Doc #: PP-1.5		**Course Credit and Recognition of Prior Learning**
NVETR (Outcome Standards for NVR RTO) Instrument 2025: Standard 1.6, 1.7	**NC: 2**	
Rev #: 9	**Approved By: Designated Head VET**	**Date: 11/11/2025**

REVISION HISTORY

Rev	Description of Change	Author	Effective Date
1	Adapted from AAPoly Recognition of Prior Learning Procedure and BMC RPL and Credit Transfer Policy and Procedure.	Zita & James	06/03/14
2	Changed the format of the Policy and Procedure.	Zita	17/09/14
3	Changed SNR 15.5 to Standard 1.8 and 3.5.	Jeevan	01/04/15
4	Updated mapping to Standards for RTOs 2015.	Cindy	07/03/16
5	Updated clauses 5.3.1 and 7.	Elaine	07/02/18
6	Added clause 5.3.5	Elaine	16/03/18
7	• Removed references to Recognition of Current Competencies (RCC). • Added a separate RPL procedure (refer to clause 5.3).	Elaine	11/01/22
8	• Included reference to clustering of units. (Refer to clause 3.8 and 3.3) • Included reference to same units of competency for course credit. • Included publication year for legislations in reference • Included course action plan if course duration is affected by course credit(s). (Refer to note in clause 5.2.3) • Included clause about credit transfer for superseded equivalent units of competency • Updated responsibility of Course Coordinator	Moinul	01/08/22
9	• Removed "ACA" in the title and added "Recognition of Prior Learning" • Updated the purpose and scope of policy and procedure – to include AAPoly VET, STA within the Colleges. • Updated Procedures section for improved coherence Simplified *Credit Transfer* description • Added description for *Equivalent Training Product* and *Paradigm* • Updated to meet the requirements of the revised National Vocational Education and Training Regulator (Outcome Standards for NVR RTO) Instrument 2025	Compliance	11/11/25

1.0 Purpose

This policy outlines the approach of Academies Australasia colleges (the College), as listed in Schedule 1, to recognising prior learning through Recognition of Prior Learning (RPL) and Credit Transfer (CT). It ensures that applications are assessed and granted in a fair, transparent and consistent manner, and in line with the NVETR (Outcome Standards for NVR RTO) Instrument 2025 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. The policy supports student progression by formally acknowledging prior learning and qualifications while maintaining the integrity of training products.

2.0 Scope

This policy applies to all current and prospective students seeking course credit through RPL or CT and all staff involved in the enrolment, student support and RPL/CT assessment processes.

3.0 Policy Guidelines

3.1 The College is committed to supporting students by granting credit transfer where they have successfully completed an equivalent training product as listed on the National Training Register (www.training.gov.au).

3.2 Eligibility for course credit requires students to provide authentic AQF certification documents (such as testamur, record of results, or statement of attainment) that clearly demonstrates completion of the relevant unit(s) or qualification.

3.3 The College may also request an authenticated USI transcript or contact the issuing RTO for further verification of documents provided.

3.4 Where multiple units are granted through CT, this may reduce the overall course duration. In such cases, the College must update the student's details in PRISMS and ensure the change is reflected in the student's eCOE, where applicable.

3.5 Where a reduction in course duration applies, the student's agreement must be obtained prior to updating PRISMS and issuing an amended eCOE.

4.0 Definitions

4.1 Course Credit – Course credit is defined as 'exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. It includes academic credit and recognition of prior learning.' (Reference: The National Code 2018).

4.2 Recognition of Prior Learning (RPL) – An assessment process that assesses the competency/s of an individual that may have been 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 vocational education and training (VET) accredited courses.

4.3 **Credit Transfer (CT) –** The granting of status or credit by an institution or training organisation to students for equivalent training product completed at the same or another education provider within the National Training Register www.training.gov.au.

4.4 **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).

4.5 **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).

4.6 **Informal Learning –** Refers to learning that results through 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).

4.7 **eCOE –** Electronic Confirmation of Enrolment.

4.8 **Clustering –** Refers to the structuring, delivering and assessing two or more units together in groups, in a meaningful and purposeful way. This is to avoid duplication and repetition, or to create a logical flow or context to delivery.

4.9 **Equivalent training product** – Refers to a unit of competency or qualification that has been determined, through the national training package or accredited course documentation on www.training.gov.au, to have the same learning outcomes, skills, and knowledge requirements as the current unit or qualification.

4.10 **Paradigm** – The Student Management System used by the College to manage and maintain student-related information and administrative processes, including but not limited to student admission and enrolment, attendance, academic records, course progress, communication, compliance reporting, and personal details.

4.11 **Statement of Attainment (SOA)** - An official AQF document issued by an RTO to certify the successful completion of one or more units of competency from a nationally recognised qualification or accredited course.

5.0 Responsibilities

5.1 **Marketing Manager (MM)** – Receive the student certificate and transcript with all supporting evidence and share them with the Marketing Support Department. If any documentation is pending, request it to the student's agent. Receive the OL issued by the Marketing Support Department and forward it to the agent/student.

5.2 **Marketing Support Officer (MSO)** – Forward all CT or RPL supporting documents to the Course Coordinator. After receiving the Course Coordinator's feedback and the completed CT Transfer Form (if applicable), proceed with processing the student's application and send the Offer Letter (OL) and CT Transfer Form (if applicable) to the MM. Keep the relevant documents and OL in the student's files.

5.3 **Course Coordinator (CC) / VET Manager (Melbourne Campus)** – Assesses the Course Credit or the Recognition of Prior Learning application within expected

timeline and advises outcome with reasons to the MSO. Provide the CT Transfer Form and discusses RPL application kit and the requirements for the student seeking to apply for RPL.

5.4 **Designated Head, VET –** Provides final approval and signature for RPL applications.

5.5 **Student Services Officer (SSO)** – Receive the Course Credit Form or Recognition of Prior Learning Kit from the Course Coordinator and notify the Application Support Officer to update Paradigm. Issue the student CT Transfer confirmation letter and upload it to the student's file. Notify when the outcome letter is issued and the update in Paradigm has been completed.

5.6 **Application Support Officer (ASO)** – Responsible for updating Paradigm using the Course Credit Form or Recognition of Prior Learning Kit provided by the Course Coordinator, and for notifying Student Services Department after the update has been completed.

6.0 Procedures

6.1 **Credit Transfer** *(Refer to the process flowchart on Schedule 2)*

6.1.1   Student Information and Application

Prior to enrolment, students are advised of their right to apply for credit transfers (CT) for equivalent training products. CT applications can be made at enrolment or during the 1st week of the student's course commencement. Applications submitted after this period will be considered at the discretion of the relevant Course Coordinators (CC) / VET Manager and may be rejected.

Students/agents must submit all the supporting evidence including a certified copy of AQF qualification/SOA and transcript to the Marketing Manager (MM) (before issuance of the OL and eCOE).

Note: A student applying for Credit Transfers (CTs) during the first week of the term must provide the relevant evidence to the Student Services Department. The Student Services Officer (SSO) will review the documents and forward them to the Course Coordinator (CC) / VET Manager.

6.1.2   Verification of Documents

MM forwards the supporting documents to the Marketing Support Officer (MSO) for verification. MSO forwards the information to the relevant Course Coordinator (CC) / VET Manager within 1 working day of receiving the documentation. If evidence cannot be verified, the application is declined, and the MM is notified. The MM is responsible for informing the agent/student.

6.1.3   Assessment of Equivalency

CC / VET Manager assesses equivalency – whether the unit/module completed by the student is equivalent to the current training product, based on Training package mapping (equivalent units listed in the National Register). If equivalency is established, credit transfer is granted. CC / VET Manager completes Section 3 of

Course Credit Transfer Form (CCT) within 3 working days and returns the application documentation to the MSO.

Note: A student who has already completed the same unit of competency at another education provider, as part of a different course or qualification, can have it recognised as a credit transfer if the unit matches in both title and code. For clustered units, CT will not be granted unless both units are completed.

Granting of credit transfer may have an impact on the structure and duration of the course. The CC / VET Manager must notify the student that the change in duration will impact the student's visa. The CC / VET Manager will develop a revised course plan within the form if the duration of the course is affected due to approved course credit.

6.1.4 Outcome and Recording

Based on the outcome of the CCT Form provided by the CC / VET Manager, MSO issues the offer letter and forward the OL and the CCT Form to the MM for student' signature. The MM receive the signed Offer Letter and signed Course Credit Transfer Form and forward them to the MSO.

The MSO:
- Updates the student's enrolment on Paradigm and PRISMS, where applicable;
- uploads the signed Offer Letter and the signed Course Credit Transfer Form to the files section in Paradigm; and
- inform the CC / VET Manager that the signed OL and the signed CCT Form have been uploaded to the Files in Paradigm.

Note: The eCOE needs to be issued according to the Offer Letter.

The CC / VET Manager reviews the signed Course Credit Transfer Form and forwards it to the SS Department.

The SSO:
- Provides the Course Credit Transfer Form to the Application Support Officer (ASO) for updating the student's course plan and/or grades in Paradigm (if applicable);
- issues and send the CT approval outcome letter to the student; and
- uploads the outcome letter to student's files in Paradigm.

Note: If the student requests the Course Credit Transfer during the 1st week of the course commencement, the SSO is responsible for updating the student's eCOE within 1 working day of receiving the assessment outcome from CC / VET Manager. The SSO must also notify the student and upload the outcome letter to the student's file in Paradigm.

If the student disagrees with the outcome, the student may access the College's complaints and appeals process within 20 days of receiving this outcome. (Refer to Complaints and Appeals Policy and Procedure).

All relevant documents and records of correspondence with student are kept in the student's file in Paradigm.

6.2 Recognition of Prior Learning

6.2.1 Referral

A student wishing to apply for RPL are referred to the relevant Course Coordinator (CC) / VET Manager by the Marketing Manager (MM) or Student Services Department (SS).

6.2.2 RPL Information Meeting

Within 1 working day, the CC / VET Manager contacts the student to arrange a meeting to discuss the RPL requirements and process. CC / VET Manager assigns an Assessor to assess the application within 2 working days from the time the CC / VET Manager contacted the student.

A meeting is held within 3 working days of the CC / VET Manager contacting the student, with the Assessor in attendance. During the meeting, the student discusses prior learning and work experience, identifies potential RPL units, and is advised on the required documentation. The CC / VET Manager provides the Skills Recognition Toolkit and outlines the sections to complete and evidence to supply. The CC / VET Manager also informs the student that RPL fees will apply for each unit of competency and are determined on review and analysis of evidence.

6.2.3 Student Submission

The student is required to complete all relevant sections of the Skills Recognition Tool Kit and submit it, along with the evidence portfolio, to the Assessor for assessment. The student also pays the applicable RPL fees, which will be determined on review and analysis of evidence.

Note: The student submission timelines for the Skills Recognition Toolkit are determined on a case-by-case basis. Assessors set reasonable deadlines depending on individual circumstances and ensures the process remains manageable for both staff and students.

6.2.4 Assessment of Application

The Assessor assesses the application based on the information and evidence provided by the student. The Assessor notifies the CC / VET Manager of the assessment outcome. The CC / VET Manager then forwards the documentation and indicates the outcome to the Department Head (VET) for final approval and signature on the student's RPL.

Note: The student may be required to complete gap training and demonstration (if applicable) if gaps are identified by the Assessor in the evidence portfolio provided. The Assessor will contact the student for a meeting to provide feedback and discuss the gap training and demonstration (if applicable) requirements.

6.2.5 Outcome and Reporting

The CC / VET Manager advises the student of the outcome of their application in writing and inform SS Department.

If the RPL is not granted, the student is advised that if they disagree with the

outcome, they have the right to appeal within 20 days of receiving this outcome. (Refer to Complaints and Appeals Policy and Procedure).

The CC / VET Manager advises SS Department if the course duration of the student is shortened by the granting of the RPL. The SSO informs the Application Support Office (ASO) who is responsible for updates Paradigm to reflect the units of competency granted with RPL (if any). After it the SSO can update the duration of the eCoE in PRISMS. The PRISMS and Paradigm updates need to be made within 14 days of the notification occurring.

All relevant documents and records of correspondence with student are kept in the student's file in Paradigm.

6.3 General Guidelines

6.3.1 Evidence Requirements

- All supporting documents must be either originals or certified copies (hard copies).
- When submitting documents electronically, please ensure that all supporting materials are either original documents or certified true copies.
- Uncertified, altered, or incomplete copies will not be accepted (digital copies).

Course Credit Transfer Evidence Requirements

Students should provide evidence listed below and any additional evidence requested by the relevant CC / VET Manager:

Primary Evidence:
- Official certificate, statements of attainment and transcript;
- Outlines of any relevant training / course attended for overseas qualifications*;
- Certificate of Participation in short courses or professional development activities; and
- Certificates and Awards.

Recognition of Prior Learning Evidence Requirements

Alternative and supplementary evidence:
- Certified copies of educational qualifications* and training evidence.
- Position description for current jobs or positions you hold;
- Correspondence with clients;
- Report from workplace supervisor on student's skills and knowledge;
- Minutes of meeting;
- Interview or Team Manager reports;
- Demonstration of the skills and knowledge;
- Reference/testimonies related to the skills/competencies claimed; and
- Examples of specific project/work/assessment tasks that student has completed.

RPL applications based on overseas experience or employment are not accepted. All evidence must reflect Australian industry standards and contexts.

6.3.2 Fees

The student does not incur any fees for CT application.

RPL assessment fee applies if granted and student agrees the outcome of the assessment. RPL fees are determined on review and analysis of evidence.

6.3.3 Documents to be Kept in the Student's File (Paradigm)

SS Department keeps the following documents in the student's file where applicable, but not limited to:
- Course Credit Transfer Form
- Supporting Evidence
- Skills Recognition Tool Kit
- Updated eCOE (if applicable)
- CT Outcome Letter
- Record of Communication with Student
- Revised Course Action Plan (if applicable)

6.3.4 Credit Transfer for Common Units of Competency

For students who have successfully completed a qualification or units of competencies within the College, then proceed to enrol to a higher AQF qualification, the College will automatically process CT to the units of competencies common between the qualifications.

7.0 External References

7.1 National Vocational Education and Training Regulator (Outcome Standards for NVR RTO) Instrument 2025

7.2 National Code of Practice for Providers of Education and Training to Overseas Students 2018

8.0 Internal References

8.1 Complaints and Appeals Policy and Procedure

9.0 Appendices

9.1 Course Credit Application Forms
9.2 Skills Recognition Tool Kit
9.3 Outcome Letters

Schedule 1: Academies Australasia Colleges (the College)

Academies Australasia Institute (AAI)
Academies Australasia Polytechnic (AAPoly) Vocational
Australian College of Technology (ACT)
Clarendon Business College (CBC)
Supreme Business College (SBC)
Skills Training Australasia (STA)

Schedule 2: Credit Transfer Process Flowchart