Policy Overview:

This policy outlines how TICRail supports learners to have their previous learning, experience, and qualifications formally recognised through Recognition of Prior Learning (RPL) and Credit Transfer (CT), in alignment with the Standards for RTOs 2025.

Objective:

This policy applies to all prospective and enrolled students in nationally recognised training and assessment programs offered by TICRail as well as all staff involved in the delivery, assessment, and administration of RPL and CT.

TICRail will provide credit for studies completed at another RTO or at any other authorised issuing organisation. Students will not be required to repeat any unit or module in which they have already been assessed as competent unless a regulatory requirement or licence condition requires this. TICRail will provide credit for a unit or module where suitable evidence has been provided of successful completion of a unit or module.

TICRail will ensure that processes for RPL meet the same standards and requirements as other forms of assessment. Students will be advised at enrolment or prior to the commencement of training, that RPL is offered by the RTO. TICRail will conduct RPL assessments with the same rigour as any other form of assessment.

Staff Responsible:

This applies to all:

- CEO/General Manager
- Business Development Staff
- Managers
- National RTO Quality and Compliance Manager (NRQCM)
- Trainers and Assessors
- Training Coordinators and Office Administration

Compliance Standards:

This policy relates to the following Standards for RTO's 2025: 1.4, 1.6, 1.7, 3.2, 3.3

Related Policies/Templates/Documents:

- P-057.6 Training and Assessment Policy and Procedure
- P-003.6 Record Management and Maintenance Policy and Procedure
- P-043.6 Issuing AQF Certification Documentation Policy and Procedure
- P-006.6 Complaints and Appeals Policy & Procedure
- F-315.6 Course Credit Application Form
- RPL Assessment Kit - Student Guide

Definitions:

Recognition of Prior Learning (RPL): 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.

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

Assessment System: means a coordinated set of documented policies, procedures and assessment tools designed to ensure that assessment, including recognition of prior learning, produces consistent and valid judgements of VET student competency and meets the requirements of this instrument.

Policy Statement:

TICRail is committed to:

- Supporting student access to RPL and Credit Transfer in accordance with Standards 1.6 and 1.7 of the ASQA 2025 Standards.

- Ensuring all RPL and CT decisions are made transparently, consistently, and based on valid evidence.

- Ensuring the integrity of qualifications and training products is maintained at all times.

1. Student Access and Information

All staff involved in the enrolment of students are responsible for ensuring that a student has been provided with accurate information regarding course credit and recognition including the application process.

2. Credit Transfer Provisions

Credit Transfer is offered where students present valid AQF certification documentation from another RTO or higher education provider, or an authenticated USI transcript (Standard **1.7**).

No assessment is conducted for credit transfer; recognition is automatic upon verification of the documentation.

Where course credits are granted, the duration and associated course fees will be amended to reflect these credits where applicable.

2.1 Applying for Course Credit

Any student wishing to apply for course credit can do so by completing **F-315.6 Course Credit Application Form** and submitting to TICRail along with their supporting documentation. It is preferred that students wishing to apply for course credit/s do so at the time of enrolment or before the commencement of training to avoid any unnecessary training although course credit applications can be submitted at any time.

2.2 Course Credit Evidence

Any student applying for course credit will also need to submit supporting documentation for their application. Students will need to provide the following supporting documentation:

- Verifiable USI Transcript
- Statement of Attainment
- Transcript of Results
- AQF certification documentation
- Photo Identification

Certification must be authenticated before credit is granted, either by contacting the issuing RTO or via the USI Registry. Note: if the issuing RTO does not reply after 2 attempts to contact a determination will be made by the Compliance Manager as to granting the CT.

Verified CT decisions are recorded in the student management system.

3. Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal and informal learning) to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

RPL assessments must comply with the **Principles of Assessment** (fairness, flexibility, validity, reliability – Standard **1.4**) and the **Rules of Evidence** (validity, sufficiency, authenticity, currency – Standard **1.4**).

RPL decisions are based on documented and verifiable evidence of prior learning, including work experience, formal/informal education, and life experience.

Where gaps are identified, gap training or further assessment may be required before full recognition is granted.

3.1 Applying for RPL

Students who believe they have enough evidence to support an RPL application can do so by requesting RPL from the RTO. For more information on RPL refer to – RPL procedure below and **P-057.6 Training and Assessment Policy and Procedure - TIC.**

3.2 Assessment and Assessor Qualifications

RPL assessments are conducted by qualified assessors who meet the requirements of **Standards 3.2 and 3.3**.

All assessments are documented in accordance with the RTO's Assessment System and are subject to internal moderation and validation processes.

1. Course Credit

Action / Task	Responsible	Timeline
Course Credit will only apply to those qualifications, modules, or individual units of competency that TICRail the student applies for that meet the packing rules of the qualification they are enrolled in All staff involved in the recruitment of students must provide them with accurate and current information on credit transfer and TIC's process at enrolment or prior to the commencement of training using the following sources: ▪ Student Information Guide ▪ TICRail's website	Trainer and Assessor Manager	Prior to enrolment or at time of enrolment
Students applying for credit transfer must complete apply using the **F-315.6 Course Credit Application Form** and submit along with either a copy of their certification or verifiable USI transcript to the administration department and proof of identification (where required). Should the student not have a copy of their certification the student is to be informed of the following options: ▪ Student to call the issuing RTO and obtain a current copy of the certificate or SOA; or ▪ TICRail given approval to look up the students USI to authenticate the competency/certification or provided with a verifiable USI transcript	Student	
Certification documents are to be verified using either a verifiable USI transcript or contacting the issuing RTO and providing them a copy of the certificate and **F-315.6 Course Credit Application Form** and asking them to confirm the accuracy of the certificate.	Training Coordinator Administration	Within seven (7) calendar days of receipt of documentation
Credit transfer must be approved within seven (7) calendar days of verification from issuing RTO. Students to receive their Statement of Attainment (SOA) within thirty (30) calendar days as outlined in **P-043.6 Issuing AQF Certification Documentation Policy - TIC.**	Training Coordinator Administration	Within seven (7) calendar days of verification

2. Recognition of Prior Learning

Action / Task	Responsible	Timeline
Any student considering an RPL application will have a suitability discussion with a Manager and once advised that they are a suitable candidate for RPL, will be provided with an RPL Assessment Kit for the relevant qualification and an invoice will be issued according to the **P-033.6 Fees, Charges and Refunds Policy & Procedure - TIC**.	Managers Administration	When required During application
The RPL Assessment Kit will allow the student to evaluate their skills and knowledge against each unit of competency within the qualification. In addition, the student will be assigned an assessor who will support them through the RPL process including assessment of their application.	Trainer & Assessor	During application
Once a student has submitted their completed RPL application, their assigned assessor will assess the evidence provided to determine if RPL can be granted. In cases where there is not enough evidence for a particular unit or unit/s, the assessor will contact the student to discuss whether there is any further evidence they could submit to support their application.	Assessor	
The assessor will also conduct interviews with the student at the commencement of their application and during the collection of evidence period to support the student and clarify and confirm evidence in their RPL portfolios. There may also be a need for the assessor to observe the student's skills in a workplace setting or simulated environment – this will be organised in consultation with the student.	Assessor	Prior to assessment interview
The assessor will contact one or more of the nominated third-party referees to confirm the information provided by the student and the context of their experiences to the units of the RPL.	Assessor	
The assessor will complete the *RPL Assessment Tool kit* to confirm if the student has supplied sufficient evidence under the rules of evidence and assessment and note if the student has been deemed competent or not yet competent.		During interview
An RPL application is to be retained in the same manner as an existing student file. The application will be processed within 21 days of receipt of all information and evidence. The student will be advised in writing of the status of the application upon completion. **If RPL for unit/s is successful:** The student will be advised in writing of the following: ▪ Issuance of the unit/s of competency and/or module/s ▪ Issue of parchment/certification (if applicable) ▪ Issue of Statement of Attainment (where applicable) **If RPL for unit/s is unsuccessful:** The student will be advised in writing of the following:	Assessor & Admin	During interview or an arranged time

▪ Reasons the application was unsuccessful. ▪ If any further evidence and documentation is required. ▪ Enrolment in the module for which recognition was sought. ▪ Advised of their right of appeal through the **P-006.6 Complaints and Appeals Policy and Procedure - TIC.**	Assessor/Admin	Immediately after the interview
Finalising the Process: Any original copies of submitted evidence belonging to the student will be photocopied and retained in the student's file in accordance with the TIC's **P-003.6 Record Management and Maintenance Policy - TIC**. All original documents will be returned upon completion of the process.	Assessor Assessor/Admin	Within 21 days of receipt of all information and evidence.

Document Revision History

Version Number	Author	Date Published	Description
1.0	Aleena Velich	April 2017	Written and approved by Patricia Fulcher
3.1	Hetty Coles	07/05/2019	Added in Document Revision History table
4.0	Fiona Dunkerton	12/02/2020	Major re-write of policy and procedure to include details on RPL and credit transfer.
4.1	Vicki Searl	09-05-2022	Review and update
4.2	Vicki Searl	26/05/2023	Reviewed and updated to include verifiable USI transcripts as viable evidence for CT
4.3	Vicki Searl	23/2/2023	Minor change – TIC to TICRail
5.3	Vicki Searl	18/07/2025	Major change – in line with ASQA 2025 Standards