



RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT) Policy

Purpose

This policy and procedure outlines the processes implemented by Xpert Solutions for assessing, granting, recording and monitoring Recognition of Prior Learning (RPL) and Credit Transfer (CT).

Xpert Solutions ensures that RPL and CT decisions:

- maintain the integrity of the training product
- support fair, transparent and evidence-based decision making
- comply with the 2025 Standards for RTOs, Credential Policy and relevant Compliance Requirements
- comply with the Principles of Assessment and Rules of Evidence
- support nationally recognised and industry-relevant competency outcomes
- appropriately authenticate and validate evidence submitted by students.

Definitions

ASQA: Australian Skills Quality Authority

Certificated document: Testamur, Statement of Attainment or Record of Results which has been certified by a Justice of the Peace or similar authority identified under section 39 of the Oaths and Affirmations Act 2018.

Confirmation of Enrolment (CoE): A document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.

Course 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. Includes academic credit and recognition of prior learning.

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

RTO: Registered Training Organisation

RTO Standards: Standards for Registered Training Organisations (RTOs) 2025 from the VET Quality Framework which can be accessed at www.asqa.gov.au

Statement of Attainment: confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course

Testamur: The official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'

Equivalence determined by the following:

- A unit of competency with the current unit code and title;



- A superseded unit of competency that the training package developer has determined to be equivalent (as published on the National register)

Self-assurance: Self-assurance means the ongoing monitoring, review and improvement activities undertaken to ensure quality and compliance.

Authentic evidence: Authentic evidence means evidence that genuinely represents the student's own skills, knowledge and competency.

RPL evidence: RPL evidence may include formal, non-formal and informal learning evidence including workplace evidence, third-party reports, portfolios, observations, questioning and professional development records.

Digital evidence: Digital evidence includes electronically submitted documents, portfolios, videos, photographs, LMS records and online evidence used to support competency claims.

Policy

1. Application for Credit

Credit Transfer (CT)

- All students will be offered the opportunity to apply for credit transfer for previously completed studies. Students can apply for Credit Transfer by completing a *Credit Transfer Application Form* and providing relevant supporting documents, including certified copies of transcripts. This may include VET transcripts or extracts issued by the Student Identifiers Registrar.
- All evidence provided as part of an application for Credit Transfer will be authenticated by Xpert Solutions by contacting the issuing organisation to confirm the details provided on the document are valid. In the case of transcripts issued by the USI Registrar, documents will be authenticated through the USI Registry System.
- Xpert Solutions will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.

Recognition of Prior Learning (RPL)

- Recognition of Prior Learning is available for all Courses and all students are offered the opportunity to participate in RPL upon enrolment.
- VET students are offered opportunities to seek recognition of prior learning and are made aware of the organisation's policies for seeking recognition of prior learning
- A student may apply for RPL by completing an RPL Application Form and providing supporting evidence that meets the relevant unit of competency requirements.
- Decision relating to recognition of prior learning are based on evidence of prior skills, learning and experience, and are undertaken in accordance with the system. A streamlined RPL process has been developed which requires the student to make a self-assessment of their skills, participate in an interview with an assessor, provide documentary evidence and demonstrate practical skills where relevant.
- Decisions relating to recognition of prior learning are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product, which include:
 - Consistent with and maintain the integrity of the training product requirements
 - Ensure the currency of evidence provided by students
 - Meet the requirements of the principle of assessment and rules of evidence (Standard 1.4)
 - Result in transparent, defensible and documented decisions.
- RPL supporting evidence including but not limited to: self-assessment, interview participation with assessor, documents which demonstrate practical skills, and portfolio of work (If relevant)
- Successful RPL assessment must be supported by evidence which demonstrates the student's competency in all Unit of Competency requirements.
- Xpert Solutions does not automatically granting RPL for students that hold a higher AQF level qualification in the same industry.
- RPL assessment decisions must:



- be based on sufficient, authentic, current and valid evidence
 - maintain consistency of assessment judgement
 - maintain the integrity of the training product
 - demonstrate that competency outcomes are equivalent to those achieved through training and assessment.
- RPL evidence must be authenticated and may include:
 - workplace observation
 - verbal questioning
 - third-party reports
 - portfolios
 - work samples
 - professional development records
 - videos or photographs
 - interviews
 - practical demonstrations.

2. Assessing Credit

Credit Transfer (CT)

- VET students who have completed an equivalent training product are support to obtain a credit transfer.
- Decisions relating to credit transfer are based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product).

Where a student provides authenticated evidence of obtaining Unit/s issued by another RTO or authorised issuing organisation, Xpert Solutions will provide Credit Transfer for that unit where it is a unit listed in the student's course of enrolment with Xpert Solutions.

- Decision relating to credit transfer are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.
- Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, but the unit or module is not listed in the student's course of enrolment with Xpert Solutions, an analysis as to the equivalence of the study completed with the units in the student's enrolment with Xpert Solutions will be undertaken.

3. Outcomes

- Credit Transfer decisions must:
 - be evidence-based and documented
 - maintain the integrity of the training product



- be supported by authenticated AQF certification documentation or authenticated USI transcripts
 - comply with any licensing or regulatory requirements.
- Students will be advised of the outcome of their Credit application in writing.
- Where there are significant Credits granted, this may result in a reduction of the Course fees, which will be advised at the same time.
- The result of Recognition of Prior Learning (RPL) and Credit Transfer (CT) will be recorded for any relevant units on the student management system.
- Students may appeal the decisions made about their Credit application by following the *Complaints and Appeals Policy & Procedure*.

International students

In the event Xpert Solutions grants RPL or CT that reduces the overseas students course length, Xpert Solutions will:

- Where possible, RPL and CT assessments for international students should be completed prior to issuing the Confirmation of Enrolment (CoE). Where RPL or CT is granted after commencement, PRISMS records and course duration must be updated in accordance with regulatory requirements.
- Report any change in course duration in PRISMS if RPL or CT is granted after the overseas student's visa is granted.
- A record of acceptance of the credit must be kept for International Students for a minimum of two (2) years after the overseas student ceases to be an accepted student.

4. Continuous Improvement and Self-Assurance

Xpert Solutions monitors RPL and CT outcomes to ensure:

- consistency of assessment decisions
- integrity of training outcomes
- compliance with regulatory requirements
- effectiveness of RPL systems and tools
- authenticity and sufficiency of evidence.

RPL and CT outcomes may be reviewed through:

- validation activities
- moderation activities
- file reviews
- assessor monitoring
- student feedback
- complaints and appeals analysis.

5. Record Keeping

Records retained may include:

- RPL applications
- CT applications
- evidence submitted
- assessor interview notes
- observation records



- third-party reports
- validation records
- moderation records
- student acceptance records
- PRISMS records
- correspondence relating to decisions.