RPL AND CREDIT TRANSFER PROCEDURE

RELEVANT STANDARD(S):

National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 – Standards 1.6 and 1.7

RPL and Credit Transfer Procedure	
PURPOSE	This process serves as the guide and reference document for the RPL Process of Erdi Academy. Changes to this procedure must only be made upon approval of the Training Manager.
ROLE UNDERTAKING TASK	Student Services
DOCUMENT UPDATE	9/05/2025

Recognition of Prior Learning		
No.	**Person/s Responsible**	**Steps to take**
1	Student Services	(1) VET students are informed about Recognition of Prior Learning (RPL) during pre-enrolment. RPL policy information is also accessible via Erdi Academy's website and student handbook. (2) Student Services conduct a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes an RPL eligibility assessment. (3) Student Services will send the RPL Application Form to VET students who pass the RPL eligibility assessment. (4) VET students who do not pass the RPL eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.
2	VET student	(1) Complete the RPL Application Form (2) Submit the completed application form to Student Services.
3	Student Services	(1) Ensure all fields in the RPL Application Form are filled out correctly. (2) Ensure that the VET student's Enrolment Form reflects relevant RPL information. E.g. indicate which units will be undertaken via RPL assessment. (3) Process enrolment. See *Enrolment Procedure* for details.

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4	Trainer and Assessor	(1) Provide information on what appropriate evidence documents are to be gathered and included in their evidence portfolio. Refer to the RPL assessment guide. (2) Discuss the RPL assessment process with the VET student. (3) Send all information to Student Services.
5	Student Services	(1) Update the units in the student record, located in the student management system.

RPL Assessment

1	VET student	(1) Complete all assessment requirements for each unit in the RPL Kit. (2) Organise evidence portfolio. (3) Discuss with trainer and assessor if there are any queries on the process. (4) Submit completed assessment requirements and evidence portfolio.
2	Trainer and assessor	(1) Conduct assessment using the instructions and guidelines in the RPL assessment guide. (2) Conduct review and verify evidence documents of the evidence portfolio. (3) If evidence is insufficient, the student is notified in writing within 2 days and given an opportunity to provide additional evidence for up to 2 weeks depending on the evidence document being required. (4) If evidence remains insufficient after three resubmissions, the RPL application may be rejected, and the student is advised of alternative learning and assessment options. (5) A formal written notification of the outcome (approval or rejection) is provided to the student, detailing: • Units granted through RPL. • Reasons for rejection (if applicable). • Opportunities for appeal* or further training. *Students may appeal a rejected RPL decision through Erdi Academy's **Complaints and Appeals Policy**. (6) Inform Student Services of the results.

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No.	Person/s Responsible	Steps to take
3	Student Services	(1) Update VET student record in SMS of the result provided by the trainer and assessor. (2) Issue certification documentation to eligible VET students according to Erdi Academy's certification issuance process. - If RPL is approved, the student's records are updated, and credit is recorded against the relevant unit(s) of competency. - If RPL contributes to a full qualification, a Testamur and Record of Results are issued in compliance with certification standards. - If only partial RPL is granted, the student is informed of remaining training and assessment requirements.

Credit Transfer

No.	Person/s Responsible	Steps to take
1	Student Services	(1) VET students are informed about Credit Transfer during pre-enrolment. Credit Transfer policy information is also accessible via Erdi Academy's website and student handbook. (2) Student Services will conduct a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes a Credit Transfer eligibility assessment. (3) Student Services will send the Credit Transfer Form to VET students who pass the Credit Transfer eligibility assessment. (4) VET students who do not pass the Credit Transfer eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.

2	VET student	(1) Complete the Credit Transfer Form
		
		(2) Provide an authenticated copy of certificates relating to the credit transfer application. Authentication can be done through:
		   a. Providing a copy of the certificate and allowing the RTO to confirm authenticity via the VET student's USI
		   b. Providing certified true copies
		   c. Providing a copy of the certificate and having Student Services review the original
		
		(3) Submit the completed application form and the required authenticated copy of certificates to Student Services.

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3	Student Services	(1) Ensure all fields in the Credit Transfer Form are filled out correctly.
		
		(2) Authenticate the VET student's certificate/s. This can be done by any of the following methods:
		  a. Confirm the details of the certificate via the VET student's USI
		  b. Confirm that certificates provided are certified true copies
		  c. Confirm the details of the certificate by sighting the original document and contacting the issuing organisation or viewing the VET student's USI Transcript (if provided permission and access by the VET student)
		  d. Mark the authenticated copies with the following information:
		    i. Authenticated by
		    ii. Date authenticated
		    iii. Authentication method
		
		(3) Where credit cannot be authenticated*, advise the VET student accordingly and recommend completing the unit via training and assessment.
		
		(4) Where credit transfer is confirmed, indicate so in the VET student's enrolment form.
		
		(5) Ensure that the VET student's Enrolment Form and VET student record reflects relevant Credit Transfer information. E.g. indicate which units are credited.
		
		(6) Process enrolment. See *Enrolment Procedure* for details.
		
		*Students may appeal a rejected RPL decision through Erdi Academy's **Complaints and Appeals Policy**.

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VERSION CONTROL

		Version Control Table				
Date	**Summary of Modifications**	**Modified by**	**Version**	**Date of Implementation**	**Next Review Date**	
28/01/2023	Document creation Initial RTO Registration application	Erdi Academy	v. 1.0			
29/01/2024	Added official RTO code	Erdi Academy	v. 1.1	29/01/2024	29/01/2025	
9/05/2025	Post-external audit updates; SRTOs 2025	Erdi Academy	v. 2.0	2/06/2025	01/06/2026	

RTO INFORMATION

RTO INFORMATION	
Document Name	RPL and Credit Transfer Procedure v2.0
RTO/Company Name	Erdi Academy
ABN	97 743 987 124
RTO Code	46102
Phone	03 9663 4711
Email	info@erdiacademy.com.au
Manager	Training Manager
Website	www.erdiacademy.com.au

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