RPL and Credit Transfer Policy

Purpose

The purpose of this policy is to ensure that the assessment of credit transfer (CT) and recognition of prior learning (RPL) into a course at Institute of Management and Trade (IOMT) follow transparent guidelines and all students are treated equitably. IOMT has established and implemented this policy to support the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (SRTOs) 2025.

The purpose of this policy is to provide a clear, accessible process for candidates with previously unrecognised skills and knowledge achieved outside the formal education and training system to access recognition assessment pathways through Recognition of Prior Learning (RPL) arrangements. This process supports students in reducing duplication of learning, accelerating course progression, and achieving qualifications efficiently, in line with SRTOs 2025 Outcome Standards 1.4 and 1.6.

Scope

This policy applies to all courses at IOMT and to all staff involved in the assessment and recording of CT and RPL. The RPL process assesses an individual's previously unrecognised skills and knowledge gained through work experience, informal learning, or life experience against the requirements of a qualification or a unit of competency.

Policy

Institute of Management and Trade (IOMT) will implement this policy to ensure an appropriate recognition of course credit within the ESOS framework.

Procedure

RPL Process

1. The candidate contacts Institute of Management and Trade and enquires about RPL.
2. Institute of Management and Trade provides the candidate with information about RPL. If the candidate decides they would like to proceed with RPL, Institute of Management and Trade must supply them with a copy of the RPL Self-Assessment Tool.
3. The candidate completes the RPL Self-Assessment Tool, identifying units they would like to apply for and evidence they could submit.
4. The candidate sends their RPL Self-Assessment Tool, a copy of their CV and any certified copies of relevant qualifications back to Institute of Management and Trade.
5. Institute of Management and Trade reviews the self-assessment checklists to determine if the candidate is suitable to proceed with the RPL process. This will include contacting the candidate to discuss the following:
    - Their work experience and anything of interest in their CV (for example, has the candidate worked in a different number of job roles, have they worked in a number of different workplaces, or the same one, professional development experiences, etc.).

- The items they ticked/did not tick in their self-assessments.
- The items listed in their evidence brainstorm (for example, will these add value to their application, or will you see evidence of their work when they complete the assigned tasks?).
- The third-party person – who is it, how long have they known the candidate in a professional capacity, etc.

6. The assessor makes a decision on the candidate's suitability for RPL. (If the candidate's work experience, skills and knowledge do not accurately reflect the requirements of the qualification or units therein, the candidate should be provided with information about formal training opportunities for this qualification. The candidate can then make a decision as to whether they would like to enrol in the course.
7. The successful candidate receives a copy of the:
    - Written agreement
    - Invoice for RPL assessment
    - RPL Evidence Tool
    - RPL Third Party Tool (assessor must indicate in this document which units are being applied for, if the candidate is not applying for the entire qualification).
8. The assessor contacts the candidate to discuss:
    - How to work through the RPL Evidence Tool
    - Arrangements for workplace observations (where applicable, and in consultation with the candidate's workplace supervisor to ensure that workplace visits are scheduled appropriately and that the workplace has access to required equipment and resources)
9. The assessor participates in the RPL assessment process, which will include:
    - Visiting the candidate's workplace to observe completion of practical tasks (where applicable)
    - Completing verbal questioning (either over the phone, Skype or other video conference tool, or in person)
    - Being available to provide support and assistance to the candidate as required.
10. The candidate submits their RPL Evidence Tool booklet and their evidence portfolio.
11. The assessor checks the third-party person's ratings, feedback and comments in the RPL Third Party Tool.
12. Where necessary, the assessor contacts the third-party person to discuss anything that requires further clarification.
13. The assessor contacts the candidate's professional referees to discuss the candidate's workplace competency.

14. The assessor contacts the candidate once an outcome has been made – all outcomes are to be summarised in the Assessment Outcome Summary in this document.
15. The assessor forwards all documents to Institute of Management and Trade's office for record keeping (see below).

RPL Gap training

If training is required to achieve a full qualification (and the candidate wishes to gain the full qualification), the assessor must document a plan for meeting the training needs and make appropriate arrangements.

The Academic Manager must submit records of interviews and assessment outcomes to the office after each conversation or meeting during the RPL process. On completion of assessment, the following items must be returned to the candidate's file for archiving:

- RPL Assessor Tool
- RPL Self-Assessment Tool
- RPL Evidence Tool and all evidence submitted
- RPL Third Party Tool.

CT (Credit Transfer)

1. Applicants for credit transfer must complete the Credit Transfer Application form, attach a copy of a Qualification, Statement of Results (academic transcript) or Statement of Attainment and submit the application to the RTO manager.
2. The RTO Manager must check the qualifications, Statement of Results (academic transcript) or Statement of Attainment, and grant credit transfers for identical units that have been identified as being completed at another Registered Provider.
3. The student and the RTO manager must sign the completed credit transfer record.
4. Granting of credit transfer must be recorded as a unit outcome in the student file/student management system.
5. After credit transfer is granted, a student's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction recorded and placed in the student file.
6. If possible, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
7. Any course duration reduction as a result of Credit Transfer granted to students must be indicated on:
    - Confirmation of Enrolment, if granted prior to the issue of a Visa, or
    - PRISMS, if granted after the issue of a Visa.
8. The following document must be placed in the student file:
    - Verified copies of qualifications

- Statement of Results (academic transcript)
- Statements of Attainment
- Credit Transfer Application form

ESOS framework:	The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa.
RPL:	Recognition of Prior Learning (RPL) is the recognition of the skills and knowledge one collected through work and life experiences and then transferring them to current training course requirements. RPL must take place at the start of the training, apprenticeship or traineeship after enrolling with a registered training provider.
PRISMS:	Provider Registration and International Student Management System
Course:	Program of Education or Training defined as a course in the ESOS Act
Credit Transfer:	Exempting a student from enrolling and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units, at another Registered Provider.