

## LEARNING - POLICIES & PROCEDURES

Policy Title	<b>Recognition of Prior Learning (RPL) &amp; Credit Policy &amp; Procedure</b>
Date	May 2026
Review Date	May 2028
Authority & Responsibility	Head of Learning
Standards	Standards for RTOs 2025: Outcome Standards 1.4, 1.6 and 1.7; Compliance Requirements relating to information, records and certification documentation; Credential Policy as applicable
Version	4.0

### **PURPOSE:**

This policy and procedure outlines ASFA Learning’s approach to recognising prior learning and granting credit transfer for students undertaking nationally recognised vocational education and training (VET) products. It supports fair, transparent and consistent decision-making, helps students avoid unnecessary duplication of training, and ensures that all Recognition of Prior Learning (RPL) and Credit Transfer decisions maintain the integrity of the relevant training product and comply with the Standards for RTOs 2025.

### **SCOPE:**

This policy applies to all prospective and current ASFA students undertaking a VET qualification, skill set, accredited course or unit of competency delivered by ASFA, including the Certificate IV in Superannuation where applicable.

This policy does not apply to non-nationally recognised ASFA Learning products, including non-VET short courses, workshops, RG 146 Superannuation, CPD products or SuperCPD offerings, unless ASFA determines that a recognition or exemption process is appropriate for that product.

### **DEFINITIONS:**

<b>Term</b>	<b>Definition</b>
<b>AQF certification documentation</b>	Official documentation issued by an authorised issuing organisation, such as a testamur, statement of attainment, record of results or transcript.
<b>Credit Transfer</b>	An administrative process that recognises a student’s prior completion of an equivalent training product, unit of competency or module, based on authenticated AQF certification documentation or an authenticated VET transcript.
<b>Currency</b>	The extent to which evidence demonstrates that the student has current skills,

	knowledge and competency. ASFA will generally expect RPL evidence to be from the present or recent past, normally within the last five years, unless the assessor determines that older evidence remains relevant and current when considered with other evidence.
<b>Formal learning</b>	Learning that takes place through a structured program delivered by an accredited education provider and leads to the full or partial achievement of an officially recognised qualification or training product.
<b>Informal learning</b>	Learning gained through work, social, family, hobby, leisure or life experience activities.
<b>Non-formal learning</b>	Learning that takes place through a structured program but does not directly lead to full or partial achievement of an officially accredited qualification or training product.
<b>Recognition of Prior Learning (RPL)</b>	An assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal or informal learning to determine the extent to which the individual meets the requirements specified in a training product.
<b>Training product</b>	A training package qualification, skill set, unit of competency, accredited course or module.

## **POLICY:**

### **1. Recognition principles**

- ASFA will offer VET students opportunities to seek RPL and Credit Transfer where this is not prevented by the requirements of the training product or applicable licensing, regulatory or industry requirements.
- ASFA will make students aware of the RPL and Credit Transfer process prior to or at enrolment, including how to apply, what evidence may be required, any fees that apply, and the effect that successful recognition may have on training duration, assessment requirements and fees.
- RPL and Credit Transfer decisions will be fair, transparent, consistent, evidence-based and documented.
- ASFA will not require a student to repeat a unit or module where they have already been assessed as competent or have completed an equivalent training product, unless repetition is required by licensing, regulatory or training product requirements.
- All RPL and Credit Transfer decisions must maintain the integrity of the relevant training product and must not compromise assessment quality, certification requirements or student outcomes.
- Where RPL or Credit Transfer is granted, ASFA will adjust the student's training plan, duration, fee arrangements and enrolment record where applicable.
- Where RPL or Credit Transfer is not granted, ASFA will provide the student with reasons for the decision and information about available options, which may include further evidence, gap training, assessment, or access to the Complaints and Appeals Policy and Procedure.

## **2. Recognition of Prior Learning (RPL)**

- RPL is an assessment process and will be conducted with the same rigour as any other assessment pathway.
- RPL assessment will be undertaken in accordance with ASFA's assessment system and the principles of assessment and rules of evidence, including validity, sufficiency, authenticity and currency.
- RPL evidence may include work samples, third-party reports, workplace documents, position descriptions, records of prior training, portfolios, interviews, practical demonstrations, challenge tests or other evidence appropriate to the unit requirements.
- Employer or supervisor declarations may be considered as supporting evidence but should not ordinarily be relied on as the only form of RPL evidence unless the assessor can verify the claims and determine that the evidence is sufficient.
- Assessors may request additional evidence, conduct a competency conversation, arrange further assessment activities or identify gap training where the evidence submitted does not fully meet the requirements of the training product.
- RPL assessments will be undertaken by assessors who meet ASFA's trainer and assessor competency requirements and have appropriate vocational competency and currency.

## **3. Credit Transfer**

- Credit Transfer is not an assessment process. It is a recognition process based on evidence that the student has previously completed an equivalent training product.
- Credit Transfer decisions will be based on authenticated AQF certification documentation or an authenticated VET transcript, including a USI transcript where available.
- Credit Transfer may be granted where the unit or module has the same code and title as the unit or module in the student's course of enrolment, or where the National Register confirms that a superseded unit or module is equivalent to the current unit or module.
- Where a previously completed unit or module is not equivalent to the unit or module in the student's course, Credit Transfer will not be granted. The student may be advised to apply for RPL or undertake gap training and assessment where appropriate.
- ASFA will verify evidence before granting Credit Transfer, which may include checking the USI transcript service, contacting the issuing RTO or authorised issuing organisation, or using another reasonable authentication process.
- Credit Transfer will not be granted where prevented by licensing, regulatory or training product requirements.

## **4. Limitations and course integrity**

- Due to licensing, regulatory and product requirements, RPL or Credit Transfer will not be granted for RG 146 Superannuation, non-VET short courses or CPD products offered by ASFA unless approved by the Head of Learning.
- ASFA will not issue a qualification or statement of attainment solely on the basis of recognition decisions made without sufficient evidence and documentation.
- Where substantial RPL or Credit Transfer is granted, the Head of Learning will confirm that the remaining training and assessment plan is suitable for the student and sufficient to meet the requirements of the training product.

## **5. Fees, records and privacy**

- Any fees for RPL or Credit Transfer will be disclosed before the student applies or before the fee is payable.
- Where recognition reduces the amount of training and assessment to be delivered, ASFA will consider whether a fee adjustment applies in accordance with the Fees and Refunds Policy and Procedure.

- All applications, evidence, authentication checks, assessment decisions, reasons for decisions, student notifications and adjusted training plans must be retained securely in the student record.
- ASFA will handle all personal information and evidence submitted as part of an RPL or Credit Transfer application in accordance with its privacy, records management and information security obligations.

## **PROCEDURE:**

### **1. General process**

- Students who wish to apply for RPL or Credit Transfer should contact ASFA before finalising enrolment where possible, or as early as practicable after enrolment.
- ASFA staff will provide information about the process, evidence requirements, timeframes, fees, possible outcomes, and the effect recognition may have on training duration, assessment requirements and course fees.
- Where the student appears to have relevant prior learning or completed equivalent training, staff will advise the student which pathway is likely to be appropriate: RPL, Credit Transfer, or both.
- The student must submit the relevant application form and supporting evidence to ASFA Learning.
- ASFA will acknowledge receipt of the application and advise the student if further information is required.
- Applications will be assessed or reviewed by an appropriately authorised staff member or assessor.
- The student will be advised of the outcome in writing, including any units granted, any units not granted, reasons for the decision, any gap training or assessment required, and appeal options.
- The student's enrolment record, training plan, course duration, fees and certification documentation will be updated where required.
- All application materials and decision records will be saved in the student's record in ASFA's CRM system or other approved records system.

### **2. RPL applications**

- The student submits an RPL application and evidence for the relevant unit or units of competency.
- The Head of Learning or nominated staff member reviews the application to confirm whether RPL is an appropriate pathway based on the student's work experience, prior training, professional background or other relevant experience.
- If RPL is not considered appropriate, the student is notified in writing with reasons and advised of alternative options, such as completing training and assessment or applying for Credit Transfer where applicable.
- If RPL is considered appropriate, the student is provided with the relevant RPL kit, evidence guide or assessment instructions.
- The student completes the RPL kit and submits supporting evidence to [learning@superannuation.asn.au](mailto:learning@superannuation.asn.au) or another approved submission channel.
- The assessor reviews the evidence against the unit requirements, using ASFA's assessment tools and assessment system.
- The assessor determines whether the evidence is valid, sufficient, authentic and current. Where evidence is insufficient, the assessor may request further evidence, conduct a competency conversation, seek verification, or arrange additional assessment activities.
- The assessor records the decision, evidence reviewed, any gaps identified, feedback and final outcome in the RPL kit or assessment record.
- The student is notified of the outcome in writing. Where RPL is granted, the relevant unit outcome is recorded in the CRM. Where RPL is not granted, the student is advised of the reason and any further training or assessment required.
- Where applicable, certification documentation is issued in accordance with ASFA's Certification Documentation Issuance Policy and Procedure.

### **3. Credit Transfer applications**

- The student submits a Credit Transfer application with supporting AQF certification documentation, such as a statement of attainment, qualification certificate, record of results or authenticated USI transcript.

- ASFA reviews the evidence to confirm authenticity, completeness and relevance to the student's course of enrolment.
- Where evidence is supplied through the USI transcript service, ASFA will authenticate the transcript through the USI Registry System where required and available.
- Where evidence is supplied directly by the student, ASFA may verify the documentation by contacting the issuing RTO or authorised issuing organisation, checking the issuing organisation details, or using another appropriate authentication process.
- ASFA checks whether the unit or module is identical or equivalent to a unit or module in the student's course of enrolment, including checking the National Register where a unit has been superseded.
- Where the unit or module is equivalent and there are no licensing, regulatory or training product barriers, Credit Transfer is granted and recorded in the CRM.
- Where the unit or module is not equivalent, Credit Transfer is not granted. The student is notified in writing and may be advised to apply for RPL or undertake gap training and assessment.
- The student is notified of the outcome in writing and the training plan, fees and course duration are updated where applicable.

#### 4. Appeals and complaints

- Students may request clarification or reconsideration of an RPL or Credit Transfer decision by contacting ASFA Learning.
- If the student remains dissatisfied with a decision, they may lodge an appeal in accordance with ASFA's Complaints and Appeals Policy and Procedure.
- ASFA will maintain records of complaints, appeals, outcomes and any resulting improvements.

#### VERSION CONTROL:

Version	Date	Approved by	Summary of changes
4.0	15/05/2026	Head of Learning	Updated to align with the Standards for RTOs 2025.