



**EVOLVE
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Student RPL and CT Policy

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Student Recognition of Prior Learning and Credit Transfer Policy



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Section 1: About This Policy

ELI offers two recognition pathways—Credit Transfer (CT) and Recognition of Prior Learning (RPL)—to make sure students receive appropriate recognition for learning they have already completed or skills they already have.

These pathways may reduce the training and/or assessment you need to complete, where you can demonstrate you already meet the requirements of one or more units.

Section 2: To Whom This Policy Applies

All prospective, new, and continuing students enrolled in nationally recognised training with ELI.

Section 3: Key Terms

3.1 Credit Transfer (CT)

(a) Credit Transfer is the recognition of units of competency or modules that have been successfully completed with another RTO or AQF-authorized issuing body.

(b) ELI will grant Credit Transfer where units are the same as, or deemed equivalent to, the units within the student's course, as evidenced by:

- AQF certification documentation, or
- An authenticated USI transcript.

3.2 Recognition of Prior Learning (RPL)

(a) RPL is an assessment process that checks whether your existing skills and knowledge (from work, study, or life experience) meet the requirements of a unit.

(b) RPL will only be granted where the evidence provided demonstrates that the student meets all requirements of the relevant unit(s) of competency.

(c) ELI may require additional assessment activities, such as professional conversations or challenge tasks, to confirm competency.

Section 4: Fees and Charges

4.1 Credit Transfer

(a) No fee applies for Credit Transfer.

(b) If Credit Transfer is granted, your total course fee will be adjusted accordingly.

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4.2 Recognition of Prior Learning

(a) RPL is a fee-for-service assessment process. RPL fees are charged on an hourly basis, and students will be provided with a written quote before the RPL process begins based on:

- The number/complexity of units requested,
- How much verification is needed, and
- Whether any gap assessment activities are required.

(b) If RPL is granted, your total course fee will be adjusted accordingly.

(c) If your RPL application is unsuccessful, you will need to complete the unit through the standard training and assessment process. The unit will remain part of your course enrolment and is covered by the course fees outlined in your enrolment agreement

Section 5: Credit Transfer Process

(a) To apply for Credit Transfer, you must complete and submit the Credit Transfer Application, Verification and Permission Form. By submitting this form, you authorise ELI to verify your records (including via the USI Transcript Service and/or by contacting the issuing RTO). The form is available by emailing support@evolveli.com.au or accessing it in the Learning Management System. You are responsible for providing sufficient, authentic and relevant evidence to support your application, including:

- An authenticated USI Transcript, and/or
- Certified AQF certification documentation (for example, a testamur and/or statement of attainment showing the unit(s) completed), and/or
- An authenticated transcript issued by the issuing RTO or AQF-authorized issuing organisation.

(b) ELI will acknowledge receipt of your Credit Transfer application within 2 business days.

(c) ELI will verify the authenticity of the documentation through the USI Transcript Service or by contacting the issuing RTO directly.

(d) If your transcript shows a unit has been superseded, ELI will:

- Check training.gov.au to determine equivalence, and
- Where units are not equivalent, conduct a mapping review to determine comparability.
- If gaps are identified, ELI may refer you to RPL for partial recognition and gap assessment.

(e) ELI will notify you of the Credit Transfer outcome in writing, generally within 10 business days once we have received all required evidence.

(f) Approved Credit Transfer outcomes will be recorded in your student record and reflected in your student records and AQF certification.

Section 6: RPL Process

(a) To apply for RPL, you must submit the RPL Application Form by emailing support@evolvelearning.com.au or accessing it on the Learning Management System.

(b) An ELI assessor will conduct an RPL interview with you to:

- Explain how RPL works,
- Discuss what units may be included in the request, and
- Clarify what types of evidence will be needed.

(c) You will receive:

- A written quote before RPL begins, and
- An individualised RPL plan (or kit) describing evidence expectations, steps and timeframes.

(d) Within 7 business days, your assessor will:

- Review and map your evidence to unit requirements,
- Verify authenticity where required,
- Conduct a professional conversation to confirm your knowledge and skills; and
- Identify any gaps in competency based on the assessment.

If required, ELI may use additional assessment methods such as:

- Challenge tasks to confirm competency.

(e) ELI will notify you of the RPL outcome in writing, generally within 10 business days following the key assessment interaction(s) and completion of required checks.

(f) Assessment of RPL applications is conducted by qualified and credentialed assessors.

(g) RPL outcomes, assessor rationale and supporting evidence are retained in your student record.

(h) RPL decisions are made in accordance with the Principles of Assessment and Rules of Evidence and are subject to ELI's quality assurance processes.

Section 7: Evidence Expectations for RPL

(a) For RPL, evidence must be:

- **Authentic** (it is genuinely yours),
- **Current** (still reflects present capability where required),
- **Sufficient** (enough to make a decision), and
- **Relevant** (matches the unit requirements).

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(b) RPL evidence may include workplace documents, third-party reports, qualifications, resumes, portfolios, or records of professional development.

(c) ELI may contact referees, employers, issuing bodies, or other parties to confirm evidence where appropriate.

(d) Where certification of documents is required, copies must be certified by an authorised person as a true copy of the original document.

(e) Documents that do not meet requirements may not be accepted as evidence. Recognition is granted only where the authenticity and integrity of the training product are fully upheld, ensuring confidence in the outcomes awarded.

Section 8: If you disagree with a decision

(a) If you are not satisfied with a CT or RPL outcome, you can request a review through ELI's Feedback, Complaints and Appeals process.

Section 9: Related Legislation and Standards

- Standards for Registered Training Organisations (RTOs) 2025
- Australian Qualifications Framework (AQF)
- National Vocational Education and Training Regulator Act 2011.