# RPL AND CREDIT TRANSFER POLICY

## RELEVANT STANDARD(S):

| Standard | Relevant requirement |
|---|---|
| 2025 Outcome Standards for Registered Training Organisations | Standard 1.4: Fair and appropriate assessment |
| 2025 Outcome Standards for Registered Training Organisations | Standard 1.6: Recognition of prior learning |
| 2025 Outcome Standards for Registered Training Organisations | Standard 1.7: Credit transfer |
| 2025 Compliance Standards for NVR Registered Training Organisations | Clause 10: Records of AQF certification documentation and assessments |

## Purpose

Elite Edge Training Academy Pty Ltd recognises that students may already have relevant skills, knowledge or completed training. This policy explains how students may apply for recognition of prior learning or credit transfer.

Applications will be handled fairly, consistently and in accordance with the relevant training product, licensing requirements and the 2025 Standards for Registered Training Organisations.

## Scope

This policy applies to prospective and current students, trainers, assessors and administration staff. It applies to training products on the RTO's current scope of registration.

## Definitions

**Recognition of prior learning** is an assessment process that considers skills and knowledge gained through previous training, employment, professional development, volunteering or life experience.

**Credit transfer** recognises a unit of competency or module previously completed through another Registered Training Organisation or authorised issuing organisation.

## Policy principles

Elite Edge Training Academy Pty Ltd will:

- Inform students about recognition of prior learning and credit transfer before or during enrolment.
- Provide clear information about applications, evidence, fees, timeframes and appeal rights.
- Use suitably qualified assessors to make recognition of prior learning decisions.
- Grant credit transfer when authentic evidence confirms completion of the same or an equivalent unit, unless a licensing or regulatory restriction applies.
- Give students written advice about the outcome and reasons where recognition is not granted.
- Keep decisions and supporting records secure and confidential.

## Recognition of prior learning

A student may apply before or during enrolment by identifying the units for which recognition is sought. The RTO will explain the evidence and assessment requirements before the application proceeds.

Evidence may include:

- Work samples, reports or workplace records.
- Employment records, position descriptions or supervisor reports.
- Qualifications, statements of attainment, licences or professional development records.
- Photographs, videos, portfolios or completed projects.

A competency conversation, practical demonstration or challenge assessment.

The assessor will compare the evidence with the unit requirements and confirm that it is valid, sufficient, authentic and current. Further evidence or assessment may be requested where necessary.

The outcome may be recognition granted, partial recognition with gap training or further assessment required, or recognition not granted. The student will receive the outcome in writing.

## Credit transfer

A student may apply for credit transfer by providing suitable evidence, such as a qualification, statement of attainment, record of results or authenticated VET transcript.

Credit transfer may be granted where:

- The unit code and title are the same.
- The previous unit is listed as equivalent on the National Register.
- The unit meets the qualification packaging rules.
- The evidence is authentic and can be verified.
- No licensing or regulatory restriction prevents recognition.

The RTO may verify the evidence through the Unique Student Identifier system, the issuing RTO or the National Register. If the unit is not equivalent, the student may be offered recognition of prior learning or gap training.

A complete qualification will not be issued solely through credit transfer where all training and assessment were completed with another RTO.

## Fees

Any recognition of prior learning fee will be explained before the student proceeds. The fee may depend on the number of units, the evidence to be assessed and whether additional assessment is required.

Course and recognition fees may vary between states and territories because licensing requirements, required units and regulatory arrangements differ. The student will receive written confirmation of the applicable fees before enrolment or before an application proceeds.

Credit transfer will not attract an assessment fee. Where recognition reduces the required training, the student's training plan and fees will be reviewed in accordance with the Fee Administration and Refund Policy.

## Use of artificial intelligence

Artificial intelligence may assist with limited administrative checking but will not make recognition, credit transfer, authenticity or assessment decisions. All decisions must be made or confirmed by an authorised staff member or suitably qualified assessor.

Personal, sensitive or confidential information must not be uploaded to an unapproved artificial intelligence platform.

## Complaints and appeals

A student who disagrees with a decision may request a review or lodge an appeal under the Complaints and Appeals Policy. The student will receive written reasons for the outcome and will not be disadvantaged for making an appeal.

## Privacy and records

Elite Edge Training Academy Pty Ltd will protect all personal information and evidence collected through recognition of prior learning and credit transfer processes in accordance with its Privacy Policy.

Recognition of prior learning assessment evidence is retained for at least two years after the student completes or exits the training product, including where the student withdraws. Records of AQF qualifications and statements of attainment issued to students are retained for 30 years.

Credit transfer decisions verified certification documents, assessment outcomes and related correspondence will be securely stored in the student management system. Access will be limited to authorised personnel.

## Responsibilities

### Chief Executive Officer

The Chief Executive Officer is responsible for overseeing the recognition of prior learning and credit transfer processes, supporting consistent decisions, reviewing concerns, monitoring complaints and appeals, and ensuring that approved outcomes are accurately recorded.

### Trainers and assessors

Trainers and assessors are responsible for conducting recognition of prior learning assessments within their authority and competence. They must apply the principles of assessment and rules of evidence, make fair and defensible decisions, provide appropriate feedback and protect confidential information.

### Administration staff

Administration staff are responsible for providing application information, receiving and recording applications, verifying credit transfer documents, updating student records and referring recognition of prior learning decisions to a suitably qualified assessor.

**Students**

Students are responsible for providing complete, accurate and authentic information, submitting evidence within the required timeframe and responding to reasonable requests for clarification or further evidence.

## Monitoring and improvement

The Chief Executive Officer will monitor applications, outcomes, complaints, appeals and feedback. The policy will be reviewed annually or earlier when standards, training products, licensing requirements or RTO practices change.

**Version control**

| Date | Summary of modifications | Modified by | Version | Implementation date | Next review date |
|---|---|---|---|---|---|
| 13 December 2024 | Original policy created | 360RTO Solutions | 1.0 | 13 December 2024 | 12 December 2025 |
| 1 June 2025 | Policy reviewed for the commencement of the 2025 Standards for Registered Training Organisations | Cathy Dalton | 1.1 | 1 July 2025 | 30 June 2026 |
| 1 October 2026 | Comprehensive review completed. Updated RPL, credit transfer, evidence authentication, artificial intelligence, record keeping and appeal requirements | Cathy Dalton | 1.2 | 1 October 2026 | 30 June 2027 |

**RTO information**

| Item | Details |
|---|---|
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