

Credit Transfer and Recognition of Prior Learning Policy and Procedure

Policy Area:	Training and Assessment / Learner Enrolment / Academic Governance
Standards Reference:	Standards for Registered Training Organisations 2025 — Standard 1.6 and Standard 1.7
Responsibility:	RTO Manager / Compliance Manager, Trainers and Assessors, Admissions / Student Administration
Classification:	Internal

1. PURPOSE

The purpose of this Policy and Procedure is to ensure that Institute of International Studies (IOIS) provides learners with fair, transparent and consistent access to Credit Transfer (CT) and Recognition of Prior Learning (RPL).

IOIS recognises that learners may have previously completed nationally recognised training or may already hold relevant skills, knowledge and experience gained through employment, life experience, informal learning, professional development, workplace practice or previous study.

This policy ensures that learners are not required to repeat training and assessment for units of competency where they have already demonstrated competency or where they can provide valid evidence of equivalent prior achievement.

This policy also ensures that all CT and RPL decisions are made in accordance with the Standards for Registered Training Organisations 2025, relevant training package requirements, the principles of assessment, the rules of evidence, and IOIS training and assessment practices.

2. SCOPE

This policy applies to all learners enrolled or seeking to enrol in nationally recognised training with IOIS, regardless of location, delivery mode, course type or enrolment arrangement.

This includes all learners undertaking training and assessment through face-to-face, online, blended, workplace-based, or other approved delivery arrangements.

This policy also applies to all IOIS staff, contractors and third parties involved in admissions, learner support, training, assessment, administration, compliance and academic decision-making.

This policy applies to all qualifications; skill sets and units of competency on IOIS scope of registration.

This policy does not apply to non-accredited training unless IOIS specifically decides to recognise previous learning for internal placement, entry or participation purposes.

3. POLICY STATEMENT

IOIS is committed to ensuring that learners are informed of their right to apply for CT and RPL before or during enrolment.

IOIS will:

- provide clear information to learners about CT and RPL options;
- assess all CT and RPL applications fairly, consistently and transparently;
- grant CT where verified evidence confirms successful completion of the same or equivalent unit of competency;
- conduct RPL as a formal assessment process using valid assessment tools and qualified assessors;
- ensure RPL decisions are based on the principles of assessment and rules of evidence;
- maintain the integrity of the relevant training product when granting CT or RPL;
- document all CT and RPL decisions in the learner file;
- advise learners of CT and RPL outcomes in writing;
- provide gap training options where full competency has not been demonstrated;
- allow learners to appeal CT or RPL decisions through the IOIS Complaints and Appeals Policy and Procedure.

IOIS will not promote RPL as an automatic, guaranteed, easy or fast-track pathway to a qualification. RPL will only be granted where sufficient valid evidence confirms that the learner meets the requirements of the relevant unit of competency or qualification.

4. DEFINITIONS

Term	Definition
AQF	Australian Qualifications Framework. The national policy for regulated qualifications in Australian education and training.
ASQA	Australian Skills Quality Authority, the national regulator for Australia's vocational education and training sector.
Credit Transfer	Formal recognition of a unit of competency previously completed by a learner where the completed unit is the same as, or equivalent to, a unit in the learner's current course.
CT	Credit Transfer.
Gap Training	Additional training and/or assessment required where a learner has demonstrated partial competency but has not met all requirements of a unit of competency.
Learner	Any person enrolled or seeking to enrol in nationally recognised training with IOIS.
Recognition of Prior Learning	An assessment process that assesses a learner's existing skills, knowledge and experience against the requirements of a unit of competency or qualification.
RPL	Recognition of Prior Learning.
RTO	Registered Training Organisation.
Statement of Attainment	An AQF certification document issued by an RTO confirming that a learner has successfully completed one or more units of competency.
Testamur	The official certificate issued when a learner has successfully completed a full qualification.
Transcript / Record of Results	A record showing the units of competency completed by a learner and the outcome achieved.

Training Product	A qualification, skill set, unit of competency, accredited course or module.
USI	Unique Student Identifier. A national learner reference number that provides access to an individual's VET records.

5. CREDIT TRANSFER

5.1 Credit Transfer Principles

Credit Transfer is granted where a learner provides valid and verified evidence that they have previously completed the same or equivalent unit of competency.

Credit Transfer is not an assessment process. It is an administrative recognition process based on verified evidence of prior completion.

IOIS will grant Credit Transfer where:

- the learner has successfully completed the same unit of competency;
- the previously completed unit is equivalent according to the national training package or official mapping information;
- the evidence provided is authentic, complete and verifiable;
- the unit is relevant to the qualification or course in which the learner is enrolled;
- no licensing, regulatory or training package restriction prevents Credit Transfer.

5.2 Evidence Required for Credit Transfer

Learners applying for Credit Transfer must provide one or more of the following:

- AQF Statement of Attainment;
- AQF qualification testamur with transcript or Record of Results;
- authenticated VET transcript accessed through the USI system;
- official transcript from an Australian RTO or authorised AQF-issuing body;
- evidence issued by IOIS where the learner previously completed the unit with IOIS.

IOIS may request additional evidence where required to confirm equivalence, authenticity or relevance.

5.3 Verification of Credit Transfer Evidence

IOIS will verify Credit Transfer evidence before granting credit.

Verification may include:

- checking the learner's authenticated USI VET transcript;
- contacting the issuing RTO or education provider;
- checking the issuing provider on training.gov.au;
- reviewing an official transcript authentication link or provider verification process;
- checking internal learner records where the unit was completed at IOIS;
- reviewing national training package equivalency mapping.

If the evidence cannot be verified, IOIS will not grant Credit Transfer. The learner may be given the opportunity to provide further evidence or apply for RPL.

5.4 Superseded or Non-Equivalent Units

Where a learner has completed a previous version of a unit, IOIS will check whether the unit is equivalent to the current unit using official training package mapping information.

Where the unit is equivalent, Credit Transfer may be granted.

Where the unit is not equivalent, Credit Transfer will not be granted. The learner may be advised to apply for RPL if they believe they can demonstrate current competency against the current unit requirements.

5.5 Credit Transfer Application Timing

Learners are encouraged to apply for Credit Transfer before enrolment or during the enrolment process.

Where a learner applies after course commencement, IOIS may still grant Credit Transfer if the evidence is valid and verified. However, fee adjustments, timetable changes or course duration changes may not be available where the application is submitted late and training, assessment, administration or learner support services have already commenced.

5.6 Credit Transfer Outcome

Learners will be advised of the Credit Transfer outcome in writing.

The outcome may be:

- Credit Transfer granted;
- Credit Transfer not granted;
- further evidence required;
- referral to RPL pathway.

All Credit Transfer outcomes will be recorded in the student management system and retained in the learner file.

6. RECOGNITION OF PRIOR LEARNING

6.1 RPL Principles

Recognition of Prior Learning is an assessment pathway that allows learners to have their existing skills, knowledge and experience assessed against the requirements of a unit of competency or qualification.

RPL may recognise learning gained through:

- paid employment;
- unpaid work or volunteering;
- industry experience;
- informal learning;
- formal or non-formal training;
- workplace training;
- professional development;
- life experience relevant to the unit requirements.

RPL is not granted automatically. Learners must provide sufficient evidence and may be required to complete interviews, practical demonstrations, challenge assessments, third-party verification or other assessment activities.

6.2 RPL Eligibility

Learners may apply for RPL where they believe they already hold the required skills and knowledge for one or more units of competency.

A learner may be suitable for RPL if they can provide evidence of:

- relevant workplace experience;
- current industry skills;
- prior training or professional development;
- work samples or workplace documents;
- supervisor or employer verification;

- practical skills aligned to the unit requirements;
- knowledge of current industry practices;
- ability to meet all elements, performance criteria, performance evidence and knowledge evidence for the unit.

6.3 RPL Evidence

Evidence submitted for RPL may include:

- resume or employment history;
- position descriptions;
- work samples;
- workplace documents created by the learner;
- supervisor reports;
- third-party reports;
- references from employers, supervisors or clients;
- photographs or videos of work undertaken;
- licences, tickets or industry cards;
- professional development certificates;
- previous training records;
- portfolio of evidence;
- answers to knowledge questions;
- records of workplace observation;
- practical demonstration evidence;
- competency conversation or interview records.

The type of evidence required will depend on the unit of competency, qualification, industry requirements and assessment conditions.

6.4 Evidence Requirements

All RPL evidence must meet the rules of evidence:

- **Validity:** the evidence must relate directly to the unit requirements;
- **Sufficiency:** enough evidence must be provided to support a competency decision;
- **Authenticity:** the evidence must be the learner's own work or genuinely relate to the learner;
- **Currency:** the evidence must show that the learner's skills and knowledge are current.

Where evidence is incomplete, outdated, unclear or not directly aligned to the unit requirements, the assessor may request additional evidence or require the learner to complete further assessment.

6.5 RPL Assessment Requirements

RPL assessment must be conducted by a qualified assessor who meets IOIS requirements and the Standards for Registered Training Organisations 2025.

The assessor must ensure that RPL assessment:

- applies the principles of assessment: fairness, flexibility, validity and reliability;
- applies the rules of evidence: validity, sufficiency, authenticity and currency;
- is mapped to the relevant unit of competency;
- is based on the requirements of the current training package;
- maintains the integrity of the qualification;

- is documented clearly;
- includes assessor judgement and supporting evidence;
- identifies any gaps in competency.

RPL must be assessed with the same level of rigour as any other assessment pathway.

7. RPL APPLICATION PROCESS

The RPL process includes the following stages.

Step 1: Learner Enquiry

The learner expresses interest in RPL before enrolment or during the course.

IOIS provides information about:

- RPL eligibility;
- evidence requirements;
- fees;
- assessment process;
- possible outcomes;
- expected timeframe;
- appeal rights.

Step 2: RPL Suitability Discussion

IOIS may conduct a preliminary discussion with the learner to determine whether RPL is likely to be a suitable pathway.

This discussion may consider:

- the learner's work history;
- previous training;
- evidence availability;
- industry experience;
- ability to participate in interviews or practical demonstrations;
- whether the learner understands that RPL is an assessment process.

Step 3: RPL Application Form

The learner completes an RPL Application Form and identifies the units for which RPL is being requested.

The learner must provide relevant supporting evidence and pay any applicable RPL application or assessment fee before assessment commences.

Step 4: Evidence Review

The assessor reviews the evidence against the relevant unit requirements.

The assessor may request:

- further evidence;
- clarification;
- third-party verification;
- interview;
- practical demonstration;
- workplace observation;
- challenge assessment;

- gap assessment.

Step 5: Competency Conversation / Interview

The assessor may conduct a structured interview with the learner to confirm knowledge, skills, experience and authenticity of evidence.

The interview may be conducted in person, by telephone, or by video conference. The assessor must document the interview outcome and retain records of assessor judgement.

Step 6: Practical Demonstration or Workplace Evidence

Where required, the learner may need to demonstrate practical skills.

This may occur through:

- live demonstration;
- workplace observation;
- simulated practical task;
- third-party workplace report;
- submission of video evidence;
- structured practical assessment.

Practical evidence must meet the relevant unit requirements and assessment conditions.

Step 7: Assessment Decision

The assessor makes a judgement based on all evidence collected.

The outcome may be:

- RPL granted;
- RPL not granted;
- further evidence required;
- gap training required;
- partial completion of unit requirements, requiring additional assessment.

Step 8: Outcome Notification

IOIS advises the learner of the outcome in writing.

The outcome notification will include:

- units assessed;
- result for each unit;
- whether RPL was granted;
- any further evidence required;
- any gap training required;
- appeal rights.

Step 9: Recording and File Retention

All RPL records are retained in the learner file and/or student management system.

Records may include:

- RPL Application Form;
- evidence submitted;
- assessor mapping and judgement;
- interview notes;

- third-party reports;
- practical demonstration records;
- outcome notification;
- gap training plan;
- appeal records, where applicable.

8. RPL OUTCOMES

RPL outcomes may include the following.

8.1 RPL Granted

The learner has provided sufficient valid, authentic and current evidence to demonstrate competency for the unit.

The unit will be recorded as RPL in the student management system.

8.2 RPL Not Granted

The learner has not provided sufficient evidence to demonstrate competency.

The learner may be required to complete normal training and assessment for the unit.

8.3 Further Evidence Required

The assessor cannot make a final decision because evidence is incomplete, unclear or insufficient.

The learner will be advised what additional evidence is required and the timeframe for submission.

8.4 Gap Training Required

The learner has demonstrated some, but not all, required competency.

IOIS will advise the learner of the gap training or additional assessment required. Any additional fees, timetable impact or support arrangements will be explained to the learner before gap training commences.

9. RPL TIMEFRAMES

RPL timeframes may vary depending on:

- number of units requested;
- quality and completeness of evidence;
- availability of the learner;
- assessor availability;
- need for interviews, practical demonstrations or third-party verification;
- complexity of the qualification or industry area.

As a general guide, IOIS aims to finalise RPL applications within 4 to 8 weeks after receiving a complete application and required evidence.

Where the application is complex or evidence is incomplete, the process may take longer. Learners will be kept informed of any delays.

10. FEES

CT and RPL fees are published in IOIS course information, fee schedules, offer documents or learner agreement documents.

Current IOIS fees are:

- Credit Transfer application fee: \$250;
- RPL application fee: \$250;

- RPL assessment fee: \$300 per unit;
- additional gap training fees may apply where required.

Fees must be paid before the relevant CT or RPL assessment process is finalised, unless IOIS has approved alternative arrangements in writing.

Where CT or RPL is granted before enrolment or before course commencement, IOIS may adjust the course plan and applicable fees where relevant.

Where CT or RPL is applied for after the course has commenced, fee adjustments may not be available where training, assessment, administration or support services have already been provided.

11. FLEXIBLE DELIVERY ARRANGEMENTS

IOIS may accept CT and RPL applications from learners regardless of their delivery mode or location.

Where learners are studying through online, blended, workplace-based or other flexible delivery arrangements, IOIS will ensure that:

- learners receive clear information about CT and RPL before enrolment;
- evidence can be submitted electronically where appropriate;
- identity and authenticity checks are conducted;
- interviews may be conducted in person or by video conference;
- practical demonstrations may be conducted through suitable workplace, simulated, video-based or live observation arrangements;
- assessment decisions are made by qualified assessors;
- all decisions are documented and retained.

Where evidence is based on overseas work experience, overseas training or overseas documentation, IOIS will assess whether the evidence is relevant, authentic, current and aligned to Australian training package requirements.

Overseas qualifications or experience will not automatically result in RPL. The learner must still demonstrate competency against the relevant Australian unit requirements.

12. LIMITATION ON CREDIT TRANSFER AND RPL

IOIS may review the amount of CT and RPL granted within a qualification to ensure that the integrity of the qualification is maintained.

Where a learner seeks CT or RPL for a substantial proportion of a qualification, the Academic Manager or RTO Manager may review the application before final approval.

This review may consider:

- training package requirements;
- unit equivalence;
- licensing or regulatory requirements;
- currency of evidence;
- volume and quality of evidence;
- whether sufficient assessment has been conducted by IOIS;
- whether qualification integrity is maintained.

IOIS will not issue a qualification unless it is satisfied that the learner has met all requirements of the relevant training product.

13. ROLES AND RESPONSIBILITIES

13.1 Learner

The learner is responsible for:

- requesting CT or RPL;
- submitting the required application form;
- providing complete, authentic and current evidence;
- attending interviews or practical assessments where required;
- responding to requests for further evidence;
- paying applicable fees;
- ensuring information provided to IOIS is accurate and not misleading.

13.2 Admissions / Student Administration

Admissions or Student Administration staff are responsible for:

- providing CT and RPL information to learners;
- receiving applications;
- checking that required documents have been submitted;
- recording applications in the student management system;
- forwarding applications to the relevant assessor or academic staff member;
- issuing written outcome notifications;
- maintaining learner records.

13.3 Trainer / Assessor

The trainer/assessor is responsible for:

- reviewing RPL evidence;
- mapping evidence to unit requirements;
- conducting interviews or practical assessments where required;
- making assessment decisions;
- documenting assessment judgement;
- identifying any gap training requirements;
- advising the Academic Manager of any concerns.

13.4 Academic Manager

The Academic Manager is responsible for:

- overseeing CT and RPL processes;
- ensuring assessment decisions are consistent and valid;
- reviewing complex CT/RPL applications;
- approving gap training plans;
- ensuring assessors are suitably qualified;
- monitoring the quality of CT and RPL decisions.

13.5 RTO Manager / Compliance Manager

The RTO Manager / Compliance Manager is responsible for:

- maintaining this policy;
- monitoring compliance with the Standards for RTOs 2025;

- ensuring records are retained;
- reviewing CT and RPL processes as part of continuous improvement;
- ensuring any third-party involvement is monitored and documented.

13.6 Chief Executive Officer

The Chief Executive Officer is responsible for:

- approving this policy;
- ensuring IOIS has sufficient resources, systems and controls to manage CT and RPL appropriately.

14. THIRD-PARTY INVOLVEMENT

Where a third party is involved in providing information, administrative support or evidence collection for CT or RPL, IOIS remains responsible for the final decision.

Third parties must not:

- guarantee CT or RPL outcomes;
- promote RPL as easy, automatic, fast or guaranteed;
- make assessment decisions;
- issue outcome letters;
- collect evidence without IOIS oversight;
- mislead learners about qualification outcomes.

Only IOIS-approved qualified assessors may make RPL assessment decisions.

15. APPEALS

Learners who are dissatisfied with a CT or RPL outcome may appeal the decision through the IOIS Complaints and Appeals Policy and Procedure.

Appeals must be submitted within 20 working days of receiving the outcome notification, unless exceptional circumstances apply.

The appeal may consider whether:

- the evidence was properly reviewed;
- the process was fair;
- the decision was consistent with this policy;
- the learner was given reasonable opportunity to provide evidence;
- assessor judgement was appropriately documented.

16. Records Management

IOIS will retain CT and RPL records in accordance with regulatory and organisational recordkeeping requirements.

Records may include:

- application forms;
- certified or verified copies of evidence;
- USI transcript verification;
- communication with issuing organisations;
- assessor mapping documents;
- RPL assessment tools;

- interview notes;
- third-party verification;
- practical assessment evidence;
- outcome letters;
- gap training plans;
- appeal records.

Records must be stored securely and handled in accordance with the IOIS Privacy Policy.

17. CONTINUOUS IMPROVEMENT

IOIS will review CT and RPL practices through:

- validation activities;
- assessment moderation;
- learner feedback;
- complaints and appeals review;
- internal audits;
- assessor feedback;
- compliance monitoring;
- review of regulatory guidance.

Where issues are identified, corrective actions will be recorded in the Continuous Improvement Register.

18. RELATED DOCUMENTS

This policy should be read together with:

- Student Enrolment and Completion Policy and Procedure;
- Training and Assessment Policy and Procedure;
- Assessment Policy and Procedure;
- Complaints and Appeals Policy and Procedure;
- Fees and Refund Policy and Procedure;
- Privacy Policy;
- Student Handbook;
- Course Offer Letter and Learner Agreement;
- RPL Application Form;
- Credit Transfer Application Form;
- Course Progress Policy and Procedure;
- Continuous Improvement Register.

19. RELEVANT LEGISLATION AND STANDARDS

- National Vocational Education and Training Regulator Act 2011;
- Standards for Registered Training Organisations 2025;

- Australian Qualifications Framework;
- Student Identifiers Act 2014;
- Privacy Act 1988;
- Relevant training package and qualification requirements;
- Applicable funding, licensing or industry requirements, where relevant.

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