

ATQ

Credit Transfer/Recognition of Prior Learning Policy & Procedure

Version 2.0

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Coverage

Outcome Standards for NVR Registered Assessment Organisations 2025

Quality Area 1 – Training and Assessment

Division 3- Recognition of Prior Learning and Credit Transfer (RPL and CT)

Standard – 1.6, 1.7

Policy

This Policy covers both Credit Transfer (CT) and Recognition of Prior Learning (RPL). While RPL and credit transfer are distinguished as alternative pathways to an AQF qualification and Recognition of Prior Learning (RPL) refers to an assessment process that involves assessment of an individuals' relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which these skills and knowledge meet the requirements as specified in the training product & Credit Transfer (CT) refers to a process of recognizing and awarding credit for the prior awarding of a competent (including CT) outcome for an equivalent unit of competency.

The RPL and CT products and services provided by ATQ College are 'quality' assured to ensure that

- VET students are offered opportunities to seek RPL and CT and are made aware of ATQ College's policies and procedures for applying for and navigating RPL and CT.
- Decisions relating to RPL and CT are based on evidence or either prior skills, knowledge and experience (in the case of RPL) and/or evidence of the prior awarding of a competent outcome for equivalent units of competency (for CT).
- Where evidence for CT is solely verifiable evidence of prior completion at a competent level as demonstrated by AQF certification or an authenticated VET transcript.
- The RPL and CT process are undertaken in accordance with ATQ College's policy and procedure and hence are process driven.
- Decisions relating to RPL and CT are documented and determined in a fair and transparent manner consistent amongst VET students.
- All RPL and CT processes and outcomes maintain the integrity of the training product.

Scope

This policy applies to Domestic and International VET students.

Procedures

Credit Transfer

ATQ College acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

Credit transfer (also referred to as national recognition or universal recognition) is the recognition

of competency achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a learner to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is important to note that credit transfer is not recognition of prior learning (RPL). RPL is assessment and is addressed within the recognition Policy.

How is credit transfer sought?

It is the obligation of ATQ College to inform prospective learners of the opportunity for credit transfer. The prospective learner is also asked within the enrolment form if they are seeking credit transfer as part of their application for enrolment.

This information normally triggers the process for credit transfer application. Opportunities for credit transfer may also be identified during enrolment interview where the learner is asked if they may have any opportunities for recognition of prior learning or credit transfer. It is desirable that ATQ College identify these requirements early so they can be taken into account when preparing the learner's training plan. ATQ College representatives will then provide the learner with the credit transfer application form and advise the learner on the type of evidence required to support their credit transfer application.

When units of competency codes and titles are the same

If credit transfer is being sought for units of competency which have the same code and title as those being offered for delivery, these units of competency are the same and; therefore, directly equivalent. Once the evidence being provided by the learner is verified it may be accepted as a credit transfer and awarded as such within the student management system.

When units of competency codes and titles are different

If credit transfer is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information may be found that the unit of competency record on the National Training Register (<https://training.gov.au/Home/Tga>).

Our administrative staff will obtain this information and validate claims of equivalence. Administrative staff should note that the mapping notes within the National Training Register are sometimes very clear and in general will use language such as "Is superseded by and is equivalent to". In some cases, there will appear to be no guidance about the equivalence status of the unit, and this may be because the unit is new and has no previous version of the unit. Where the unit of competency is new with no unit it has replaced, there will be no statement that the unit of competency has superseded any other unit.

The information on the unit record will simply identify when the unit was released.

In some cases, the guidance on the national training register will say, words to the effect: "Is superseded by:" without any clarification about the equivalence status. In these cases, the new unit of competency should be considered as not equivalent. If in doubt, admin staffs are to seek

the advice of the Chief Executive Officer or the related Skills Service Organisation. The simplest rule to apply is, if the unit of competency is equivalent then the unit record will identify the new unit of competency is equivalent.

If there is no mapping available, the unit is not equivalent, and we are not to recognise the unit through credit transfer. In these circumstances, the applicant should be advised of the equivalence status and referred for RPL in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing credit transfer. If the skills council has not determined it to be equivalent, then it is not. Subjective comparisons by ATQ College are difficult to justify and should generally be avoided.

Evidence verification requirements

An applicant will be required to present his or her statement of attainment or qualification certificate (with a record of results) for examination by ATQ College. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an approved RTO. The following guidelines should be followed to ensure that the evidence being submitted in support of an application for credit transfer is valid:

- Certificates including statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, Second Edition, 2013. The national regulator has provided a fact sheet that provides guidance on the formatting requirements for AQF documentation [Fact Sheet – Sample AQF Documentation](#).
- A qualification certificate must always be accompanied by a valid record of results which is clearly formatted as an accompanying document of the qualification certificate. The record of results is the only document that lists the actual units of competency issued under the qualification. Where a learner presents a qualification without a record of results, this should not be accepted as valid evidence.
- The person undertaking the verification must check the RTO details on the national training register are correct. They should also confirm that the RTO had the training product on the scope of registration at the time the certificate claims it was issued. This can be checked by going to the delivery information on the RTO record and clicking on the display history checkbox to show when the training product was added to the RTO's scope.
- If there is the slightest doubt about the validity of the evidence being presented, the person undertaking the verification must contact issuing RTO to confirm the validity of the AQF certificate. This can be done by simply providing the RTO with the certificate number or the learner's name and seeking confirmation that the outcome is valid. The details of this verification should be recorded within the credit transfer application form.
- The applicant is required to submit copies only which have been certified as a true copy of the original by a Justice of the Peace (or equivalent). Copies of certificates which have not been appropriately certified are not to be accepted.

Credit transfer guidelines

The following guidelines are to be followed when an application for credit transfer is received:

- Any learner is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled or seeking enrolment.
- Learners may not apply for credit transfer for units of competency or qualification which are not included in our scope of registration.
- Whilst learners may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the learner down a more efficient path to completion.
- The learner does not incur any fees for credit transfer and we do not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competency where the equivalence status has been confirmed on the national training register. Credit transfer may not be awarded for part units of competency.
- Credit transfer will only be issued when the learner's enrolment includes at least one other unit of competency for which the learner is participating in training or is seeking recognition. Learner may not enrol only for credit transfer.
- The recognition of a unit of competency under a credit transfer arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be established then the unit can be issued as a credit transfer. The currency of the applicant is not a factor to be considered.

Where a learner is not entitled to credit transfer, they may seek recognition of prior learning using the same evidence. This evidence may combine with other evidence in order to assess the learner as competent under recognition of prior learning pathway

Recognition of Prior Learning

RPL is the recognition of existing skills and knowledge, attained from previous study at non-vocational institutions or from work and life experiences, against those skills and knowledge identified in the elements of the unit or module they wish to study at the College.

The RPL Process

The recognition of prior learning (RPL) process conducted by us is an assessment process, which provides acknowledgement of all skills and knowledge gained through the life experiences, work experience, previous training and formal education of applicants.

Our RPL process examines the evidence within the following key principles:

- Adopting a focus on the competencies held rather than on how, when or where the learning occurred;

- demonstrated commitment to recognizing the prior learning of adults;
- providing access to the RPL process for all potential students of courses;
- undertaking RPL processes which are fair to all those involved; and
- providing adequate support for all potential RPL applicants

The RPL assessment process includes the initial provision of information support and counselling, formal application assessment, post-assessment guidance and certification for course students.

All of our students are offered RPL at time of the pre-enrolment interview and can elect to be considered for RPL by selecting the option available on the enrolment form. The special needs of RPL applicants that have been recognised by us will have all necessary and reasonable adjustments (taking into account such areas as LL&N) made during the RPL assessment process where appropriate.

A variety of RPL assessment options will be available for potential applicants to identify whether they have achieved the necessary competencies/learning outcomes to the required standard in the relevant national training program. All assessment mechanisms used are valid, reliable, flexible and fair and conducted in an ethical manner.

The key objectives of our RPL assessment process are to:

- ensure equivalency and currency
- minimize duplication of learning, training or skill acquisition;
- allow the completion of studies in the shortest possible time;
- provide clear RPL outcomes and access to further learning/training and career development;
- provide quality advice and support to potential and current applicants;
- conduct the RPL process only in respect to courses that we are registered to assess;
- ensure that only fully qualified assessors are involved in the RPL process;
- document the RPL process;
- recognise competencies and modules gained through an RPL process conducted at another registered training organisation via the requirements of mutual recognition;
- ensure that the RPL processes are monitored, evaluated and updated where appropriate;
- advise all RPL applicants of their right of appeal through the formal process; and
- ensure fees and charges are fair and competitive with the industry standard.