

Recognition of Prior Learning and Credit Transfer Policy and Procedures

1. Purpose

The purpose of this policy is to ensure that Recognition of Prior Learning (RPL) and Credit Transfer (CT) are offered and implemented in a manner that is transparent, fair, and supportive of student progression at Insight Academy. The policy enables students to have their prior skills, knowledge, and competencies recognised to achieve efficient training outcomes and progression through their training product. It also ensures consistency in decision-making, integrity of qualifications, and alignment with organisational quality and support frameworks.

2. Scope

This policy applies to all domestic and international students enrolled in nationally recognised training products offered by Insight Academy, and to all staff involved in the assessment and granting of RPL or Credit Transfer (CT).

3. Policy Statement

Insight Academy recognises that students may possess prior learning or hold equivalent qualifications or units of competency that meet the requirements of the training product in which they are enrolled. As part of our commitment to quality outcomes:

- All students are informed of the opportunity to seek recognition of prior learning or credit transfer before or at enrolment.
- RPL assessments are conducted using valid, sufficient, authentic, and current evidence and must align with the principles of assessment and rules of evidence.
- RPL and CT decisions are based on appropriate documentation (such as previous AQF certification or student portfolios), and are made fairly, transparently, and consistently.
- Credit Transfer is granted for previously completed, equivalent units where certified evidence is provided, unless licensing or regulatory constraints apply.

- RPL and CT assessments are undertaken by qualified Assessors (Coaches) using the organisation's assessment system and documented tools.
- Students are provided with written records of decisions, and records are retained in accordance with the RTO's data management policies.
- RPL and CT outcomes are used to inform continuous improvement of assessment practices and student progression support.
- The integrity of training products and qualifications is preserved in all decisions.
- Where RPL or CT results in a reduced duration for CRICOS students, the CoE and PRISMS records are updated to reflect the change.

4. Procedure

The following procedures are undertaken to develop, implement and continuously improve RPL and CT process at Insight Academy:

4.1 Pre-Enrolment Information

- Insight Academy ensures all prospective students receive clear, accessible information about the opportunity and process for Recognition of Prior Learning (RPL) and Credit Transfer (CT).
- This information is provided in ***Student Handbook, Training Product brochures***, and during orientation sessions.

4.2 Application Process

- All students are offered the opportunity to apply for RPL or CT before or at enrolment.
- Interested students must complete the ***RPL Application Form*** or the ***Credit Transfer Application Form*** and submit supporting evidence as listed in the form.
- For RPL, the supporting evidence may include work samples, portfolios, reference letters, or previous learning documentation. Additional evidence may be requested by the Assessors (Coaches) once the RPL process is initiated and the ***RPL Assessment Kits and Tools*** are put together based on the application for RPL.

- For CT, the students must submit AQF certification documentation and/or authenticated USI transcripts.

4.3 Evidence Review and Assessment

- RPL applications are assessed by a qualified assessor using validated RPL assessment kits and tools mapped to the training product.
 - Assessors (Coaches) evaluate the evidence against unit requirements and apply the principles of assessment and rules of evidence.
 - It is ensured that the RPL assessment evidence is current, relevant and authentic.
 - Reference checks are undertaken where required.
- CT applications are verified by the Training Coordinator and the Admissions Officer to ensure authenticity and alignment with the national register.
- Applicants are informed of the assessment outcomes and provided with opportunities to appeal the decision. (*Refer Feedback, Complaints and Appeals Policy and Procedures*).
- Where RPL or Credit Transfer outcomes reduce the duration of the course the student's CoE and PRISMS record are updated accordingly.

4.4 Records Management

- Records of all applications, evidence, assessment outcomes, and student acceptances are securely maintained in accordance with the *Document Management and Records Retention Policy and Procedures*.
- RPL and CT records are kept for a minimum of two years after the student ceases to be enrolled.

4.5 Review and Continuous Improvement

- Biannually, the Training Coordinator and Compliance Consultant analyse the outcomes of RPL and CT applications to identify patterns or areas for improvement.
- Insights are used to inform assessment validation and continuous improvement of training and assessment practices.

Standard Operating Procedure: RPL & CT Practices

Step	Procedure	Responsible Person(s)	Supporting Documents
1	Provide RPL and CT information during marketing and pre-enrolment	Marketing Manager and Admissions Officer	Pre-enrolment Pack, Training Product Brochures, Student Handbook
2	Offer opportunity to apply for RPL or CT at enrolment	Admissions Officer	RPL & CT Application Form
3	Assess RPL applications using validated tools and evidence	Assessors (Coaches)	RPL Kit, Student Evidence Portfolio
4	Verify CT documents for authenticity and alignment	Training Coordinator and Admissions Officer	AQF Certificates, USI Transcript
5	Notify student of decision and retain documentation	Assessor, Admissions Officer	RPL/CT Decision Record
6	Update CoE and PRISMS if CRICOS qualification duration changes	Admissions Officer	CoE, PRISMS Notification Record
7	Store records for minimum of two years	Student Support and Admin Officer	Student Management System
8	Review outcomes to inform validation and improvement	Training Coordinator, Compliance Consultant	Continuous Improvement Register

5. Supporting Documents

- Training Products Brochures
- Student Handbook
- RPL Application Form
- Credit Transfer Application Form
- RPL Assessment Kit including Tools and Mapping Guide
- Training and Assessment Strategies

6. Related Policies

- Training and Assessment Strategies Policy and Procedures
- Assessment Systems Quality Assurance and Validation Policy and Procedures
- Assessment Principles and Evidence Policy and Procedures.
- Workforce Management Policy and Procedures
- Document Management and Records Retention Policy and Procedures
- PRISMS Management Policy and Procedures
- Continuous Improvement Policy and Procedures

7. Roles and Responsibilities

CEO: Ensures overarching compliance and approval of the RPL/CT framework.

Operations/RTO manager: Oversees the implementation of RPL and CT processes and coordinates with the Training Coordinator and Compliance Consultant to ensure consistent application of policy and integrity of student outcomes. Ensures that RPL and CT outcomes are reflected in student records and academic plans.

Training Coordinator: Manages the development and application of validated RPL assessment tools and Credit Transfer equivalency checks. Reviews patterns in RPL outcomes for continuous improvement purposes.

Compliance Consultant: Maintains system integrity and ensures alignment with regulatory requirements through reviews of the RPL and CT data.

Trainers and Assessors (Coaches) (Coaches)(Coaches): Conduct valid, fair, and evidence-based RPL assessments.

Admissions Officer: Verifies CT evidence, manages PRISMS reporting for CRICOS students.

Student Support and Admin Officer: Maintains accurate and secure records of all RPL/CT decisions.

8. Legislative Background

This policy is guided by the following legislative and regulatory frameworks:

- Standards 1.6 and 1.7 of the Outcome Standards for NVR Registered Training Organisations 2025 under the National Vocational Education and Training Regulator Act 2011 (Cth).
- Standards 2.3 – 2.5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth).

9. Monitoring and Improvement

This policy is reviewed annually or earlier in response to changes in regulatory requirements or audit outcomes. Review activities including assessment systems quality reviews, audit findings, and student, Trainers & Assessors (Coaches) as well as industry feedback.