Course Credit and Recognition of Prior Learning Policy

1. Purpose

Course Credit and Recognition of Prior Learning (RPL) Policy supports outcome standards 1.6 and 1.7 of the Standards for RTOs 2025 and Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, ensuring that students with prior skills, knowledge, and competencies are supported to seek Recognition of Prior Learning (RPL) or, where they have completed an equivalent training product, to obtain a credit transfer to progress through the relevant training product.

The policy aims to ensure quality, integrity, and consistency in recognising and assessing prior learning and competencies through either the Credit Transfer or Recognition of Prior Learning (RPL) process, while also ensuring the delivery of high-quality, valid, and reliable education and training services focused on positive student outcomes.

In line with Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the RTO Connect Pty Ltd T/A Australian Study Link Institute (herein referred to as “ASLI”) has implemented this policy and procedure for assessing and recording Recognition of Prior Learning (RPL), and for granting and recording course credit, where it intends to assess RPL or grant course credit.

2. Scope

This policy applies to all the students applying to study a VET (Vocational Education and Training) course with Australian Study Link Institute (ASLI).

3. Responsibility

CEO, Campus Manager and Training Manager will be responsible for the implementation of this policy and to ensure that staff members and students at Australian Study Link Institute (ASLI) are aware of its application and that the staff implements its requirements.

Australian Study Link Institute (ASLI) will accept and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evident by:

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

4. Definitions

Credit: Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Course Credit- is defined by the National Code 2018 as follows: "Exemption from enrolment in a particular part of the course because of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

Credit Transfer (CT) – This means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

Such as:

1. Unit/module is the same i.e., same code and title.

2. Unit/module has been reviewed, and this results in minor changes to the unit/module code e.g., B to C. This indicates that the learning outcomes of the unit/module have remained the same.

3. Unit/module has been transferred from another training package/curriculum and recorded; however, the learning outcome remains the same.

   AQF certification documentation means the set of official documents which confirm that an AQF qualification or VET statement of attainment has been issued to an individual by an NVR registered training organisation or any other entity authorised to do so.

   VET - Vocational Education and Training

   Training product means an AQF qualification, a skill set, a unit of competency, accredited short course or module

   Recognition of Prior Learning (RPL) - Recognition of prior learning means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.

   DHA: Department of Home Affairs

5. Requirements

- Australian Study Link Institute (ASLI) is committed to ensuring that all students are provided with fair, transparent, and consistent opportunities to have their prior learning, skills, knowledge, and achievements recognised through either Recognition of Prior Learning (RPL) or Credit Transfer (CT).

- Australian Study Link Institute (ASLI) recognises qualifications, Records of Results, Statement of Attainment issued by any other registered training provider. As a result, students who have completed the same unit(s) at another institution will be provided credit transfer for the units completed previously.

- Decisions regarding credit transfer will be based on evidence of prior completion of an equivalent training product, demonstrated by AQF certification documentation or an authenticated VET transcript, unless restricted by licensing, regulatory requirements of the training product. Where a student presents a superseded unit which is deemed equivalent to current version of unit of competency on national training register, credit can be granted without the need for mapping unit outcomes.

- Similarly, decisions relating to Recognition of Prior Learning (RPL) will be based on evidence of prior skills, learning, and experience, and will be undertaken in accordance with ASLI's Assessment Policy & Procedures.

- All decisions will preserve the integrity of the award and comply with the requirements of the underpinning educational framework. ASLI will operate under principles of fairness and equity in implementing this policy and procedure.

6. Procedures

Student Information and Awareness

Students will be provided with information about the Credit Transfer and RPL policy and procedures prior to enrolment through ASLI's marketing materials, such as the Student Handbook, the Enrolment Kit, and this Credit Transfer and RPL policy available on ASLI's website (www.asli.vic.edu.au), ensuring students are aware of the process for seeking Credit Transfer or RPL opportunities.

They will also be informed during their Pre-Training Interview (held prior to enrolment) and orientation (held prior to course commencement) about the availability of Credit Transfer and RPL opportunities and the associated procedures, ensuring they fully understand their options.

6.1. Credit Transfer Procedures

6.1.1. Application Process and Timing

Students are requested to complete and submit the "Credit Transfer Application Form" available on ASLI's website www.asli.vic.edu.au if they wish to apply for credit transfer to the Administration department or reception. This can be done prior to enrolment or as soon as practicable.

The application for Credit Transfer must be submitted along with supporting evidence, which must include the certified copies of AQF certification documentation issued by another RTO or AQF-authorised issuing organisation. Any documents submitted in support of a Credit Transfer request, such as Statements of Attainment, Record of Results, must clearly identify the units successfully completed, including unit codes, unit names, and dates of completion. Students may include copies of verified Awards, Statements of Attainment, Records of Results, or original documents.

If students are submitting certified copies of Awards, Statements of Attainment, or Records of Results, certified copies are acceptable. Certification can be completed by qualified professionals, including but not limited to Justice of Peace, architects, chiropractors, conveyancers, dentists, legal practitioners, medical practitioners, migration agents, nurses, pharmacists, and others.

A full list of people authorised to certify copies of original documents is available at: https://www.justice.vic.gov.au/certifiedcopies.

6.1.2. Verification and Evidence Assessment

Once ASLI receives the completed Credit Transfer application form along with supporting documents, ASLI's designated staff will verify the authenticity of the original AQF certification documentation provided to the academy by accessing the USI transcript service or by contacting the issuing organisation before granting credit transfer.

If at any later stage during student's course of study, ASLI becomes aware that a student has provided fraudulent documents in support of their Credit Transfer application, the credit transfer decision will be revoked with immediate effect.

ASLI will take reasonable steps to verify the authenticity of AQF certification documentation (e.g. checking the USI transcript service, and/or making reasonable attempts to confirm issuance with the originating RTO where required). Where authenticity cannot be established to a reasonable standard, ASLI may refuse credit transfer and will advise the student in writing.
When a student presents certification issued by an RTO that is no longer operating, ASLI may contact ASQA to verify the student's records. This verification is conducted by checking ASQA's list of closed RTOs that have provided student records.

If it is confirmed that student records have been submitted to ASQA, the student will be directed to submit a Student Record Request Form through ASQA's contact form. This request must be completed

by the student in accordance with ASQA requirements; however, students may nominate a third party, such as ASLI, to receive the verified record.

Documents submitted for verification and assessment will be sighted by the Administration Department or its representative, who will mark copies as "original sighted" before returning all original documents to the student. Australian Study Link Institute (ASLI) does not accept or retain original certificates under any circumstances.

6.1.3. Equivalence and Mapping Analysis

Students who have completed an equivalent training products will be eligible to obtain a credit transfer; ASLI will assess equivalence before granting Credit Transfer. Equivalence may be demonstrated by:

- A unit of competency with the current unit code and title.
- A superseded unit of competency determined equivalent by the training package (as published on the National Register).

As a best practice, ASLI may conduct a mapping analysis for units that have been superseded twice or more, despite still being deemed equivalent, to ensure that the assessment of competence remains relevant. Credit Transfer may be refused if gaps are identified.

6.1.4. Alternative Pathways

If Credit Transfer is not granted because the unit of competency is not deemed equivalent, ASLI will provide students with a clear explanation and outline appropriate alternative pathways, such as Recognition of Prior Learning (RPL) or gap training. Each case will be reviewed individually, and gap training will be discussed and implemented as required.

6.1.5. Documentation and Record-Keeping

The supplied copies of AQF Certification documentations used as the basis for granting Credit Transfer will be securely stored in the student's file. The granting of Credit Transfer will be notified to the student in writing, recorded and retained in the student's file.

6.2. Recognition of Prior Learning (RPL)

Australian Study Link Institute (ASLI) recognises that students may already possess skills and knowledge gained through previous work experience, formal or informal training, or other learning pathways. Students

who believe they meet the requirements of a unit of competency through such experience may be eligible to apply for Recognition of Prior Learning (RPL).

This may include, but is not limited to:

- Work performed in current or previous roles
- Industry-relevant tasks and responsibilities
- In-house or formal training programs
- Community-based learning
- Overseas qualifications or experience

To apply, students may need to provide:

- A current résumé and/or work performance appraisals
- Job descriptions and position statements
- Certificates from in-house or external training
- Contact details for supervisors, clients, or referees who can confirm their skill levels
- Evidence such as project work, portfolios, or transcripts of qualifications completed.

If the evidence provided is relevant to the course for which the student is applying or enrolled, ASLI will assess the application to determine suitability. ASLI may request additional evidence while assessing the student's RPL application.

Note: An application for RPL must be lodged in writing using the RPL Application Form available on ASLI's website www.asli.vic.edu.au or obtained from the Australian Study Link Institute (ASLI) reception, along with the supporting evidence mentioned above.

Procedures

6.2.1. Application Process

- Students will be required to answer question related to RPL during the Pre-Training Review (PTR) conducted prior to enrolment if they wish to apply for Recognition of Prior Learning. If they choose to apply for RPL, students will be required to complete the RPL Application Form, available under the "Forms" section of ASLI's website (www.asli.vic.edu.au)
- Students will be further informed about RPL options during the PTR interview, conducted after receiving the application and PTR form, and prior to enrolment.
- An RPL application must include a completed RPL Application Form along with all relevant evidence of work experience and details of where the learning has occurred.
- Applications will not be accepted unless all required information is provided.

- Students requesting RPL will be advised of:
- The specific evidence required
- Suggestions for obtaining it (e.g., supervisor verification, previous projects, transcripts, completed qualifications, work experience, in-service training, community-based learning, overseas education/training/experience).

6.2.2. Submission and Verification of Documents

- All RPL Applications are to be submitted to the administration department/reception in the first instance along with supporting documents. Where originals are required for verification, authorised Australian Study Link Institute (ASLI) staff from the Administration department or representative will sight and indicate on copies “original sighted’ and shall return originals to the student. Australian Study Link Institute (ASLI) will at no time accept and retain original certificates.
- ASLI will ensure that all staff involved in RPL processes understand that granting inappropriate or unsupported Recognition of Prior Learning (RPL) can compromise public safety, diminish industry confidence, and negatively impact the reputation of the VET sector.
- The application and supporting documentation will be copied and placed into the student’s file

6.2.3. Assessment of Application

Applications will be forwarded to the Administrative Officer or authorised representative for assessment by a qualified RPL assessor.

The assessor will ensure that evidence is:

- **Valid** - the evidence is directly relevant to the unit requirements and demonstrates that the student possesses the skills and knowledge described in the training product.
- **Authentic** - the evidence is genuinely produced by the student
- **Current** - the evidence is recent enough to reflect the student’s current skills and knowledge.
- **Sufficient** - the evidence provides enough proof to make a sound decision
- The assessment process will be fair, flexible, valid, and reliable, in line with ASLI’s Assessment Policy and the Principles of Assessment and Rules of Evidence (Outcome Standard 1.4 of the 2025 Standard for RTOs).

Staff Responsibilities and Quality Assurance

- All staff involved in the RPL process must understand that granting inappropriate or unsupported RPL can compromise public safety, diminish industry confidence, and negatively impact the reputation of the VET sector.
- To mitigate these risks, RPL decisions must:
  - Be based only on valid, sufficient, current, and authentic evidence as mentioned above.
  - Be conducted solely by assessors who meet the requirements of the Standards for RTOs 2025 including the Credential Policy.
  - Be documented in full and verified in line with ASLI's Assessment Policy and compliance procedures.

Australian Study Link Institute (ASLI) does not promote RPL as an automatic, fast, or guaranteed pathway to a qualification. All RPL assessments are conducted with the same rigour, standards, evidence requirements, and assessment system integrity as any other form of assessment, in line with the Principles of Assessment and Rules of Evidence.

6.2.4. Additional Evidence

If evidence is insufficient, the student will be advised in writing and given a submission date for additional documentation.
Each case will be reviewed individually, and gap training options will be discussed and implemented as required.

6.2.5. Notification of Outcome

Applicants will be informed in writing whether:

- The RPL application has been granted.
- The application has been denied (with reasons provided); or
- Further evidence is required.

Where an application for RPL or Course Credit is received by Australian Study Link Institute (ASLI).

Note: Students will have access to ASLI's Feedback, Complaints, and Appeals Policy, available on ASLI's website www.asli.vic.edu.au, should they wish to dispute an outcome. All decisions will be documented and communicated in writing to the student, with records retained in the student's file.

6.2.6. RPL Policy for overseas qualification

Verification of Vocational / Academic Competence

- Australian Study Link Institute (ASLI) will endeavour to verify the academic qualifications & vocational competence by assessing overseas qualification via the interview process, if required.
- All overseas qualification achieved will be reviewed and assessed through the Department of Education, International Education (Overseas Qualification Recognition) guidelines https://www.education.gov.au/international-education/recognise-overseas-qualifications to check its relevance and its standards within the. Australian Qualifications Framework (AQF) https://www.aqf.edu.au/.
- Where overseas qualifications are used as RPL evidence, ASLI will ensure the learning is mapped to Australian legislative and regulatory requirements relevant to the training product, consistent with the ASQA Practice Guide (2025)
- Students applying for RPL into Australian Study Link Institute (ASLI)'s training package units will have to provide a verified overseas qualification, a transcript and a detailed breakdown of the curriculum covered under the units that the student is claiming RPL for. Australian Study Link Institute (ASLI) will employ a suitably qualified assessor to conduct the assessment of the RPL request. Australian Study Link Institute (ASLI) will advise the students of the result of the RPL application within 14 working days of receipt or as soon as practicable.

Processing Time and Outcome of the Credit Transfer and RPL

Administrative Manager or representative will assess the application and provide an outcome to the application within 14 working days of receipt or as soon as practicable where further information is required to determine the outcome.

Where RPL or course credit is granted, the student's academic transcript will record "CT" (Credit Transfer) or "RPL" instead of "Competent."

If RPL or course credit shortens the student's course duration, the Enrolment Officer will update the Confirmation of Enrolment (CoE) accordingly.

Students will be required to notify ASLI of their confirmation and acceptance of the outcome by signing a letter confirming their agreement, which will be stored in their student file.

ASLI will maintain a Credit Transfer Record Register to document all students' applications and outcomes.

Conditional Offers and CoEs

Where a student's eligibility for RPL or Credit Transfer is dependent on the successful completion of a prior course, ASLI may issue a conditional offer letter and conditional CoE. The conditions will be clearly stated in writing, and the student must provide evidence of completion before commencement of the subsequent course. No training will commence, and no Credit Transfer outcome will be recorded as "granted" until evidence is received, sighted, and verified by authorised staff.

Granting RPL or Course Credit

If Recognition of Prior Learning (RPL) or Credit Transfer is granted to a student, Australian Study Link Institute (ASLI) will provide the student with a written record of the decision for acceptance. ASLI will retain written record of acceptance for two (2) years after the student ceases to be an accepted student.

If the granting of RPL or course credit reduces the overseas student's course duration, ASLI will:

- Inform the student of the reduced course length following the granting of RPL or course credit.
- Issue the Confirmation of Enrolment (CoE) only for the reduced duration of the course.

Furthermore, if RPL or course credit is granted after the overseas student's visa has been issued and results in a reduced course duration, ASLI will report the change in course duration to the Department of Education via PRISMS.

Associated Documents:

- RPL Application Form
- Assessment Policy & Procedures
- Credit Transfer Application Form
- Credit Transfer Record Register