

**Preamble**

This procedure ensures that applications for credit transfer or recognition of prior learning (RPL) for units deemed equivalent in Vocational Education and Training (VET) are processed to meet the RTO Standards 2015 and other quality assurance requirements are met.

The RTO accepts and provides credit for learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any RTO or AQF authorised issuing organisation, or
- **authenticated** VET transcripts issued by the Registrar.

**Responsibility**

RTO Manager  
 Trainer/assessors  
 Administration officer

**Procedure**

Guideline	Responsibility	Timeline
Provide applicant with an RPL/Credit transfer application and assist the applicant to complete the form OR complete on behalf of the applicant.	Trainer/assessor	When need for RPL for equivalent unit(s) or credit transfer is identified.
Complete the RPL or credit transfer assessment. <i>The person doing this must be suitably qualified.</i>	Trainer/assessor	Within 24 hours of receiving the credit/transfer paperwork.
<i>Has the applicant provided sufficient evidence to demonstrate competence against the specified elements of competency (an authenticated copy of the award document listing units completed)?</i>		
YES		
Inform the applicant that they are exempt from any further training and assessment against the relevant unit(s) of competency and/or modules. Pass RPL/Credit transfer form and supporting documentation to the Administration officer.	Trainer/assessor	After assessment has been successfully completed and prior to the commencement of training where possible.
Record the RPL/Credit transfer on the student management system.	Administration officer	
File RPL/Credit transfer form and supporting documentation in the applicant’s file.	Administration officer	

NO		
Inform the applicant that their application for credit transfer or RPL has not been successful and they are therefore required to undergo training and assessment against the specified elements of competency.	Trainer/assessor	Prior to training commencement where possible.