

# RPL and Credit Transfer Guide

2023-2026

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**PI PRE-TRAINING REVIEW & RPL GUIDE** | Page 1 of 11

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RTO Name: People Improvers Pty Ltd t/a People Improvers  
Provider Code: 45208

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## RPL and Credit Transfer Policy and Procedure

### Relevant Documents

Individual Training Plan  
RPL and Credit Transfer Application Form  
RPL and Credit Transfer Evidence Record Form

### 1. Purpose

Purpose of this policy and associated procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies. The procedure for claiming Recognition of Prior Learning and Credit Transfer ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

### 2. Scope

This policy and procedure apply to all the courses on the RTO's scope of registration.

### 3. Definitions

**RPL:** Recognition of Prior Learning: means an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

**Credit Transfer:** means transfer of credits from units of competencies achieved in formal and nationally recognised education and training system to equivalent units of competencies, satisfying the required competency standards.

**Credit:** Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

**Units of Competency:** means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

### 4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning

## 5. Policy

The *National Principles and Operational Guidelines for Recognition of Prior Learning (RPL)* represent a set of national cross-sector guidelines to support implementation of RPL as an important element of Australian education and training. At PI, the granting of RPL and Credit Transfers will be established and maintained in accordance with;

- AQF National principles and operational guidelines for Recognition of Prior Learning (TAFE) Procedure
- Standards for RTOs 2015

**5.1** RPL can be used for access and for the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.

**5.2** The RTO will make RPL available to all students in compliance with the relevant Standards for Standards for RTOs 2015.

**5.3** RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.

**5.3** Assessment will be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40110/TAE40116) or above and meets the requirements as specified in Standard 1 of Standards for RTOS (2015) and the relevant schedules (5).

**5.5** The RTO recognises course credit within the compliance framework, AQF, and will grant appropriate credit towards units of competencies achieved under a nationally recognised qualification

**5.6** Candidates must apply for credit either through RPL or Credit Transfer. However, the submission of an application for RPL does not guarantee that an exemption will be granted.

**5.7** Candidates seeking credit must provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and other prior learning during the application stage for entry to a RTO course.

**5.8** If the granting of credit results in shortening of the student's course, the RTO will report the change of course duration to the relevant educational bodies.

**5.9** No fees will be charged for Credit Transfer applications.

**5.10** Fees for RPL will be charged per unit of competency, calculated on a pro-rata basis on the total course fee. RPL fee will be in addition to the total course fee.

## 6. Procedure

### 6.1 Credit Transfer

The following procedure applies to Credit Transfer applications.

Steps	Responsibility	Comments
Complete the <i>Credit Transfer Claim Form</i> and attached all the required evidences	Student	Original copies of the transcript and awards must be presented
Make an appointment with the RTO Manager of designated assessor.	Student	Contract details via <a href="http://www.peopleimprovers.com">www.peopleimprovers.com</a>
Assess the claim and determine the eligibility using the <i>RPL and Credit Transfer Evidence Form</i>	RTO Assessor	Some units might have different code under different training packages. Where required, units of competencies should be downloaded from <a href="http://training.gov">training.gov</a> to compare the competency standards and equivalence
Grant necessary credits if eligible	RTO Assessor	Original documents must be sighted
Make copies of the evidences for the student file	General Manager	
Update student records on the student management system	General Manager	Use appropriate code to recognise credit transfer
Send a letter to the student advising the outcome of the application	General Manager	A copy goes in the student file

### 6.2 RPL

The following procedure applies to RPL applications.

Steps	Responsibility	Comments
Provide RPL advice and a copy of RPL Guide to the candidate	General Manager	Provide information on RPL process, required evidences, unit contents and RPL fee
Complete the <i>RPL Application Form</i> and attached all the required evidences	Student	A combination of formal and information education and training, work experience and general life experiences can be used to determine prior learning
Provide evidences of previous skills, knowledge and learning	Student	Work experience certificates, awards, previous qualifications, citations, evidences of work/projects completed, testimonials, etc.
Pay the RPL fee and lodge the application with the nominated RTO staff member along with all the evidences	Student	<b>Fee: On a pro-rate basis based on total course fee, per unit</b>
Acknowledge receipt of the application in writing	General Manager	Letter to the student
Assess the claim and determine the eligibility using the <i>RPL and Credit Transfer Evidence Form</i>	RTO Assessor	If required, the students may be asked to provide a verbal or written evidence of competency or demonstrate the competency in assessor's presence

Grant necessary credits if eligible	RTO Assessor	Partial credits can be granted if the evidences only satisfy a part of the unit
If not successful, document detailed reasons on the application form	RTO Assessor	
Make copies of the evidences for the student file	General Manager	Original documents must be sighted
If successful, update student records on the student management system	General Manager	Use appropriate code to recognise credit transfer
If unsuccessful, arrange for a refund of the RPL fee	General Manager	Student should be advised of their right to appeal the decision
Send a letter to the student advising the outcome of the application	General Manager	A copy goes in the student file

## 7. Responsibility

The RTO General Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy and procedure.

A nominated RTO Assessor is responsible for collecting, verifying, assessing and filing evidences of competency and prior learning.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: [ceo@peopleimprovers.com](mailto:ceo@peopleimprovers.com)

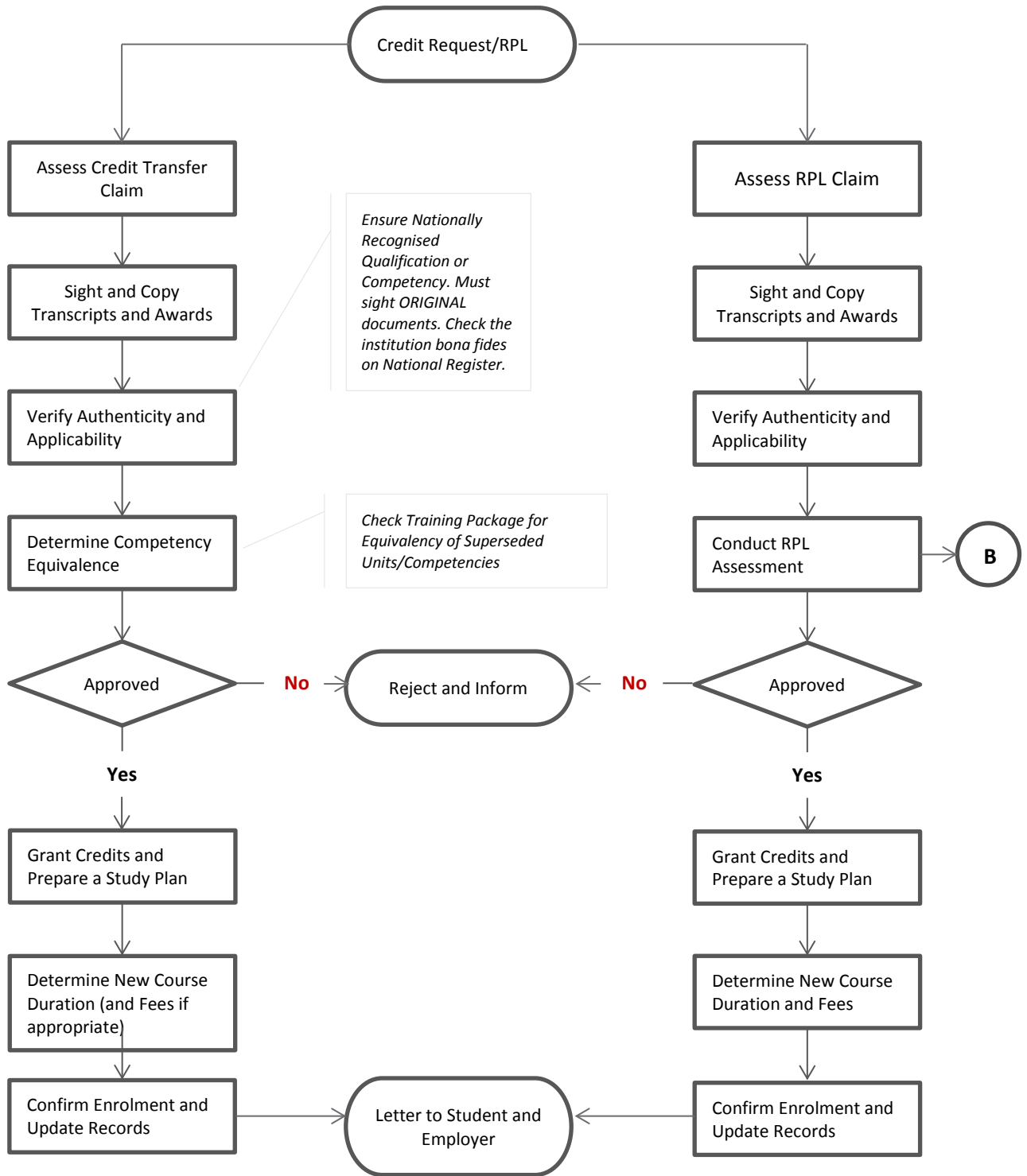
## All Contacts, enquiries and feedback to:

### The General Manager

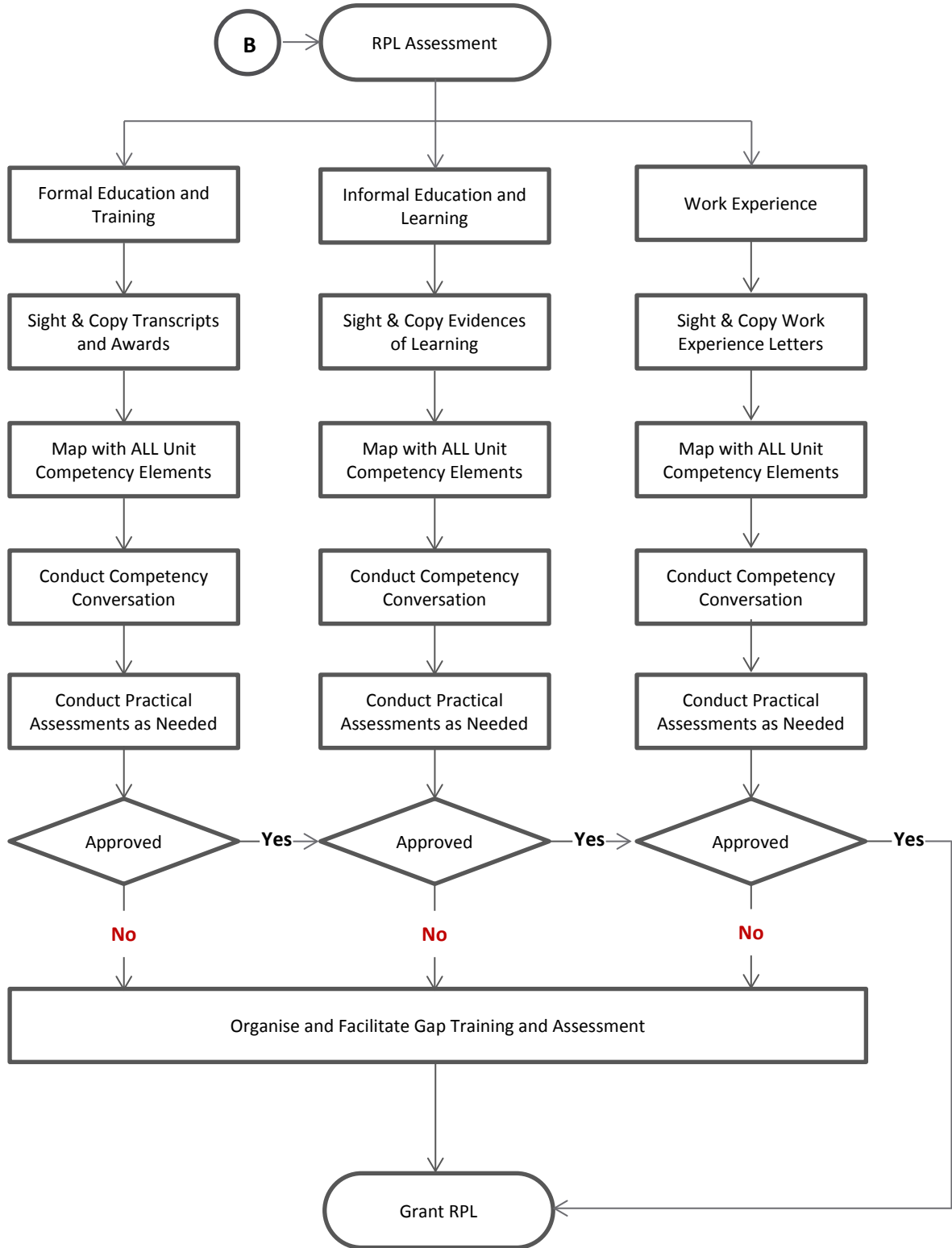
People Improvers

Email: [manager@peopleimprovers.com](mailto:manager@peopleimprovers.com)

# RPL and Credit Transfer Procedure



# RPL Assessment Procedure





## RPL and Credit Transfer Application Form



**Relevant Documents**

- Individual Training Plan
- RPL and Credit Transfer Policy and Procedure
- RPL and Credit Transfer Evidence Record Form

Student to complete the following sections:

<b>Student ID</b>	
<b>Student Name</b>	
<b>Current Address</b>	
<b>Current Course</b>	

<b>Have you provided all relevant evidences/documents for the RPL and/or Credit Transfer?</b>	
<b>Grounds RPL and/or Credit Transfer</b>	
<i>Please write why you believe your RPL and/or Credit Transfer application should be assessed? Attached an additional sheet if needed. Provide all the required evidences of prior learning and complete assessment process as set out by the RPL Officer</i>	
<b>Student Signature</b>	<b>Date:</b>

**ADMIN use only**

<b>Application is</b>	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined	
<b>RPL and/or Credit Transfer approved</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Comments, if any</b>		
<b>Approved by</b>		<b>Date:</b>

## RPL and Credit Transfer Evidence Record Form

<b>RPL and Credit Transfer Evidence Record Form</b>	
	<b>Relevant Documents</b> Individual Training Plan RPL and Credit Transfer Application Form RPL and Credit Transfer Policy and Procedure

RPL Officer to Complete:

<b>Student ID</b>				
<b>Student Name</b>				
<b>Course for which applicant is seeking RPL/Credit Transfer</b>				
<b>Applying for</b>	<input type="checkbox"/>	RPL	<input type="checkbox"/>	Credit Transfer

Units of Competency <i>Code &amp; Name</i>	Description of Evidences Presented and Reviewed <i>All the originals must be sighted for verification purpose</i>	Credits Granted <i>Full/Partial</i>

**Declaration:** RPL and/or Credit Transfer Facilitator has verified the competencies through the evidences presented which may include Academic Transcripts, Awards, Work Certificates and/or evidences of general life experiences.

<b>RPL and/or Credit Transfer Facilitator Name</b>			
<b>Applicant's Name</b>			
RPL and/or Credit Transfer Facilitator to verify sighting of <b>original or certified copies</b> of Statement of Results or Statement of Attainment or Qualifications as evidence.			
Date started		Date Completed	
Comments			

<b>Evidence attached</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Comments, if any</b>		
<b>Signature of Applicant</b>		Date:
<b>RPL and/or Credit Transfer Facilitators Signature</b>		Date:
<b>Director of Studies Signatures</b>		Date:

**Note:**

1. Total enrolled hours must equal course hours minus Credit Transfer hours
2. Students must be enrolled in all units/modules of the course
3. A copy of the form to be attached to the Student's time-table, delivery and assessment plan.
4. A copy of the form and evidence to be held in the student file for two years.