

Recognition Of Prior Learning (RPL) And Credit Transfer Policy and Procedure



1. Purpose

SDG College Pty Ltd is committed to ensuring that all students are provided with fair, flexible and transparent opportunities to have their prior learning and previously completed formal training recognised. This policy establishes a structured framework for the implementation of Recognition of Prior Learning (RPL) and Credit Transfer (CT), ensuring that students are not required to duplicate learning where competency has already been achieved.

The organisation recognises that students may have acquired relevant skills and knowledge through employment, life experience, informal learning, or prior formal education. This policy ensures that such learning is assessed or recognised in a consistent, compliant and evidence-based manner.

This policy supports compliance with:

- Outcome Standard 1.6 – Recognition of Prior Learning
- Outcome Standard 1.7 – Credit Transfer
- Outcome Standard 2.1 – Pre-enrolment information
- Outcome Standard 4.4 – Systematic monitoring and continuous improvement

This policy must be read in conjunction with the Student Handbook, particularly Section 13: Recognition of Prior Learning (RPL) and Credit Transfer, which provides student-facing information on these processes

2. Scope

This policy applies to all nationally recognised training delivered by SDG College and covers all qualifications, units of competency, and short courses delivered by the organisation.

It applies to:

- all enrolled and prospective students
- all trainers and assessors
- all administrative staff involved in enrolment, assessment and records management
- all delivery modes including classroom, simulated environments, and workplace-based training

This ensures that RPL and Credit Transfer processes are applied consistently across the organisation.

3. Definitions

Term	Definition
Recognition of Prior Learning (RPL)	An assessment process that evaluates an individual's prior skills, knowledge and experience against the requirements of a unit of competency

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Term	Definition
Credit Transfer (CT)	Recognition of previously completed formal training where the same or equivalent unit has been achieved
Equivalent Unit	A unit identified as equivalent on training.gov.au
AQF Certification	Official documentation such as qualifications, Statements of Attainment, or USI transcripts
Assessor	A qualified trainer/assessor responsible for making competency decisions
Evidence	Documentation or demonstration used to support RPL assessment

4. Policy Principles

SDG College adopts a student-centred and compliance-driven approach to recognition processes. The organisation ensures that all RPL and Credit Transfer activities are conducted in a fair, transparent and systematic manner, with clear separation between assessment-based recognition (RPL) and administrative recognition (Credit Transfer).

The organisation ensures that students are informed of their right to apply for RPL or Credit Transfer prior to enrolment, as outlined in the Student Handbook . This supports informed decision-making and ensures that students are aware of alternative pathways to achieving competency.

Recognition processes are guided by the principles of fairness, flexibility, validity and reliability. Decisions are based on sufficient, authentic and current evidence, and are documented to ensure transparency and auditability.

No student is disadvantaged for applying for recognition, and all outcomes are subject to review through the organisation's Complaints and Appeals process.

5. Recognition of Prior Learning (RPL)

5.1 Policy Statement

Recognition of Prior Learning (RPL) is a formal assessment process through which a student's existing skills, knowledge and experience are assessed against the requirements of a unit of competency. RPL recognises that learning can occur through various pathways, including employment, volunteering, life experience and informal education.

RPL is not an automatic process and requires the student to provide sufficient and relevant evidence to demonstrate competency. The assessment process is conducted by a qualified assessor and must comply with the Principles of Assessment and Rules of Evidence, as outlined in the Student Handbook. RPL is not used as a mechanism to fast-track certification without sufficient evidence of competency.

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5.2 Types of Evidence

SDG College ensures that all Recognition of Prior Learning (RPL) evidence is assessed in accordance with the Rules of Evidence and the Principles of Assessment, ensuring that competency decisions are valid, reliable, fair and consistent.

The organisation recognises that RPL is an evidence-based assessment process and requires the student to provide sufficient, authentic and relevant evidence to demonstrate competency against all requirements of the unit of competency. Evidence must clearly demonstrate that the student can perform tasks to the required workplace standard.

Evidence Requirements Framework (Rules of Evidence)

Evidence Requirement	Description	Application in RPL
Valid	Evidence must relate directly to the unit requirements	Mapped against performance criteria, knowledge evidence and assessment conditions
Sufficient	Enough evidence must be provided to make a judgement	Multiple sources of evidence required where necessary
Authentic	Evidence must be the student's own work	Verified through questioning, third-party reports or observation
Current	Evidence must reflect current skills and knowledge	Recent experience or demonstration of current competence required

Acceptable Forms of Evidence

The organisation accepts a wide range of evidence types to ensure flexibility while maintaining assessment integrity. These may include, but are not limited to:

- resumes and detailed employment history
- job descriptions and duty statements
- employer references or verified third-party reports
- workplace documents, reports, and completed tasks
- licences or industry certifications
- performance appraisals or supervisor feedback
- practical demonstrations of skills
- structured interviews, questioning or challenge tests

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- Where required, the assessor will confirm that the student's skills and knowledge reflect current industry practices.

Evidence must also meet the assessment conditions specified in the training package.

RPL is an assessment process and must not be granted automatically or solely on the basis of experience, duration of employment, or submission of documents without appropriate assessment.

Additional Assessment Controls

The organisation ensures that:

- assessors may require additional evidence where gaps are identified
- supplementary assessment methods (e.g. observation, questioning) are used where required
- all evidence is mapped against unit requirements
- assessment decisions are justified and documented

5.3 RPL Assessment Process

Recognition of Prior Learning is conducted through a structured, documented, and assessor-led process to ensure consistency, transparency, and compliance with regulatory requirements.

The process ensures that competency is assessed holistically and that all elements of the unit of competency are addressed.

RPL Process Workflow

Stage	Responsibility	Detailed Action	Compliance Control / Outcome
Application	Student	Submit RPL application with supporting evidence	Application formally recorded
Pre-Assessment Review	Assessor	Review application and determine readiness for RPL	Suitability confirmed
Evidence Review	Assessor	Assess evidence against unit requirements	Evidence evaluated against Rules of Evidence
Gap Assessment	Assessor	Identify gaps and request further evidence if required	Ensures sufficiency and completeness
Assessment Activities	Assessor	Conduct interviews, questioning, or practical assessment where required	Confirms authenticity and competency

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Stage	Responsibility	Detailed Action	Compliance Co Outcome
Decision	Assessor	Make final competency decision	Competent / Not Yet Competent determined
Recording	Administration	Record outcomes in Student Management System	Audit trail maintained
Notification	Administration	Provide written outcome to student	Transparent communication

All RPL assessments are conducted by qualified assessors and are subject to the same assessment standards, validation processes, and quality assurance requirements as all other assessment activities.

Additional Compliance Controls

The organisation ensures that:

- RPL is conducted prior to or during training, not after completion solely for certification purposes
- assessment tools used for RPL are fit for purpose and mapped to unit requirements
- decisions are reviewable and supported by documented evidence
- RPL outcomes are included in validation and moderation activities

5.4 Outcomes

Following assessment, students may receive one of the following outcomes:

- **Competent (RPL Granted)** – where sufficient evidence demonstrates full competency
- **Not Yet Competent (Further Training Required)** – where evidence is insufficient or gaps exist

Partial Recognition of Prior Learning is not granted. Competency must be demonstrated across all requirements of the unit of competency.

Students who are assessed as Not Yet Competent will be provided with guidance on further training or assessment requirements to achieve competency.

5.5 Fees

Recognition of Prior Learning may attract a fee, which is applied in a fair, transparent and consistent manner.

The organisation ensures that:

- all RPL fees are reasonable and proportionate to the assessment process
- fees are disclosed prior to application, in accordance with pre-enrolment information requirements

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- fee information is included in the Schedule of Fees and Student Handbook

All fees are applied in accordance with the organisation's Fees and Refund Policy and do not remove the right of the student to access complaints and appeals processes or take action under Australian Consumer Law.

6. Credit Transfer (CT)

6.1 Policy Statement

SDG College Pty Ltd recognises Credit Transfer as a formal administrative process through which students are granted recognition for previously completed nationally recognised training where they have successfully achieved the same or equivalent unit of competency with another Registered Training Organisation (RTO).

Credit Transfer ensures that students are not required to repeat learning where competency has already been formally achieved and verified. This process supports efficient progression and aligns with national recognition principles within the VET sector.

Credit Transfer is not an assessment process and must not involve reassessment of a student's competence. Recognition is granted solely on the basis of verified AQF certification documentation. Credit Transfer is applied in accordance with the principles of national recognition.

6.2 Evidence and Verification

Students seeking Credit Transfer are required to provide valid and verifiable evidence demonstrating prior completion of the relevant unit(s) of competency.

The organisation applies strict verification controls to ensure that all documentation is authentic, valid, and aligned with national training requirements.

Credit Transfer Evidence Framework

Evidence Type	Verification Requirement	Purpose
USI Transcript (Preferred)	Verified through USI system	Confirms authenticity and national record
Statement of Attainment	Issuing RTO verified and cross-checked	Confirms unit completion
Qualification Certificate	Cross-checked against transcript or issuing RTO	Confirms qualification achievement

Credit Transfer will only be granted where evidence has been verified as authentic, valid, and issued by a Registered Training Organisation.

6.3 Verification Process

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The organisation applies a structured and documented verification process to ensure the integrity of all Credit Transfer decisions.

Verification includes:

- confirmation of the issuing RTO and its registration status
- validation of documentation authenticity
- confirmation of unit equivalence using training.gov.au
- cross-checking against USI transcript where available

Fraudulent, altered, or unverifiable documentation will not be accepted, and Credit Transfer will be refused where authenticity cannot be confirmed.

Equivalence Requirement

Credit Transfer is granted only where the unit code and title are identical or formally recognised as equivalent on the national training register (training.gov.au).

6.4 Key Rules

The organisation applies the following rules to ensure consistency and compliance:

- Credit Transfer applies only to full units of competency
- Partial Credit Transfer is not permitted
- No reassessment or additional evidence is required
- No fees are charged for Credit Transfer
- Currency of skills is not a requirement for Credit Transfer

Students are not required to undertake training or assessment for units where Credit Transfer has been granted.

6.5 Outcomes

Following verification, students will receive one of the following outcomes:

- **Approved** – Credit Transfer granted
- **Not Approved** – requirements not met
- **Further Evidence Required** – insufficient documentation

All outcomes are formally documented and communicated to the student.

7. Key Difference Between RPL and Credit Transfer

The organisation maintains a clear and documented distinction between Recognition of Prior Learning and Credit Transfer to ensure compliance and avoid inappropriate application of assessment processes.

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Criteria	RPL	Credit Transfer
Nature	Assessment process	Administrative recognition
Basis	Skills, knowledge and experience	Formal AQF certification
Evidence	Workplace and experiential evidence	Certificates and transcripts
Decision	Assessor judgement required	No assessment judgement
Outcome	Competency determined	Unit granted directly

Recognition of Prior Learning and Credit Transfer are separate processes and must not be applied interchangeably.

8. Student Information and Access

SDG College ensures that all students are informed of their rights to apply for Recognition of Prior Learning and Credit Transfer prior to enrolment, in accordance with pre-enrolment information requirements.

Information is provided through:

- Student Handbook (Section 13)
- enrolment documentation
- direct communication during enrolment discussions

Students are encouraged to apply prior to enrolment to ensure appropriate course planning and avoid unnecessary training.

Students are provided with clear information about RPL and Credit Transfer prior to enrolment to support informed decision-making.

9. Application Process

The organisation applies a consistent, transparent, and documented process for all RPL and Credit Transfer applications. Applications for Recognition of Prior Learning and Credit Transfer are processed within a reasonable timeframe, generally within 10–20 working days, to ensure timely progression of the student.

Application Workflow

Stage	Action	Outcome
Request	Student expresses interest	Process initiated
Information	Institute provides guidance	Student informed

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Stage	Action	Outcome
Submission	Student submits evidence	Application lodged
Assessment / Verification	Conducted by assessor or administration	Decision made
Outcome	Written notification issued	Student informed

Applications for Recognition of Prior Learning and Credit Transfer are processed within a reasonable timeframe to ensure timely progression of the student.

10. Student Rights and Appeals

Students have the right to access recognition processes and receive fair, transparent and consistent decisions.

Students are entitled to:

- clear information regarding requirements
- timely processing of applications
- written notification of outcomes
- access to appeal decisions

No student is disadvantaged or subject to adverse treatment as a result of applying for or appealing a Recognition of Prior Learning or Credit Transfer decision.

All appeals are managed in accordance with the Complaints Management and Appeals Management Policy.

11. Recording and Certification

All RPL and Credit Transfer outcomes are formally recorded to ensure traceability, accuracy, and compliance.

The organisation ensures that:

- outcomes are recorded in the Student Management System (SMS)
- student records are updated accordingly
- Credit Transfer is clearly identified in records
- certification reflects granted units accurately

All recognised units are accurately recorded and reported in accordance with regulatory and reporting requirements, including AVETMISS where applicable.

Certification is issued in accordance with the organisation's Certification Policy and within required timeframes. RPL and Credit Transfer outcomes are clearly distinguished in the Student Management System.

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12. Continuous Improvement

Recognition processes are subject to systematic monitoring and continuous improvement to ensure effectiveness, consistency, and compliance.

Monitoring includes:

- assessment outcomes and trends
- student feedback
- validation activities
- audit findings
- complaints and appeals

All improvement actions are:

- recorded in the Continuous Improvement Register
- reviewed through governance meetings
- implemented and verified prior to closure

The organisation applies the principle of No Close Without Verification

13. Responsibilities

SDG College defines clear responsibilities to ensure accountability across all recognition processes.

Roles and Responsibilities

Role	Responsibility
Chief Executive Officer (CEO)	Governance oversight and compliance assurance
General Manager	Monitoring implementation and operational compliance
Trainers/Assessors	Conduct RPL assessments and ensure assessment integrity
Administration Staff	Manage Credit Transfer verification, records, and documentation
Students	Provide accurate, authentic and sufficient evidence

All staff involved in Recognition of Prior Learning and Credit Transfer must perform their roles in accordance with regulatory requirements, organisational policies, and principles of integrity and accountability.