MID CITY EDUCATION PTY LTD
RTO Code: 45100 CRICOS Code: 03627G
118 Mawson Place, Mawson, ACT 2607
Phone: 02 8052 3231 Email: info@midcity.edu.au
Website: www.midcity.edu.au

Recognition of Prior Learning (RPL) & Credit Transfer (CT) Policy
(Aligned with RTO Standards 2025)

1. Purpose of the Policy

The purpose of this policy is to ensure that learners are provided with fair and equitable opportunities to have their existing skills, knowledge, and experience formally recognised through Recognition of Prior Learning (RPL), in line with the requirements of the *RTO standards* 2025, ESOS Act 2000 and National Code 2018 for overseas students.

2. Scope

This policy applies to:

- All learners applying for RPL across nationally recognised training delivered by the RTO.
- All staff involved in advising, assessing, and processing RPL applications.

3. Policy Statement

a. The RTO is committed to ensuring that:
   - Learners' prior learning (formal, non-formal, and informal) is fairly assessed against the requirements of the relevant unit of competency or qualification.
   - RPL processes meet the principles of assessment (validity, reliability, flexibility, fairness).
   - RPL outcomes are supported by sufficient, authentic, current, and valid evidence.
b. RPL results are treated the same as any other assessment decision and contribute to the learner's overall competency outcome.
c. Successful RPL outcomes will be:
   - Recorded in the learner management system,
   - Reflected in AQF certification documentation (testamur/record of results/statement of attainment), and
   - Reported through AVETMISS / USI / PRISMS (if applicable).
d. Learners are provided with guidance and support to understand the RPL process, including appeal rights.

4. Procedure

Step 1 – Information & Application

- RTO provides learners with clear RPL information (website, learner handbook, orientation).
- Learner submits an RPL Application Form with initial evidence (CV, transcripts, work samples, references).
- Application fee (if applicable) is paid.

Step 2 – Initial Review

- RTO assessor reviews application for completeness and advises learner of likely evidence requirements.
- Candidate is provided with an RPL Kit / Evidence Guide for the relevant units.

Step 3 – Evidence Collection & Assessment

- Learner provides evidence (workplace documents, third-party reports, challenge tests, interviews, demonstrations).
- Assessor maps evidence against unit requirements and assessment benchmarks.
- If evidence is insufficient, assessor may recommend gap training.

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Step 4 – Assessment Decision
- Assessor makes a competency decision: Competent via RPL or Further evidence/training required.
- Decision is documented, signed, and recorded.
- Learner is informed in writing.

Step 5 – Recording & Reporting
- Results are entered into the RTO's Student Management System (SMS).
- Outcomes are reported to NCVER (AVETMISS), USI system, and PRISMS (for CRICOS students).
- If the qualification/units are completed, certification is issued within 30 calendar days.

Step 6 – Appeals
- Learners may appeal an RPL decision under the Complaints and Appeals Policy.

5. Responsibilities
- Trainers/Assessors: Conduct RPL assessments and provide feedback.
- Compliance Officer / Academic Manager: Monitor RPL processes, evidence quality, and compliance.
- Administration: Record results, manage data reporting, issue certification.

6. Related Standards
- Outcome Standard 1 – Training and Assessment
- Outcome Standard 4 – Governance and Accountability
  - Compliance Requirement: Certification
  - Compliance Requirement: Data Provision

7. Related Documents
- Assessment Policy & Procedure
- Complaints and Appeals Policy

8. Credit Transfer (CT) Policy and Procedure

This policy outlines the principles and processes for granting Credit Transfer (CT) to students who have completed equivalent units of competency or qualifications with another Registered Training Organisation (RTO) or authorised issuing organisation.
It ensures compliance with:
  - Standards for Registered Training Organisations (RTOs) 2025
  - Education Services for Overseas Students Act 2000 (ESOS Act)
  - National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 2.3 and 2.4
  - Australian Qualifications Framework (AQF)

1. Scope
This policy applies to:
- All students (domestic and international) enrolled in training products on the RTO's scope of registration.
- All staff involved in enrolment, assessment, and student administration.

2. Definitions

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• Term	• Definition
• Credit Transfer (CT)	• Recognition of prior formal study. It is granted when a student has successfully completed an equivalent unit of competency or module at another RTO or authorised issuing organisation.
• Equivalent Unit	• A unit of competency that has the same learning outcomes, performance criteria and assessment requirements as the unit being claimed.
• Authentic Documentation	• Certified copies or USI transcript records of AQF certification (Statements of Attainment, Testamurs, Records of Results).
• USI	• Unique Student Identifier — the national register of student VET achievements.

3. Policy Statement

The RTO recognises and grants Credit Transfer for units of competency that are:
- Identical in code and title; or
- Equivalent according to the training.gov.au (TGA) mapping information.
- No fee is charged for Credit Transfer.

Credit Transfer decisions will be:
- Consistent, transparent, and evidence based.
- Made by authorised personnel (Training Manager or delegated assessor).
- The RTO will not require students to repeat learning or assessment already achieved.
- For overseas students, where CT results in a reduced course duration, the RTO will:
- Adjust the student's Confirmation of Enrolment (CoE); and
- Report changes to PRISMS in accordance with National Code Standards 2.3 and 2.4.

4. Procedure

4.1 Student Information and Application
- Information on Credit Transfer will be provided to all prospective and enrolled students through:
- Course brochures, pre-enrolment materials, and student handbook.
- Students may apply for CT:
- Before enrolment or during the course by completing the Credit Transfer Application Form and submitting certified evidence.

4.2 Evidence Requirements
- Acceptable evidence includes:
- A verified Statement of Attainment, Testamur, or Record of Results issued by another RTO; or
- A verified USI transcript showing completed units.

Staff must verify authenticity by:
- Checking RTO details and scope on training.gov.au, and
- Confirming certification details or contacting the issuing RTO if required.

4.3 Assessment of Equivalence
- The Training Manager or delegated staff will confirm equivalence by reviewing:

Unit codes and titles;
- Mapping on training.gov.au (if superseded units); and
- Packaging rules of the qualification.
- If units are not equivalent, students may be advised to apply for Recognition of Prior Learning (RPL) instead.

4.4 Decision and Recording

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- o A written outcome will be provided within 10 working days of submission.
- o Granted CTs are recorded in the Student Management System (SMS) and training plan.
Copies of verified evidence are stored in the student file for audit and record-keeping.

4.5 Notification to Overseas Students
- o If CT reduces the total course duration:
- o A new CoE will be issued to reflect the shorter study period (before enrolment or after visa issue).
- o The RTO will report this change through PRISMS as per the National Code.

5. Fees
- o No fees are charged for processing or granting Credit Transfer.
- o Where RPL assessment is required instead, the relevant RPL fee applies (see RPL Policy).

6. Record-Keeping and Reporting
- o All CT applications, decisions, and supporting evidence must be retained in the student file.
- o AVETMISS reporting will use the code 60 (Credit Transfer) as the outcome identifier.
- o Records must be retained for at least two years after the student completes or withdraws.

7. Responsibilities

• Role	• Responsibilities
• CEO	• Ensure compliance with Standards and ESOS requirements.
• Assessor/Trainer Head	• Verify equivalence and approve CT outcomes.
• Student Administration	• Update CoE (if applicable) and student records in SMS/PRISMS.
• Trainers/Assessors	• Provide advice on unit equivalence if requested.
• Students	• Submit authentic evidence and complete CT application form.

8. Appeals
Students who disagree with a CT decision may lodge an appeal under the RTO's Complaints and Appeals Policy within 10 working days of notification.

9. Review and Continuous Improvement
- o Credit Transfer practices will be reviewed annually through internal audit and validation processes.
- o Feedback will inform improvements to policy, procedure, and staff training.

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