documents

Name	Document Type
EN2 Application and Enrolment Policy	Policy
SP1 Administration and Data Reporting Policy	Policy
SP1.1 Administration and Data Reporting Procedure	Procedure
SP3 Complaints and Appeals Policy	Policy
SP2 Records Management Policy	Policy
OR3 Continuous Improvement Policy	Policy

7.0 Version Control and Revision Information

The RTO reserves the right to vary, replace or terminate this policy from time to time.

Version #	Approval Date	Approved By	Details
1	June 2025	HQC	Document creation to align with OSRTOs 2025