



TRAINING & PERSONNEL AUSTRALIA

ABN: 56 234 187 541

24/7 Ph: 1300 TOP JOB / RTO# 41096



RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT TRANSFER POLICY & PROCEDURE

Maritime and General Programs – Career Start, Career Boost & Fee-for-Service

1. Applicable Standards, Contracts and Legislation

This RPL and Credit Transfer Policy and Procedure supports compliance with the following:

- 2025 Standards for Registered Training Organisations – Outcome Standards:
 - 1.6 – VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the relevant training product;
 - 1.7 – Credit transfer is available for equivalent units of competency evidenced by authenticated AQF certification documentation or authenticated VET transcripts.
- Principles of Assessment and Rules of Evidence (as applied to RPL assessment)
- Vocational Education and Training Skills Assure Supplier Agreement (SAS Agreement) 2025–2028 and Skills Assure Supplier Policy 2025–2028
- Career Start Program Policy 2025–28 and Career Boost Program Policy 2025–28
- Australian Qualifications Framework (AQF)
- National Vocational Education and Training Regulator Act 2011
- Student Identifiers Act 2014 (authentication of VET transcripts)

TPA delivers general training pathway programs only and does not deliver apprenticeship or traineeship pathways.

2. Purpose

This policy ensures that students of Training & Personnel Australia (TPA) have fair, transparent and rigorous access to Recognition of Prior Learning (RPL) and Credit Transfer. It supports efficient progression while maintaining the integrity of nationally recognised training products and compliance with regulatory and SAS requirements.

3. Scope

This policy applies to all prospective and current students seeking RPL or Credit Transfer for any training product on TPA's scope of registration, and to all staff involved in advising on, assessing or recording RPL and Credit Transfer outcomes.

4. Definitions

- Recognition of Prior Learning (RPL) – An assessment process that evaluates an individual’s relevant prior learning (formal, non-formal or informal) against the requirements of a unit of competency or training product to determine the extent to which the individual meets those requirements.
- Credit Transfer – The process of recognising and granting credit for units of competency (or modules) successfully completed at another RTO or AQF authorised issuing organisation, based on authenticated AQF certification documentation or an authenticated VET transcript issued by the USI Registrar.
- Authenticated VET transcript – An official transcript of a student’s VET achievements issued and verified via the Unique Student Identifier (USI) Registry System.

5. Information and Access

TPA informs all prospective and current students of their right to apply for RPL and Credit Transfer. Information is provided in pre-enrolment materials, the Student Handbook, during the Pre-Enrolment Assessment / enrolment discussion, and on request.

Students are advised of the process, evidence requirements, indicative timelines and any applicable fees before they apply. Applications are encouraged before training in the relevant unit(s) commences.

6. Credit Transfer

Credit Transfer is available where a student provides authenticated evidence of successful completion of an equivalent unit of competency (or module) issued by another RTO or AQF authorised issuing organisation, or an authenticated VET transcript issued by the USI Registrar.

TPA will not require a student to repeat a unit for which they have already been assessed as competent, unless a licensing or regulatory condition requires it.

Key requirements:

- Evidence must be authenticated (USI Registry verification for transcripts issued by the Registrar; contact with the issuing organisation or other reliable verification for other AQF certification documentation)
- Where the unit code and title match a unit in the student’s enrolment, credit is granted without further assessment (subject to any licensing/regulatory conditions)
- Where units are not an exact match, equivalence is analysed against the current training product requirements before a decision is made
- Decisions are fair, transparent, consistent and documented; students are notified in writing of the outcome
- Granted credit is recorded in the student management system and on the student file; enrolment, fees and training plan are updated as applicable

7. Recognition of Prior Learning (RPL)

RPL is an assessment pathway. It is conducted in accordance with the Principles of Assessment and Rules of Evidence, using qualified assessors who hold the required credentials and industry currency.

Students are supported to identify and declare relevant prior learning during the Pre-Enrolment Assessment. Where RPL appears suitable, students are guided through the application process.

Key requirements:

- RPL decisions are based on evidence of prior skills, knowledge and experience (formal, non-formal and informal learning)
- A range of evidence may be used (e.g. portfolio, workplace documents, third-party reports, interviews, practical demonstration)
- Assessors provide clear guidance and support; reasonable adjustments are applied where appropriate
- Where gaps are identified, the student is advised and may undertake gap training and assessment or the full unit
- Outcomes are documented with feedback provided to the student; granted competencies are recorded and certification issued in accordance with AQF requirements

RPL tools and judgements form part of TPA's assessment system and are subject to review and validation processes.

8. Fees

Any fees associated with RPL assessment are disclosed before the student commits to the process. Credit Transfer does not attract an assessment fee. Where significant credit or RPL is granted and the amount of training is reduced, fees may be adjusted in accordance with the Fees and Refunds Policy and Procedure.

9. Appeals

Students may appeal an RPL or Credit Transfer decision in accordance with the Complaints and Appeals Policy and Procedure.

10. Record-Keeping

All applications, evidence, decisions, outcomes and related correspondence are retained securely on the student file and in the student management system for the required retention periods (including SAS and ASQA requirements).

11. Procedures

11.1 Credit Transfer

1. Student submits a Credit Transfer application with supporting AQF certification documentation or authenticated VET transcript.
2. Authenticate evidence (USI Registry and/or contact with issuing organisation as appropriate).
3. Determine whether units match (code/title) or are equivalent; document the decision.

4. Notify the student in writing of the outcome; update the student management system, student file, enrolment and fees as required.
5. Retain all evidence and decision records.

11.2 Recognition of Prior Learning

- Advise the student of the RPL pathway and provide application / self-assessment materials and evidence guidance.
- Review the self-assessment and discuss suitability with the student; if not suitable, advise and offer training pathway options.
- If proceeding, collect the application, supporting evidence and any applicable fee; enrol the student for RPL assessment as required.
- Conduct RPL assessment (evidence review, competency conversation, practical demonstration or third-party verification as needed) against the unit requirements, applying the Principles of Assessment and Rules of Evidence.
- Document the outcome and provide written feedback; arrange gap training if required.
- Record outcomes in the student management system and student file; issue certification for units achieved.
- Retain all RPL evidence and assessment records.

12. Roles and Responsibilities

- Director – Overall accountability for fair and compliant RPL and Credit Transfer processes.
- Trainers and Assessors – Conduct RPL assessments in accordance with this policy, provide feedback, and participate in validation of RPL tools and judgements.
- Administration / Student Support – Provide information to students, process applications, authenticate Credit Transfer evidence, update records and notify students of outcomes.
- All staff – Inform students of RPL and Credit Transfer opportunities and direct enquiries appropriately.

13. Related Documents

- TPA Assessment Policy and Procedure
- TPA Student Recruitment and Enrolment Policy and Procedure
- TPA Fees and Refunds Policy and Procedure
- TPA Complaints and Appeals Policy and Procedure
- TPA Student Handbook
- RPL application / self-assessment tools and evidence guides
- Credit Transfer application form



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14. Review

This Policy and Procedure is reviewed at least annually or earlier if there is a material change to the 2025 Standards, SAS Policy or TPA operations. Next scheduled review: August 2027.

Version	Date	Description	Author	Approved By
1.0	08/2026	New RPL and Credit Transfer Policy aligned to SRTOs 2025 Outcome Standards 1.6 and 1.7 and SAS requirements	Brooke Lo Giudice	Jasmine Whittle CEO