Recognition of Prior Learning (RPL) and Credit Transfer Policy (VET)

Version Number: 2.2
Effective Date: 1 July 2025
Review Date: 1 July 2026
Approved By: Karen Smith

1. Purpose

This policy is to establish a consistent and transparent framework for the recognition of prior learning (RPL) and the granting of credit transfer for individuals enrolling in nationally recognised training at Stanley College. This policy ensures that learners' existing skills, knowledge, and qualifications—gained through formal, non-formal, or informal learning—are fairly and accurately assessed against the relevant qualification and/or unit of competency. It supports access, equity, and the integrity of assessment while promoting lifelong learning, reducing duplication of learning, and facilitating timely progression through training pathways.

2. Scope

This policy applies to all current and potential students and staff involved in the processing of applications and the assessment of evidence.

3. Key Definitions

Appeal	A request for a decision to be reviewed by an independent area. Appeals can be lodged about academic and non-academic decisions made including: • student misconduct • refused transfer requests • course progress • student enrolment cancellation.
AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Assessment	The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as specified in a Training Package.
CoE	A CoE (confirmation of enrolment), issued via PRISMS provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before Home Affairs will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.

Credit Transfer	Credit transfer is the process for awarding credit for a unit or units of competency previously attained , which are the same (or deemed equivalent on the National Training Register) as the unit/s of competency in a course of study.
DoHA	The Department of Home Affairs.
DTWD	Department of Training and Workforce Development, a WA Government Department.
Funded Course	A course that has been allocated funds by the State Government for Domestic Students to access.
Funded Students	Students who are studying a Funded Course.
International Student	A student studying in Australia on a student visa issued by DoHA.
Qualification	The award for which a student has qualified through his or her study.
Recognition of Prior Learning (RPL)	RPL is the assessment process that involves assessment of an individual's relevant prior learning (including formal and non-formal and informal learning) to determine if they meet the requirements of a nationally recognised unit/s of competency.
Standards for RTOs 2025	The Standards for Registered Training Organisations (RTOs) 2025, which sets out the requirements an RTO must meet when providing Vocational Education Training (VET) courses.
Training Package	The components of a training package endorsed by the Jobs and Skills Council (JSC), or its delegate. The endorsed components of a Training Package are: • units of competency • assessment requirements (associated with each unit of competency) • qualifications • credit arrangements.

4. Policy Principles

4.1 Principles

Recognition of Prior Learning:
- VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the relevant training product.
- Stanley College will ensure that:
  o 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;
  o decisions relating to recognition of prior learning are based on evidence of prior skills, learning and experience, and are undertaken in accordance with the organisation's assessment system; and
  o 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.
- The RPL process will ensure that it recognises prior knowledge and skills that meet the Training Package and AQF requirements.

Credit Transfer:
- VET students who have completed an equivalent training product are supported to obtain a credit transfer.
- Stanley College will ensure that:
  - VET students are offered opportunities to seek credit transfer and are made aware of the organisation's policies for seeking 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); and
  - decisions 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.

Granting of RPL and Credit Transfers in VET will be established and maintained in accordance with the:
- Standards for NVR Registered Training Organisations (RTOs) 2025;
- National Code of Practice for Providers of Education and Training to Overseas Students 2018; and
- Education Services for Overseas Students (ESOS) Act 2000.

Students must apply for RPL and/or credit transfers.

Stanley College will grant the RPL and/or credit transfer based on the application and assessment of the required evidence.

Stanley College will ensure:
- only trainers or assessors who are listed on the relevant course Trainer Skills Matrix (TSM) will conduct RPL assessments on behalf of Stanley College;
- all RPL assessments comply with the NVR Standards for RTOs 2025 and relevant accredited course and/or training package requirements;
- RPL and credit transfer are available to all students; and
- a record of the RPL or course credit issued to the student, which must be signed or otherwise accepted by the student, is saved with the student records in the student management system.

Stanley College does not grant recognition of prior learning (RPL) for an entire qualification and limits credit to a maximum of 50% of the total course requirements.

4.2 International Students

If Stanley College grants RPL or credit transfer to an international student, the following is required:
- Stanley College must provide a written record of the decision;
- The international student must accept the decision for the assessment of RPL or course credit;
- Stanley College must retain the student's acceptance for two years after the student ceases study at Stanley College;
- If the course credit/s reduce the length of the student's course, Stanley College will report the change to DoHA via PRISMS by amending the student's CoE in PRISMS, as required under section 19 of the ESOS Act; and
- Provide the updated CoE to the student.

4.3 **Appeals**

Applicants may appeal the credit outcome if they are dissatisfied, as per Stanley College's *Student Complaints and Appeals Policy (VET & ELICOS).*

This policy and the availability of complaints and appeals procedures do not remove the rights of the student to take action under Australia's consumer protection laws (including the *ESOS Act 2000*) or to pursue other legal remedies.

5. Roles and Responsibilities

- **The Dean VET:** is responsible for the implementation and review of this Policy, including compliance with the standards.
- **Faculty Managers and Trainers:** are responsible for conducting RPL assessments in accordance with this policy.
- **All Staff:** involved in the RPL process are required to follow this policy to uphold the integrity of the qualifications issued by the RTO.
- **Compliance Team:** are responsible for monitoring processes and ensuring compliance.

6. Policy Information

Policy Area	VET
Authorised Officer	Dean VET
Supporting documents, procedures, work guidelines and forms	Recognition of Prior Learning and Credit Transfer Policy (VET) Student Complaints and Appeals Policy (VET & ELICOS) Application for Recognition Form RPL Assessment Evidence Checklist Course RPL Outcome Letter Competency Record Form Course Credit Outcome Letter Student Assessment Policy (VET)
Audience	Public

7. Compliance Monitoring Summary

Overview	Frequency
RPL - Included as part of the moderation process for the applicable unit	Ongoing
Credit Transfer - internal audit to confirm verification of units	Annually

Document Name:	Recognition of Prior Learning (RPL) and Credit Transfer Policy (VET)	**RTO Provider Code:**	51973	**CRICOS Code:**	03047E
Location:	NovaCore CMS\DMS\Academic Drive\Academic Administration\Policies\\				
Version: 2.2	© Stanley College	**Approved on:** 01-07-2025	**Review Date:** 01-07-2026	**Page 4 of 5**	

8. Link to Standards

8.1 RTO Standards 2025

Quality Area	Outcome Standard	Focus Area	Standard	Performance Indicator
Training and Assessment	VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the relevant training product.1.6	Recognition of Prior Learning	Standard 1.6	(a), (b), (c)
Training and Assessment	VET students who have completed an equivalent training product are supported to obtain a credit transfer.	Credit Transfer	Standard 1.7	(a), (b), (c)