

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

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1. Purpose and Scope

This policy and procedure outlines AIE's Recognition of Prior Learning (RPL) and Credit Transfer (CT) arrangements.

This policy and procedure applies to

- a. Anyone seeking attainment through RPL or CT for units of competency on AIE's [Scope of Registration](#)
- b. All nationally accredited VET qualifications on AIE's Scope of Registration, irrespective of delivery mode or location (including programs delivered under third-party agreements).

2. The Policy

AIE accepts Recognition of Prior Learning (RPL) applications to help learners complete their qualification earlier.

AIE accepts and provides credit via Credit Transfer (CT) arrangements for units of competency (unless prevented by licensing or regulatory requirements) where applications are evidenced by:

- a. AQF certification documentation issued by any other RTO or AQF-authorized issuing organisation, or
- b. Authenticated VET transcripts issued by the registrar (an official keeper of records) of the applicant's previous educational institution(s).

AIE is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

3. Implementation

The following parties are responsible for implementing this policy:

Party	Responsibility
Board of Directors:	Approval of policy.
Compliance Officer:	Drafting and review of policy and related documents.
Heads of School:	Disseminating this policy to skilled trainer/assessors to handle assessor-side of RPL and credit transfers.
Skilled Trainers/Assessors:	Assessing RPL and credit transfer applications.
National Administration Coordinator:	Informing and training Administration staff to handle administration-side of RPL and credit transfers; creating RPL unit of study for AIE website.
Administration Department:	Actioning RPL and credit transfers in the student management system (SMS).
Intranet Content Coordinator:	Uploading versions of this policy to the AIE intranet and sending an email notification of any updates.

4. Procedure/s

4.1. Recognition of Prior Learning (RPL) Process

The RPL assessment process:

- a. Is completed promptly, so access to programs is not unnecessarily delayed
- b. Allows for credit to be used towards prerequisites or other entry requirements into a qualification and/or UOC
- c. Is documented with written feedback, including any reasons for decisions made
- d. Provides the candidate with an opportunity to discuss any outcomes.

The RPL assessment process must adhere to the rules of evidence as specified in AIE's *Assessment Policy and Procedure*.

If a qualification changes while a candidate is undergoing an RPL application, the Head of School (HOS) informs the candidate of the change and any effect it may have on their RPL application.

4.1.1. Application

RPL candidates must complete the [RPL Application Form](#) and **pay a non-refundable RPL application fee of \$250 prior to assessment of their RPL application**. The RPL application fee is applied towards the RPL fees to be charged if the application proceeds to Stage 2. See Section 4.1.3.1. RPL Fees.

Candidates can use a variety of documentation as evidence to support their RPL application. This includes, but is not limited to:

- a. Certified records of prior training
- b. Assessment items
- c. Additional assessment requirements
- d. Examples of previously completed relevant projects
- e. Declarations and third-party verifications from your employer.

4.1.2. Initial Meeting

Once the candidate has applied and paid the application fee, the candidate meets with the Head of School (HOS) and a Skilled Trainer/Assessor from the relevant stream. The same Trainer/Assessor should be appointed to all steps of the RPL application.

During the initial meeting:

- a. The candidate is provided with an *RPL Candidate Guide* to gather RPL evidence to determine the candidate's potential suitability for RPL
- b. The candidate is given the opportunity to ask any questions about the process
- c. The HOS and Trainer/Assessor determine the candidate's suitability for the RPL process
- d. The HOS and Trainer/Assessor clarifies and discusses evidence requirements.

During the Initial Meeting, the Trainer/Assessor determines whether the candidate is suitable for RPL for all or part of the units of study (UOSs) contained in an assessment, or whether the amount of gap training required is reasonable.

If the candidate is deemed not suitable for RPL after the Initial Meeting, the RPL process concludes. AIE retains the RPL application fee to cover the expenses.

4.1.3. After the Initial Meeting

4.1.3.1. RPL Fees

The HOS determines the RPL fees for individual units of competency (UOCs) after a successful Initial Meeting with the candidate. The RPL fee covers the time spent assessing the application and evidence, and coverage of any required gap training activities.

4.1.3.1.1. When UOS Has One Assessment

Use the appropriate *Online Evening – Tuition Fee Schedule* to find the standard tuition fee for the UOS covered by the RPL application. Proceed to 4.1.3.1.3 Determining Final RPL Fee.

4.1.3.1.2. When UOS Has More than One Assessment

If a UOS has 2 or more assessments, the HOS calculates the fees associated with the individual UOCs covered by the RPL application. The HOS determines the portion of the nominal hours that apply to those UOCs compared to the total nominal hours for the whole UOS. When determining fees for Diploma, Advanced Diploma, or Graduate Diploma RPL applications, the HOS identifies the following figures to calculate the pro-rata standard tuition fee for the UOCs covered by the RPL Application:

x	The tuition fee for the relevant Unit/s of Study as per the Online Campus – Evening Tuition Fee Schedule.
y	The total nominal hours for the Unit/s of Study, found in the appropriate Course Schedule and Training and Assessment Strategy (TAS) Document.
z	The total nominal hours covered by the RPL application found in the appropriate Course Schedule and Training and Assessment Strategy (TAS) Document.

Divide the RPL nominal hours (z) by the UOS nominal hours (y) to get the percentage of hours covered by the RPL application. Then multiply that percentage by the standard UOS fee (x) to determine the pro-rata tuition fee (w).

SIMPLE EQUATION

$$w = (z/y) \times x$$

DESCRIPTIVE EQUATION

$$\text{Pro-rata tuition fee (w)} = (\text{RPL nominal hours (z)} / \text{UOS nominal hours (y)}) \times \text{Standard UOS fee (x)}$$

UOCs shared between the Dual Diplomas should have their nominal hours counted for each Diploma covered by the RPL application following the same process as above.

4.1.3.1.3. Determining Final RPL Fee

Once the pro-rata standard tuition fee is determined following the formula above, the HOS must consider the following to determine the RPL fee to charge the candidate:

- a. The RPL fee must not exceed the calculated pro-rata tuition fee
- b. The RPL fee must not be less than 50% of the calculated pro-rata tuition fee
- c. The RPL fee must not exceed the maximum VSL amount listed on the *Tuition Fee Schedule*
- d. Fees for any further UOCs required to attain a full qualification will be negotiated after the RPL application has been completed.

4.1.3.2. Notification

Within 14 days after the Initial Meeting, the HOS notifies the candidate in writing of the following:

- a. The candidate's RPL suitability and whether their application will proceed to the next stage
- b. The applicable RPL fees, via an invoice
- c. The link to enrol into the qualification (depending on the circumstances, this may be the standard course enrolment form, or the [General Enrolment Form](#)).

The candidate must respond to this notification, complete the qualification enrolment form, and pay the RPL fees to accept the application terms.

If no response from the candidate is received, and/or they have not enrolled or paid the RPL fees within 30 days, the application is closed. See Section 4.1.7 RPL Application Extension.

4.1.4. Review Meeting

Review of RPL applications and assessment of RPL performance and knowledge evidence must be conducted by Skilled Trainers/Assessors who satisfy the applicable training legislation requirements.

Once the candidate has agreed to proceed with their RPL application, Stage 2 of the application process commences and a second meeting is held between the candidate, the HOS and the Skilled Trainer/Assessor. During this meeting, the HOS and Trainer/Assessor:

- a. Walk the candidate through the RPL process for a single UOC
- b. Discuss the Competency Conversation questions and expectations
- c. Discuss the requirement for third-party verification and suitable evidence.

4.1.5. After the Review Meeting

Following the Review Meeting, the candidate completes the *RPL Candidate Guide* and compiles their supporting evidence and third-party verifications. The candidate must provide all documentation within 90 days of accepting the RPL application process. See Section 4.1.7 RPL Application Extension.

During this period, the HOS must continue to make monthly contact with the candidate. The HOS provides feedback, information and support to enable the candidate to gather reliable evidence.

Candidates are encouraged to discuss the requirements and the types of evidence they are thinking of presenting as they complete their *RPL Candidate Guide*.

4.1.6. Competency Conversation

Once the candidate has returned their *RPL Candidate Guide* and all supporting evidence, a Competency Conversation meeting is held between the candidate, HOS and Trainer/Assessor.

During the Competency Conversation:

- a. The HOS and Trainer/Assessor discuss the evidence provided and inform the candidate of any further evidence needed to support their application
- b. The candidate is asked to answer the Competency Conversation questions.

4.1.7. Final Determination

Following the Competency Conversation, the Skilled Trainer/Assessor completes assessment of the candidate's completed *RPL Candidate Guide* and the provided evidence and documentation.

The Trainer/Assessor uses professional judgement (based on guidance provided in the *RPL Candidate Guide*) to determine whether the evidence provided demonstrates the current knowledge, skills and outcomes required by the UOC.

The Trainer/Assessor must complete the *RPL Assessment Report* in the *RPL Candidate Guide* to record the process and their decision. Further information or additional meetings with the candidate may be required before evaluation of the application can be completed.

The HOS must notify the candidate of the RPL application outcome and provide a copy of the final completed *RPL Candidate Guide* with the Trainer/Assessor determination and feedback.

Where RPL is granted, a candidate's course schedule is reviewed and modified accordingly on a case-by-case basis.

4.1.8. RPL Application Extension

If a candidate requires additional time to gather their RPL evidence, the RPL application time frame can be extended from 90 days.

The application extension must be discussed and agreed upon between the HOS, Trainer/Assessor and the candidate. The approved extension and updated deadline should be communicated to all parties via email, and a record kept in the candidate's SMS profile.

4.1.9. Recording RPL in aXcelerate

Following completion of the RPL application process, the Campus Administration Team must ensure the following records are retained on the candidate's SMS profile:

- a. Any email communication regarding the application
- b. Official application notifications (such as initial meeting outcome email)
- c. The completed *RPL Candidate Guide*
- d. *RPL Application Form*.

Campus Administration records the final assessment determination in aXcelerate (SMS) by grading the applicable UOC as follows:

Code	Grading	Notes
RPL-G (51)	Recognition of prior learning – granted	The learner’s evidence for RPL has been assessed as sufficient in accordance with the rules of evidence. Not to be used where the RPL application requires any additional gap training activities. RPL granted via assessment-only activities.
RPL-NG (52)	Recognition of prior learning – not granted	Learner evidence for RPL has been assessed as insufficient in accordance with the rules of evidence.
C (20)	Competency achieved/pass	The learner used a combination of RPL evidence and gap training, which has been assessed as sufficient in accordance with the rules of evidence. Not to be used where the RPL application did not require any additional gap training activities.
CNA (30)	Competency not achieved/fail	The learner used a combination of RPL evidence and gap training activities, which has been assessed as insufficient in accordance with the rules of evidence.
Activity Start Date	RPL only (no gap training)	The date the RPL assessment process commenced.
	RPL & gap training	The date the candidate commenced the gap training activities.
Activity End Date	The date the final assessment determination is made by the Trainer.	

4.1.10. Accessing VSL for RPL

Where a qualification is eligible for VET Student Loan (VSL) funding, a candidate may choose to cover their RPL fees with VSL, if eligible. The candidate’s eligibility for VSL must be determined according to the *Application and Enrolment Policy and Procedure*. All eligibility documentation must be retained on the candidate’s SMS profile.

An RPL UOS must be created and published on the AIE website in the RPL Tuition Fee Schedule by the National Administration Coordinator. The UOS must include a start date, end date, and census date (the census date must be at least 20% into the UOS).

When determining the UOS dates, it is important to note that the dates cannot be adjusted once the census date has passed.

The candidate must enrol into the RPL UOS by submitting the General Enrolment Form. The HOS ensures that the candidate completes the enrolment form, and any required electronic Commonwealth Assistance Forms (eCAFs) to access VSL.

4.2. Credit Transfer (CT) Process

The CT assessment process:

- a. Is completed promptly, so access to programs is not unnecessarily delayed
- b. Allows for credit to be used for learning already undertaken
- c. Is documented with written feedback, including any reasons for decisions made
- d. Provides the candidate with an opportunity to discuss any outcomes.

4.2.1. Application

CT candidates must complete the [CT Application Form](#), located on the AIE website, providing either:

- a. A certified AQF statement of attainment or transcript issued by any other RTO or AQF authorised issuing organisation
- b. Authenticated USI VET transcripts.

4.2.2. Authenticating Credentials

AIE authenticates the provided credential and its information by directly accessing the USI transcript online or by contacting the issuing organisation to confirm the authenticity of the document.

The applicant provides permission for AIE to authenticate their qualifications or UOCs by seeking written permission from the issuing provider or accessing their USI transcript.

4.2.3. Assessing Applications

Credit transfers are applied if the UOC on the provided credential:

- a. Is the same as one delivered in the applicant's course
- b. Is superseded and equivalent to one delivered in the applicant's course.

Where a UOC has been superseded twice or more despite still being deemed equivalent, Campus Administration must refer the application to the HOS to ensure a mapping analysis of the UOCs is conducted by a Trainer/Assessor. This ensures the assessment of competence is still relevant.

Campus Administration notifies the applicant of the outcome of their CT application in writing.

4.2.4. Credit Transfer Fees

There are no fees for credit transfers.

4.2.5. Recording CT in aXcelerate

Code	Grading	Notes
CT (60)	Credit transfer / national recognition	The learner has provided sufficiently validated evidence that they are eligible for CT.
Activity Start Date	The date when the credit transfer is administratively processed by AIE.	
Activity End Date	The date when the credit transfer is administratively processed by AIE.	

Once a candidate is determined to be eligible for CT, Campus Administration must ensure the following records are retained on the candidate's SMS profile:

- Any email communication regarding the application
- The candidate's certified AQF documentation, or authenticated USI VET transcript
- CT Application Form.

Campus Administration records the determination in aXcelerate by grading the UOC as follows:

4.3. International Learner Requirements

The RPL and CT processes for international learners are the same as domestic candidates, except for:

- Retain all records associated with the learner's RPL and/or CT for 2 years after the learner ceases to be a learner at AIE
- Any confirmation of enrolment (COE) issued must only be for the reduced duration of the course following the granting of RPL.

4.4. Complaints and Appeals

If a learner feels the RPL or CT process was handled unfairly or improperly, they can appeal the outcome in line with AIE's domestic or international *Complaints and Appeals Policy and Procedure*.

5. Definitions

The following definitions are related to this policy:

Term	Definition
Articulation	The arrangements that facilitate the movement of progression of Candidates from one qualification or course to another, or from one education and training sector to another.
Australian Qualifications Framework (AQF)	The policy for regulated qualifications in the Australian education and training system.
Confirmation of Enrolment (COE)	The document issued by AIE to verify an international learner's enrolment in a specified course.

Credit Transfer (CT)	A process through which an RTO grants credit to learners who have already attained a unit of competency or the superseded equivalent unit of competency.
Electronic Commonwealth Assistance Form (eCAF)	The online system by which learners request a VET Student Loan and complete an application for Commonwealth assistance.
Formal Learning	Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).
Informal Learning	Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).
Non-Formal Learning	Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business).
Pro-Rata Tuition Fee	The tuition fee payable for a recognition of prior learning (RPL) application, calculated as a percentage of the unit of study (UOS) standard tuition fee.
Recognition of Prior Learning (RPL)	A process that assesses the competency of learners, whether acquired through formal or informal learning, to determine if they meet the requirements for a unit of competency.
RPL Nominal Hours	The number of hours a recognition of prior learning (RPL) application covers for a unit of study (UOS) or unit of competency (UOC).
Standard UOS Tuition Fee	The full tuition fee for a unit of study (UOS) as found in the relevant <i>Tuition Fee Schedule</i> .
Student Management System (SMS)	Software system that manages the administrative and data reporting functionality of RTO operations.
Unique Student Identifier (USI)	A reference number for learners studying Australian courses so they can track their training records and results.
UOS Nominal Hours	The number of hours for a unit of study (UOS), comprising the total nominal hours of each unit of competency (UOC) within the UOS as found in the relevant Course Schedule and Training and Assessment Strategy (TAS).
VET Student Loans (VSL)	The Australian government program that assists eligible students pay tuition fees for approved higher-level (diploma and above) vocational education and training (VET) courses, when studying at VET Student Loans approved course providers.

6. Related Documents

The following internal documents are related to this policy:

- a. Application and Enrolment Policy and Procedure
- b. Assessment Policy and Procedure
- c. Credit Transfer Application Form (aie.edu.au)
- d. Domestic Student Complaints and Appeals Policy and Procedure
- e. International Student Complaints and Appeals Policy and Procedure
- f. Recognition of Prior Learning Application Form
- g. Recognition of Prior Learning Candidate Guide
- h. Skilled Trainer/Assessor and Supervising Trainer Policy and Procedure.

The following legislation and standards are related this policy:

- i. National Code of Practice for providers of Education and Training to Overseas Students 2018 (National Code 2018), Standard 2
- j. Standards for Registered Training Organisations (RTOs) 2015, Clauses 1.13–1.16, and 3.5.

7. Review

This policy will be reviewed annually by the Compliance Officer.

8. Revision History

This policy has undergone the following revisions:

Version No.	Version Description	Contributor(s)	Approval Authority	Date Revised/ Approved
1.0	Creation of policy and procedures for credit transfer and recognition of prior learning. Approved by Board of Directors and published on the staff intranet and AIE's Australian website.	Linda Burrows (National Compliance Officer) Charlotte Pichelmann (Assistant National Compliance Officer) Casey Gregory (Manager, Planning and Implementation) David De Margheriti (Chief Operating Officer) Nick Markesinis (Intranet Content Coordinator)	BOD	10 February 2023

Appendix A: RPL Process Flowchart

