



RPL AND CREDIT TRANSFER PROCEDURE

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Recognition of Prior Learning and Credit Transfer Policy

Policy Statement

PTI is committed to ensuring that students are provided with opportunities to have their prior learning and qualifications recognised, thereby avoiding unnecessary duplication of training and assessment. The policy supports lifelong learning and acknowledges the value of formal, informal, and non-formal learning experiences.

Purpose

This policy outlines the principles and procedures for Recognition of Prior Learning (RPL) and Credit Transfer at Perth Training Institute (PTI), in accordance with the Standards for RTOs 2025. It aims to ensure that students receive appropriate recognition for their prior learning and qualifications, promoting fairness, transparency, and efficiency in the training and assessment process.

Scope

This policy applies to all students enrolled in nationally recognised training programs offered by PTI, including full-time, part-time, and online learners. It also applies to PTI staff involved in the assessment and administration of RPL and Credit Transfer.

Definitions

- **Recognition of Prior Learning (RPL):** Assessment process that involves evaluating an individual's existing skills and knowledge against the requirements of a unit of competency. This may include work or life experience, volunteer activities, and other relevant informal learning.
- **Credit Transfer:** Process of granting credit for units of competency previously completed at another RTO or through formal education. Credit Transfer does not require the student to undergo further assessment.

Associated Documents

This policy should be read in conjunction with the following documentation:

- RPL and Credit Transfer Application

Credit Transfer

Credit Transfer allows students to receive formal recognition for previously completed equivalent units of competency.

Credit Transfer Principles

- Credit is granted for identical or equivalent units of competency listed on certified transcripts or statements of attainment.
- Applications must be supported by certified transcripts or statements of attainment issued by a registered training organisation.
- No additional assessment is required unless the unit has changed significantly or is no longer equivalent.
- Credit Transfer decisions must be recorded and communicated clearly to the student.

Credit Transfer Process

- Student submits a Credit Transfer Application with certified transcripts.
- PTI Administration verifies the documentation by contacting the issuing organisation to verify the authenticity.
- Credit is granted and recorded in the student management system.
- Student is notified of the outcome in writing.
- Where units are not equivalent, students are advised of alternative options.

Recognition of Prior Learning (RPL) Principles

- RPL assessments must be based on valid, sufficient, authentic, and current evidence provided by the applicant, ensuring alignment with the unit of competency.
- Must meet the rules of evidence and principles of assessment as outlined in the Standards for RTOs 2025.
- Assessment methods may include interviews, practical demonstrations, portfolio reviews, third-party reports, and challenge tests, depending on the nature of the competency.
- RPL decisions must be clearly documented, including the rationale for the outcome, and stored securely in accordance with PTI's recordkeeping procedures.
- Applicants may be required to submit additional evidence if initial documentation does not sufficiently demonstrate competency.
- Qualified and experienced assessors must ensure that the RPL process is conducted ethically, without bias, and with respect for the applicant's background and learning journey.
- PTI encourages applicants to seek guidance from trainers or student services before submitting an RPL application to ensure readiness and completeness.

Recognition of Prior Learning Process

- Student submits an RPL Application Form along with initial evidence, such as resumes, job descriptions, certificates, and work samples.
- RTO assessor reviews the application to determine the relevance and sufficiency of the evidence and contacts the student for further clarification or additional documentation if needed. Evidence must be:
 - Valid - directly related to the unit.
 - Sufficient - covers all required elements.
 - Authentic - verifiable as the applicant's own.
 - Current - reflects recent experience (typically within 5 years).
- Assessment is conducted using the RPL Kit, which includes mapping the submitted evidence to the specific elements and performance criteria of the unit(s) of competency. This may involve interviews, practical demonstrations, and third-party reports.
- The assessor documents the outcome of the assessment, including justification for the decision, and communicates the result to the student in writing.
- If RPL is granted, it is recorded in the student management system, reflected in the student's training plan, and the student is advised of any remaining training requirements.
- If RPL is not granted, the student is provided with detailed feedback outlining the gaps in evidence and is offered guidance on alternative pathways, such as undertaking formal training or submitting additional evidence.

Lodgement and Processing of Application for Credit Transfer or Recognition of Prior Learning

PTI ensures that all prospective students are informed about their options for Recognition of Prior Learning (RPL) and Credit Transfer prior to enrolment. This is achieved through:

- Website content and downloadable forms
- Pre-enrolment consultations and interviews
- Course information packs and brochures
- Student handbooks

Students are encouraged to discuss their eligibility and submit relevant documentation early in the enrolment process to support timely recognition and planning.

Students are encouraged to submit all Credit Transfers and/or Recognition of Prior Learning applications as early as possible to ensure that their course progression can be mapped accordingly.

Credit Transfer and/or Recognition of Prior Learning applications for all units must be submitted before the commencement of the course.

PTI will ensure the application is assessed and the outcomes are communicated to the student prior to the date arranged between the student and PTI. This date cannot be later than four weeks after the application's submission date.

Withdrawal of Credit

PTI reserves the right to withdraw credit where an error has been made in assessing an application, when false or misleading information has been provided by the applicant or when a subsequent application changes the type of credit which may have been given under these regulations. However, where a change is made to the provision of these regulations, or where a precedent or planned articulation is reviewed and changed, credit already granted may not be withdrawn. Failure to complete subsequent units that rely on the credited units as a prerequisite could cause a review and withdrawal of credit.

Appeals

Any student who is dissatisfied with the outcome of a review of a credit decision may appeal. Refer to the Complaint and Appeals policy.