10. Recognition of Prior Learning and Credit Transfer Policy and Procedure

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10. Recognition of Prior Learning and Credit Transfer Policy and Procedure

Policy

Minda Inc t/a South Australian Learning Centre (SALC) supports the principles of Recognition of Prior Learning (RPL) and Credit Transfer (CT) as fundamental rights for all VET students. These processes provide fair and equitable recognition of previous learning, work experience and formal qualifications, supporting student progression and avoiding unnecessary duplication of learning.

SALC ensures all students are informed of their rights to apply for RPL and/or CT during the enrolment process. RPL decisions are made based on valid and sufficient evidence aligned to the training product's requirements and must follow the organisation's assessment system. CT is granted upon provision of verified AQF certification documentation or authenticated transcripts.

All decisions are made in a manner that is transparent, consistent and supportive of student progression while upholding the integrity of qualifications issued. The organisation ensures trainers and assessors involved in RPL are experienced, hold current competencies and apply robust evidence-based processes.

Definitions

Term	Definition
Recognition of Prior Learning (RPL)	An assessment process that evaluates an individual's formal, non-formal, and informal learning to determine the extent to which they meet required competencies.
Credit Transfer (CT)	The recognition of learning achieved through previous formal education and training, assessed as equivalent to the current training product.
AQF Certification Documentation	A qualification, statement of attainment, or transcript issued by an Australian RTO under the Australian Qualifications Framework.
Authenticated VET Transcript	An official record of a person's nationally recognised training, accessed via the USI Registry.
Assessment System	The documented approach used by an RTO to ensure assessment decisions are valid, reliable, flexible, and fair.

Procedure

1. RPL Information and Access

1.1. All students are informed during pre-enrolment and orientation of their right to apply for Recognition of Prior Learning.

1.2. Information is included in the Student Handbook, enrolment forms and discussed during Upfront Assessment of Need (UAN) process.

1.3. Trainers, assessors or administrative staff provide guidance on initiating an RPL application.

2. RPL Application and Assessment

2.1. RPL applicants complete an RPL Application Form and supply supporting evidence of prior learning, skills and experience.

2.2. Evidence may include resumes, position descriptions, work samples, references, licences or informal learning logs.

2.3. A qualified assessor maps the evidence against each unit of competency, identifying any gaps requiring additional evidence or assessment.

2.4. Where appropriate, supplementary assessment tasks may be administered to confirm competence.

2.5. Assessment decisions are documented and reported using the RPL assessment tool(s) and retained on the student file.

3. RPL Decision and Notification

3.1. Students are advised of the outcome within 30 days of completing their RPL application of whether RPL assessment pathway is to proceed.

3.2. All RPL assessment decisions are recorded in the Student Management System and contribute to final certification outcomes.

3.3. Unsuccessful applicants may appeal the outcome through the Complaints and Appeals Policy.

4. Credit Transfer Process

4.1. Students seeking Credit Transfer must declare to their Training Coordinator when creating the Individualised Training Plan, along with AQF certification documentation or a USI transcript.

4.2. SALC verifies all submitted documentation by contacting the issuing RTO or through verifying the USI transcript.

4.3. Credit Transfer is granted where equivalency with current training products is established.

4.4. Where regulatory or licensing frameworks prohibit credit transfer, students are advised in writing.

5. Documentation and Recordkeeping

5.1. All RPL and CT decisions are documented clearly in the student's file, using relevant assessment tools, with evidence retained.

5.2. Student Management System records are updated to reflect any recognised units.

5.3. Decisions are included in validation activities to ensure consistency and continuous improvement.

6. Quality and Integrity Assurance

6.1. Only qualified assessors with relevant vocational competency and TAE qualifications conduct RPL assessments.

6.2. SALC reviews all RPL and CT outcomes through validation and moderation processes to ensure fairness, transparency and compliance with training package rules.

6.3. RPL and CT decisions are included in risk-based validation plans, particularly for high-volume qualifications or where RPL uptake is high.

Extracts from Standards

Standard 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.

P.I.(a) 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;

P.I.(b) 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

P.I.(c) 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.

Standard 1.7 VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the relevant training product.

P.I.(a) VET students are offered opportunities to seek credit transfer and are made aware of the organisation's policies for seeking credit transfer;

P.I.(b) 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

P.I.(c) 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.