



## Course Credit and RPL Policy and Procedure

### 1 Policy

Riverdale Institute will offer and accept applications for course credit and RPL to ensure that students are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this.

### 2 Purpose

The purpose of this policy and procedure is to outline Riverdale Institute's approach to ensuring that students are provided with credit for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another RTO of AQF authorised issuing organisation
- Authenticated USI VET transcript
- Course credit may also be awarded for RPL.

This policy complies with:

RTO Standards 2025: Standards 1.6, 1.7

Credential Policy (Standards for Registered Training Organisation)

National Code of Practice for Providers of Education and Training to Overseas Students 2018:  
Standard 2.3 – 2.5.

### 3 Scope

This policy applies to all current, prospective and previous students and other stakeholders of Riverdale Institute.

### 4 Definitions

<b>Assessor</b>	means a person who determines a VET student's competency for, or on behalf of, an NVR registered training organisation.
<b>AQF</b>	is the Australian Qualifications Framework which can be accessed at <a href="http://www.aqf.edu.au/">http://www.aqf.edu.au/</a>
<b>Authenticated VET transcript</b>	has the same meaning as in the Student Identifiers Act 2014.
<b>Credit</b>	is an exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.
<b>Credit Transfer (CT)</b>	means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.
<b>Document</b>	refers to a Testamur/Statement, Statement of Attainment or Record of Results.
<b>Informal Learning</b>	refers to learning occurring through experience of work-related, social, family, hobby or leisure activities, without being part of a structured program of study.
<b>Recognition of Prior Learning (RPL)</b>	means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. This process determines the extent to which an individual has achieved the required learning outcomes of competency outcomes of standards for entry into, and/or partial or total completion of, a program of study. To avoid doubt, RPL does not include credit transfer or recognition of current competency.
<b>Self-assessment</b>	involves the candidate documenting skills, knowledge and experience in the relevant unit(s) of competence for which credit is being applied.
<b>Statement of Attainment</b>	confirms that one or more nationally recognised units or modules have been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course.



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<b>Testamur</b>	is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'.
<b>Unit of Competency</b>	is the specification of the standards of performance required in the workplace as defined in the training package.

## 5 Requirements and Process

### Recognition of Prior Learning

- 1 RPL is the formal acknowledgement of an individual's skills and knowledge, regardless of how or where they were acquired. This may include informal or non-formal training, paid or unpaid work experience, voluntary service, and life experience. RPL is a form of assessment and under the Standards for RTOs must:
  - Align with the requirements of the relevant Training Package or accredited course
  - be conducted in accordance with the principles of assessment and the rules of evidence; and
  - meet workplace and, where relevant, regulatory requirements.
- 2 The underlying principle of Recognition of Prior Learning (RPL) is that no student should be required to undertake a unit of study if they can demonstrate achievement of the required competency standard or learning outcome for entry into, or partial/total completion of, a qualification.
- 3 This policy seeks to maximise recognition of prior skills and knowledge while maintaining the integrity and standards of defined learning outcomes.
- 4 All RPL applications must be assessed by a qualified assessor holding Certificate IV in Training and Assessment (TAE40122) or equivalent, with vocational competencies in the relevant unit.
- 5 RPL is strictly an assessment process; no training is provided as part of RPL.
- 6 Evidence typically includes a portfolio containing materials that demonstrate achievement of learning outcomes, such as:
  - Curriculum vitae
  - Essays or reports
  - Certified copies of professional references or industry awards
  - Workplace documentation, such as position description, third party reports (performance, plan and reports)
  - Work samples and records of professional development activities.

### Mixed cases of recognition:

Where a student holds a Statement of Attainment for units not fully equivalent to those in the training plan:

- 1 Recognition may be requested for the relevant units, with competency gaps assessed.
- 2 RPL assessment may supplement credit transfer.
- 3 Quality requirements for credit transfer and RPL apply separately to each process.
- 4 Outcomes of mixed recognition are reported as RPL.



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### Credit Transfer

The credit transfer process involves:

- 1 Mapping, comparing, and evaluating the equivalence of learning outcomes, discipline content, and assessment requirements between qualifications.
- 2 Determining the appropriate credit to be assigned.

Credit outcomes may include block, specified or unspecified credit.

### AQF Qualifications

Applicants must provide AQF qualifications or statements of attainment that clearly identify:

- Nationally recognised training
- Name and provider number of the issuing RTO
- Recipient's full name
- Qualification title
- Record of results identifying the units of competency attained
- Confirmation that the issuing RTO is registered to provide certification under the relevant Training Package.

### Trainer/Assessor Qualifications

Assessment is only conducted by persons who have:

- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that informs their training and assessment and,
- TAE40122 Certificate IV in Training and Assessment, or equivalent as defined in the Credential Policy (Standards for Registered Training Organisations).

A current Trainers Skills Matrix (Mapping) must be used to record the qualifications and experience of trainers/assessors.

## 6 Procedures

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### Application

- Students will be offered the opportunity to apply for Credit as part of the enrolment process.
- To apply for credit, a student should fill in the Course Credit and RPL Application and supply certified copies of their relevant transcripts
- Administration will receive the completed and signed CT/RPL Application form.
  - If the form is not complete return to student for completion and resubmission
  - Check supporting evidence provided as listed in the application.
  - Where originals are provided, make copies, and return originals to student.
  - Copy evidence, colour copies, sign, and date 'Original sighted'.



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### Review

- Transcripts should be reviewed for their authenticity. Consider:
  - Does the transcript include the expected information on an AQF Certification document such as name of institution, code, full name of student, name and codes of units completed?
  - Has the copy been certified?
  - Are the units/modules previously studied relevant to the student's current enrolment? If not, the Credit Application does not need to be progressed further, and the student can be advised that they were not granted any Credits.
- Where units are relevant, contact the issuing institutions to confirm the authenticity of the transcripts.
- Where there is a direct unit match by code and title, a Credit can be issued.
- Where previously completed studies are deemed equivalent by the Training Package to a unit in the student's enrolment, a Credit can also be granted for those relevant units.
- Where equivalent outcomes are identified, a Credit can be issued. The reason for the Credits issued should be documented on the Credit Application.
- Determine effect of granting credit and notify student of outcome
  - Once credits have been determined, notify the student of the outcome of their Credit Application in writing.
  - Ensure student's acceptance of credit is filed.
  - Where Credits have been granted, reducing the amount of training and assessment needing to be provided, review the cost of the course and advise the student of the reduced course fees.
  - Where Credit has been granted, identify the reduction in the course duration based on the amount of credit awarded and advise the student of the reduced duration.
  - For international students, If the credit is granted prior to commencement, create the CoE based on the duration of the course minus the number of weeks allocated for the unit/s for which the credit awarded. If credit is awarded following commencement, enter the variation into PRISMS

### Assessment: Credit Transfer (CT) Assessment

- Credit transfer (CT) applies when students have completed units at a Registered Training Organisation (RTO) or TAFE that are identified as equivalent in content and learning outcomes to those they enrolled in with Riverdale Institute i.e.,
  - The evidence unit code must be identical OR
  - If the evidence unit completed is superseded, then it must be identified as equivalent to the current unit on training.gov.au.
- Valid evidence required for a Credit Transfer application must be
  - the original or certified copy of the unit certification OR
  - permission to access the USI Registry in the Applicant Declaration (by completing F23 Verification of Qualifications).
- If Certificate or Statement of Attainment (SoA) is provided:
  - The training provider is contacted to verify/confirm, and file note added of the verification
  - If the Certificate or SoA has a QR code or a link to verify, the QR code is accessed, and file note added of the verification
- If the Learner provides us with a USI access link:
  - The Learner provides permission for access and verification
  - The USI website is logged accessed, and file note added of the verification
- If a USI transcript is provided with a QR code
  - the QR code is accessed, and file note added of the verification.



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### Assessment: Recognition of Prior Learning (RPL)

#### Discuss RPL and provide self-assessment

- Ensure all students are aware that they may apply for RPL.
- Upon receiving a student enquiry about RPL discuss prior learning that may relate to the units in the program they are enrolling in considering formal, non-formal and informal learning as described below:
  - formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree)
  - non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business), and
  - informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).
- Based on discussions make a recommendation based on the candidates prior learning, however students can make their own decision about whether or not to proceed.
- If students still want to proceed provide them with the RPL Self-assessment.

#### Candidate completes self-assessment

- The candidate completes an initial self-assessment against the units/qualification they are seeking RPL for using the instructions included in the tool. This self-assessment process will help them decide whether RPL is a suitable pathway.
- Ensure RPL candidate has the contact details of a trainer/assessor to consult in relation to their Self-assessment if needed.
- The RPL candidate should then return the completed self-assessment along with the RPL Application Form (which is included in the Self-assessment), a copy of their CV and any certified copies of relevant qualifications.

#### Assessor reviews self-assessment

- Review the self-assessment checklists to determine if the candidate is suitable to proceed with the RPL process and record these discussions in the RPL Assessor Record (under Self-Assessment Review and Discussion). 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.
- Decide on the candidate's suitability for RPL and:
  - If eligible indicate those units which the candidate can proceed with RPL for in the RPL Assessor Record (Assessment Outcome Summary) and the RPL Third Party Report.
  - If the candidate's work experience, skills and knowledge do not accurately reflect the requirements of the qualification or units therein, the candidate, provide the candidate with information about



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formal training opportunities for this qualification. The candidate can then make a decision as to whether they would like to enrol in the course.

### Application fee and enrolment processed

- If eligible provide the candidate with:
  - Written agreement (if the student isn't already enrolled)
  - Invoice for RPL assessment including adjusted payment plan
  - RPL Evidence Tool
  - RPL Third Party Report (with units indicated by the Assessor)

### Initial support call

- Contact the candidate to discuss:
  - How to work through the RPL Evidence Tool
  - Arrangements for workplace observations (where applicable) including:
    - Consulting with the candidate's workplace supervisor to ensure that workplace visits are scheduled appropriately
    - Ensuring that the workplace has access to required equipment and resources

### Gather Evidence of RPL

- The candidate completes and submits the RPL Evidence Tool and RPL Third Party Report if relevant (is able to seek support and guidance from the Assessor as required).
- Gather other evidence as required which may require:
  - 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).

### Conduct assessment of each unit of competency

- Review the information supplied by the student for each unit of competency using the submitted RPL Evidence Tool and ensure the RPL Third Party Report and record outcomes in the RPL Assessor Record.
- Where necessary:
  - Contact the contact the third-party person to discuss anything that requires further clarification.
  - Contact the candidate's professional referees to discuss the candidate's workplace competency (where required).
  - Ensure outcomes are summarised the Assessment Outcome Summary in the RPL Assessor Record.
- Make gap training arrangements if required.
- On completion of assessment, the following items must be returned to the candidate's file for archiving:
  - RPL Assessor Record
  - RPL Self-assessment
  - RPL Evidence Tool and all evidence submitted
  - RPL Third Party Report (as applicable).
- Issue the candidate with a qualification or statement of attainment where competencies have been achieved.

### Credit application outcomes

- Students will be advised of the outcome of their Credit application in writing
- Students are required to provide an acceptance of the credit awarded in writing.
- Where there are significant Credits granted, this may result in a reduction of the Course fees, which will be





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advised at the same time.

- For international students:
  - Where Credit or RPL has been granted after the acceptance of a place in a course or on commencement of studies and will affect the duration of studies, this will be recorded in PRISMS and a new Confirmation of Enrolment Letter (CoE) created.
- The result of Credit Transfer will be recorded for any relevant units on the student management system.
  - A record of acceptance of the credit must be kept for International Students for a minimum of two years.
- Students may appeal the decisions made about their Credit application by following P07 Complaints and Appeals Policy and Procedure.
- Student records are updated according to the credit application outcome.

### 7 Appeals

A student may appeal against a decision made in relation to course credit transfer and/or recognition of prior learning and the appeal needs to be lodged in writing according to the processes for appeals as detailed in P07 Complaints and Appeals Policy and Procedure (available on Riverdale Institute's website).

### 8 Responsibility

The Compliance Manager and Operations Manager will be responsible for the implementation of this process and will ensure all requirements of this policy and procedure are met.

### 9 Review Date

12 months from the date of this version, or as required.

### 10 Version History

Version Number	Date	Reason for Change	Prepared by	Approved by
V1.0	July 2024	Policy reviewed for currency	Compliance Manager (NK)	CEO (SD)
V2.0	August 2025	Reviewed Legislative context and reference to statutory regulations.	Compliance Manager (NK)	CEO (SD)