



RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY

PREAMBLE

AEG recognises that students may come to it with knowledge, skills and abilities from formal education or work/life experiences. AEG offers students the opportunity to apply that education or experience to the course they wish to undertake. This policy guides AEG in determining how RPL and Credit Transfers are to be assessed, granted and applied and to ensure the practice is done in an open, accessible and appropriate way. This policy incorporates the best practice principles outlined in the AQF Qualifications Pathways Policy.

DEFINITIONS AND ACRONYMS

“**AEG**” means Australian Pacific College and APC Design School.

“**AQF**” means the Australian Qualifications Framework.

“**Authenticated VET Transcript**” has the same meaning as in the Student Identifiers Act 2014.

“**BIU**” means Business Innovation Unit.

“**CoE**” means confirmation of enrolment.

“**Credit Transfer**” means the process of recognising and awarding course credit to students for the prior successful completion of an equivalent units of competency that are evidenced by:

- a) AQF certification documentation issued by any other RTO;
- b) or AQF authorised issuing organisation; or
- c) Authenticated VET Transcripts issued by a Registrar.

“**International Student**” means a temporary resident of Australia and/or a resident or citizen of any other country. This definition includes the following persons:

- a) **temporary visa holders** such as (example only)
 - Guardian visa
 - Partner visa (temporary)
 - Temporary resident visa
 - Graduate visa
 - Skilled Work visa
 - Bridging visa
- b) **Student visa holders**: A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act but does not include students of a kind prescribed in the ESOS regulations
As per the definition of ‘Overseas Student’ in the ESOS Act



“National Code” means the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

“PD VET” means Program Director Vocational Education and Training

“PRISMS” means the Provider Registration and International Student Management System.

“QAREC” means the Quality Assurance, Risk and Ethics Committee.

“RPL” means the recognition of prior learning, which is an assessment process that involves the evaluation of a student’s relevant prior learning and experience (including formal, informal and non-formal learning) to determine the extent to which the student meets the requirements specified in the training package or VET accredited course.

“RTO” means a Registered Training Organisation.

“Specified Credit” means credit granted towards an equivalent component of a qualification.

“SRTO” means the Standards for Registered Training Organisations 2015.

“Unspecified Credit” means credit granted towards elective components of a qualification (because there are no equivalent core components to judge the credit against).

“VET” means Vocational Education and Training.

1. AUTHORITY, RESPONSIBILITY AND ACCOUNTABILITY

- 1.1 The Academic Committee has the responsibility for the conferral of either a Credit Transfer or granting credit for RPL. This may be delegated to the PD VET or AEG Registrar.
- 1.2 The PD VET is responsible for the assessment and recommendation of RPL.
- 1.3 The AEG Registrar is responsible for the assessment and recommendation of Credit Transfers. If the Credit Transfer is for a unit of competency/unit of study that has been superseded more than twice then the PD VET is responsible for the assessment and recommendation of Credit Transfers.
- 1.4 BIU Student Administration is accountable for the:
 - a) processing of the Credit Transfer and RPL applications (and all associated documents);
 - b) communicating the results of the Credit Transfer or RPL to the student;
 - c) recording the results of the Credit Transfer or RPL in AEG’s student management system and informing PRISMS; and



- d) annually informing the Academic Committee, QAREC and PD VET of all Credit Transfer and RPL Applications and their results.

2. OBJECTIVES OF THIS POLICY

2.1 Granting of credit (either by way of Credit Transfer or RPL) will:

- a) be evidence based, clear, equitable, accessible and transparent and made by relevant and competent persons (supported by external referencing to comparable providers, student progression results and the competent and relevant academic and practical knowledge of the decision makers);
- b) be consistent with the AQF and other relevant legislation;
- c) be applied consistently and fairly with decisions subject to appeal and review;
- d) recognise prior learning regardless of how (subject to clause 4.6 of this Policy), when and where it was acquired, provided that the prior learning is relevant and current and has a relationship to the learning outcomes of the course;
- e) balance the graduate and learning outcomes of the students and the integrity of the course and training product;
- f) be academically defensible and take into account the students' chance of success in a course;
- g) be decided in a timely way;
- h) ensure that pathways into and between awards are available to all students (irrespective of their educational background or entry pathway) (for example: by furthering articulation pathways with other vocational training providers and facilitating transfer between courses at AEG); and
- i) be formally documented for the student including any reasons for not granting credit.

2.2 Credit Transfer agreements between AEG and other providers are governed by the AEG Articulations and Pathways Policy.

3. RECOGNITION OF PRIOR LEARNING

3.1 RPL is the recognition of prior learning, which is an assessment process that involves the evaluation of a student's relevant prior learning (including formal, informal and non-formal learning) to determine the extent to which the student meets the requirements specified in the training package or VET accredited course.

3.2 All RPL must be claimed via the submission of the RPL form found on AEG's website. It is the student's responsibility to complete the RPL form completely and include all relevant evidence (certified if necessary).

3.3 The RPL must be documented to the satisfaction of the PD VET. The onus shall be on the student to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding. AEG may check that the evidence provided is valid and authentic.



- 3.4 When assessing credit for work experience, AEG applies the principles of assessment and rules of evidence including:
- a) Authenticity - the student has actually demonstrated the learning outcomes that are being claimed;
 - b) Currency - the learning outcomes are still valid and performable;
 - c) Quality - the learning has reached an acceptable level to the satisfaction of AEG;
 - d) Relevance - the learning is applicable to the subject claimed;
 - e) Flexibility and Transferability - the learning outcome can be applied outside the specific context in which it was learned;
 - f) Comparability - the prior learning is comparable in content and standard with the subject(s) in which credit is sought.

4. CREDIT TRANSFER

- 4.1 Credit Transfer is the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency as those offered by AEG.
- 4.2 AEG recognises and award credit for prior successful completion of an equivalent training product demonstrated by AQF qualifications, statements of attainment or an Authenticated VET Transcript issued by:
- a) other VET training institutions and AQF authorised issuing organisations; and
 - b) authenticated VET transcripts issued by the Registrar.

Evidence must be provided to receive a Credit Transfer. AEG accepts qualifications from other RTOs.

- 4.3 To apply for Credit Transfer students will need to submit original or certified copies of their transcripts prior to starting with AEG with the Credit Transfer form found on AEG's website.
- 4.4 If the student is not eligible for Credit Transfer they may be considered for RPL (refer to clause 3 of this Policy).
- 4.5 Credit Transfer assesses the course or subject that the student has completed against the required learning outcomes, competency outcomes, or standards in AEG's course or subject they intend to study.
- 4.6 Credit Transfers will not normally be granted for formal study completed more than seven (7) years prior to application unless there is evidence of continued relevance and currency of this study for the course towards which credit is sought. Credit Transfers must always be awarded in accordance with the VET standards and applicable legislation.



- 4.7 Credit Transfers shall be granted where there is satisfaction of the learning outcomes and/or content of AEG's subject, unit of competency or unit of study for which credit is claimed.
- 4.8 When assessing credit for formal studies the following will be taken into account:
- a) the general educational practices and standards of the provider(s) or any accreditation obtained by such provider that may be relevant to the course under consideration;
 - b) the objectives of the particular course and the methods adopted to achieve those objectives;
 - c) admission requirements to the course;
 - d) the duration of the course, having regard to entry requirements and course objectives;
 - e) the breadth, depth and balance in the course material involved and the intellectual effort required;
 - f) the methods of assessment;
 - g) the relative emphasis on the teaching of skills in relation to the study of the discipline; and
 - h) any arrangements for practical training and experience as part of the course.
- 4.9 Credit may be granted when a student has completed subjects while undertaking a course with AEG and wishes to transfer to another course within AEG. Credit will be granted for those subjects already undertaken which form part of the course into which the student is transferring. The maximum credit that can be granted in these circumstances is not limited.

5. GRANTING OF CREDIT (BOTH CT and RPL) - GENERAL PRINCIPLES

- 5.1 Entry to AEG courses is based on specific published entry criteria and decisions regarding student selection in accordance with the Student Enrolment Policy and Procedure.
- 5.2 An offer of credit does not guarantee admission into a specific course.
- 5.3 The assessment of the amount of credit to be granted in particular courses shall be determined by the Academic Committee within the framework of this Policy, and must be reviewed regularly by the Academic Committee.
- 5.4 Regardless of the credit granted, the requirements and expected learning and graduate outcomes of each course must be fulfilled by the student.
- 5.5 Credit can be given in the form of Block, Specified or Unspecified Credit.
- 5.6 Candidates for a VET award from AEG are not required to complete a minimum amount of the course through AEG.



- 5.7 Credit granted for a specific course cannot automatically be transferred from one course to another.

6. CONDITIONS FOR RPL/CREDIT TRANSFER

- 6.1 All supporting documents supplied must be true and correct (and translations provided where applicable).
- 6.2 RPL/Credit Transfer applications should be received with the course application or at least 6 weeks prior to course commencement, whichever is sooner. AEG offers VET students opportunities to seek recognition of prior learning and credit transfer and makes them aware of its policies for seeking such recognition and transfer.
- 6.3 RPL /Credit Transfer Fees are published on AEG's website as is this Policy.
- 6.4 If AEG requires additional information from the student about their RPL/Credit Transfer application, that information must be returned to AEG within 7 days of the student receiving AEG's request.
- 6.5 Assessment of the RPL application will be undertaken by the Program Director VET (or delegate). Assessment of a CT application will be undertaken by the AEG Registrar.
- 6.6 No RPL application or CT application for a staff member will be assessed by a supervisor of that applicant.
- 6.7 All RPL and CT assessments conducted by AEG will refer to the academic and graduate outcomes set by the Academic Committee for the course in question.
- 6.8 The Program Director VET will apply a level of academic judgement to all RPL and CT assessments prior to awarding the credit that ensures such a credit will maintain the student's learning experience and outcome.
- 6.9 A summary of the RPL and CT decisions made by the PD VET and AEG Registrar is submitted to the Academic Committee on a quarterly basis, together with the academic results of those students to whom the RPL and CT decisions relate (and the overall student results for those courses). This can be used by the Academic Committee to inform its decisions on future awards of credit.
- 6.10 Students will be notified in writing of an RPL assessment outcome within 21 days of receipt of the application. If AEG grants RPL or Course Credit the notice to the student must be signed and returned to AEG. Where RPL assessment identifies gaps, AEG will work with the student to determine the amount of gap training required, how that training will be delivered and any associated costs.
- 6.11 Where a RPL/Credit Transfer is granted, the student's course duration will be appropriately reduced.



- 6.12 If the registered provider grants an International Student RPL or course credit that reduces the International Student's course length, the provider must inform the International Student of the reduced course duration following granting of RPL and ensure the CoE is issued only for the reduced duration of the course.
- 6.13 In the event a request for a RPL/Credit Transfer is submitted after the International Student is granted a CoE by AEG, and after the International Student's visa is granted, and AEG approves the RPL/Credit Transfer, the International Student's course duration on their CoE needs to be adjusted to reflect any reduction in the period of study. The student will be informed and a CoE fee will apply and any changes made to the course duration needs to be reported in PRISMS. If an International Student is granted credit that shortens their course, it remains a visa condition that they continue to study full-time.
- 6.14 The acceptance of a RPL/Credit Transfer application received after the International Student is granted a COE by AEG is entirely at AEG's discretion. If AEG decides to consider the application it will be assessed in accordance with this Policy.
- 6.15 AEG reserves the right to refuse any RPL application prior to course commencement that does not satisfy the requirements of the SRT0 or National Code or applicable legislation.
- 6.16 The RPL and/or Course credit records and the signed acceptance will be filed in the student management system documents and held for at least two (2) years after the student ceases to be an accepted student of AEG.
- 6.17 The student is responsible for paying all postage and handling as necessary.
- 6.18 RPL and Credit Transfer assessments and decisions made by AEG are final, however a student may appeal against a decision on the granting of RPL and/or credit on the grounds that the decision is inconsistent with this Policy. Appeals must be made in accordance with the Student Complaints and Appeals Policy.
- 6.19 The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
- 6.20 All credit granted (both RPL and Credit Transfer) is identified in a student's record of results.

POLICY REVIEW

This policy will be reviewed as part of AEG's three year policy review cycle or as required by regulatory changes.

RELEVANT LEGISLATION

This document references the following legislation and regulations:



RELEVANT LEGISLATION/CODES/STANDARDS

Commonwealth	National Code of Practice for Providers of Education and Training to Overseas Students 2018 National VET Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 National VET Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Standards for Registered Training Organisations 2015
---------------------	---

RELATED POLICIES AND PROCEDURES

This document references the following College policies, precedents and/or procedures:

RELATED POLICIES, PRECEDENTS AND PROCEDURES

Precedents	RPL forms Credit Transfer forms
-------------------	------------------------------------

KEYWORDS

Keywords	Recognition of Prior Learning, RPL, Credit Transfer, Competency
-----------------	---

POLICY OWNER

Policy Owner	Academic Committee
---------------------	--------------------

POLICY HISTORY

Current Version	Current Version Release date	Author	Description of Changes
RPL and Credit Transfer Policy v2.0R	18 May 2015	Sharon Luhr	Original Document
RPL and Credit Transfer Policy v2.1	October 2017	Sara Gaudry	Full update in accordance with the Policy and Procedure Template v1.0 and Guidelines for Drafting Policies and Procedures v1.0
RPL and Credit Transfer Policy v 2.3R	January 2018	Sara Gaudry	Update in accordance with the National Code 2018
RPL and Credit Transfer Policy	Feb 2021	Sara Gaudry Sharon Luhr	Removal of APTT inclusion of APC Design School and general review



v2.4R(APC/APC Design School)		Pam Segal Ron Newman	only minor changes.
RPL and Credit Transfer Policy v2.5R(APC/APCDS)	May 2023	Sara Gaudry Pam Segal Cornelia Ramsay Sharon Luhr	General review with changes including deletion of APC definition, update of definition of CT and RPL, addition of ARA and objectives of the policy, addition of clauses 3.3, 3.4, 4.3, 4.6-4.9, 5, 6.5-6.9 and 6.20.
RPL and Credit Transfer Policy v2.6R(APC/APCDS)	September 2025	Colin Jones Sara Gaudry	General review to comply with changes to the RTO Standards 2025.



RECOGNITION OF PRIOR LEARNING (RPL)/CREDIT TRANSFER

