



Credit Transfer (CT) and Recognition of Prior Learning (RPL) POLICY and PROCEDURE

POLICY NAME	Credit Transfer (CT) and Recognition of Prior Learning (RPL) Policy and Procedure
POLICY PURPOSE	The purpose of this policy and procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies, using either the Credit Transfer or the Recognition of Prior Learning Process.
POLICY APPLIES TO	<input type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input checked="" type="checkbox"/> Staff and Students
POLICY STATUS	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
PREPARED BY	Compliance Manager
APPROVED BY	Compliance Manager
APPROVAL DATE	June 2026
EFFECTIVE DATE	June 2026
DATE OF NEXT POLICY REVIEW *	June 2027
RELATED STANDARDS, ACTS AND LEGISLATION, GUIDELINES AND LOCAL PROTOCOLS, STATE GOVERNMENT FUNDING CONTRACTS AND REGISTERING BODIES	SRTO 2025 Standards – 1.6 and 1.7 State Funding Contractual Requirements

* Unless otherwise indicated, this policy will still apply beyond the review date

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1. PURPOSE

- (1) The purpose of this policy and procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies, using either the Credit Transfer or the Recognition of Prior Learning Process.

2. SCOPE / APPLICATION

- (1) This policy applies to all current and prospective Students enrolled in qualifications on InterCare Training's scope of registration, as well as staff involved in the administration, delivery, and assessment of Recognition of Prior Learning (RPL) and Credit Transfer (CT). Students may be eligible to have their previous studies and/or work experience assessed for RPL or CT, potentially allowing them to receive exemptions from certain Units of Competency in their course sequence guide. This can shorten the time required to complete their qualification.

3. DEFINITIONS

- (1) **RPL - Recognition of Prior Learning:** is an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences in the workplace, in voluntary work or domestic activities, to determine the extent to which that individual has achieved the required knowledge, learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification. The evidence the Student provides for assessment consideration must be current (generally no older than 3 years) for the RPL process to be considered.
- (2) **CT - Credit Transfer:** refers to the transfer of credits from units of competencies achieved prior to enrolment into an InterCare Training course. The unit(s) must have been achieved in a formal and nationally recognised education and training system. CT is only provided to the same or equivalent units of competencies. When a Student receives a CT for a unit of competency, they are not required to be assessed against that unit again.
- (3) **UoC - Units of Competency:** this is a document that specifies the standard of performance (and knowledge) required in the workplace. A UoC is the smallest component of a Training Package that may be assessed and or recognised. It provides a description of the skills and knowledge required to perform effectively to a specific standard in a particular workplace role or function. Every UoC has a code and title, and it can be found on www.training.gov.au
- (4) **TP - Training Packages** specify the knowledge and skills required by individuals to perform effectively in the workplace, expressed in a selection of UoC. The TP rules will specify the combination of these UoC, and if all rules and assessment requirements are met, the Student will receive the associated qualification. Training packages all have codes and titles and can be found on www.training.gov.au – they are usually accompanied by an Implementation Guide, explaining how the package is structured, and what the industry expectations are. The TP consists of Units of Competency, assessment requirements, qualifications and where applicable, credit arrangements.
- (5) **RTO - Registered Training Organisation** – this is a training organisation that delivers nationally recognised training in the Vocational Education and Training (VET) sector. To deliver this training, they need to be approved by the regulator (ASQA – Australian Qualifications Skills Authority). InterCare Training is approved – RTO ID 21099.
- (6) **USI - Unique Student Identifier.** This is an individual education number for life that gives a Student an online record of their Vocational Education and Training (VET) undertaken in Australia. This is applicable to all courses offered by universities, TAFEs and RTOs that have a qualification or statement of attainment outcome.
- (7) **PTR - Pre-Training Review.** This is a process undertaken to determine the most suitable and appropriate course and training for an individual. This forms part of the enrolment process at InterCare Training.
- (8) **VT - VETtrak.** This is the InterCare Training **Student Management System (SMS)** that is AVETMISS approved, and used to record the Student's journey with InterCare Training. Communication and assessment records are recorded in the SMS and assists InterCare Training in meeting regulatory and contractual requirements in terms of reporting and collecting accurate records for audit.

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4. POLICY

- (1) The National Principles and Operational Guidelines for Recognition of Prior Learning (RPL) represent a set of national cross-sector guidelines to support the implementation of RPL in education and training. At InterCare Training, RPL and Credit Transfers will be granted in accordance with the Standards for Registered Training Organisations (SRTOs 2025 Standard 1), with specific reference to 1.6 and 1.7. This ensures that the assessment system used for RPL and CT is consistent with the training product requirements.
- (2) InterCare Training accepts and provides credit to learners for Units of Competency and prior learning where it can be evidenced by AQF certification documentation issued by another RTO / AQF authorised issuing authority, or authenticated VET transcripts. Information about RPL and Credit Transfer is available to Students through our website, Enrolment Form and Student Handbook, to ensure Students understand their options and eligibility early in the process.
- (3) Students must be enrolled in a course with InterCare Training in order to apply for recognition of prior learning, through either RPL or Credit Transfer. Their evidence will be assessed in order to grant RPL and or CT. The submission of an application for RPL or CT does not guarantee that an exemption / credit will be granted.
- (4) RPL can be used for access and for the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.
- (5) RPL assessments will be conducted in accordance with the principles of assessment (fairness, flexibility, validity and reliability) and the rules of evidence (validity, sufficiency, authenticity and currency).
- (6) Students' USI transcripts will be viewed and considered for CT. Where a Student does not have a USI Transcript (due to have completed the course or unit of competency prior to USI being implemented), the Student will need to:
 - (a) provide a certified copy of their transcript or bring in the original transcript or Testamur; **AND**
 - (b) provide InterCare Training with Consent to validate their transcript by phone or email with the issuing RTO – please refer to the **Section B2: Consent – Academic Qualification** in the RPL and or CT application form.
 - (c) This process is in place to authenticate the evidence submitted as part of the RPL and CT applications.
- (7) The Assessment of Prior Learning will be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40110) or equivalent and meets the requirements (as specified in Standard 3.2 and 3.3 of the Standards for RTOs 2025).
- (8) Students seeking recognition of prior learning (RPL or CT) must provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and/or other prior learning during the application stage for entry to a course.
- (9) If the granting of RPL or CT results in the shortening of the Student's course, the National Training Manager will note the change of course duration on VT and discuss this with the Compliance Manager for purposes of State Funding Reporting (where applicable).
- (10) Fees for RPL will be charged per unit of competency, as reflected on the InterCare Training **Course Fees** page on our website www.InterCaretraining.edu.au. Where Students are eligible for Government funding, the RPL fee will be calculated in accordance with the current funding contract stipulations.
- (11) No fees will be charged for Credit Transfer applications.
- (12) **Fee For Service Students** - InterCare Training operates a fixed qualification fee model for Fee For Service students. The course fee is not calculated on a per-unit basis and covers enrolment processing, administration, learner support services, learning resources, trainer support, compliance activities, student management, training and assessment services where applicable, certification, and record management. Accordingly, the granting of Credit Transfer does not automatically result in a

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reduction of the total course fee. Any fee adjustment will be at the discretion of InterCare Training and assessed on a case-by-case basis.

- (13) InterCare Training will not issue a qualification solely on the basis of Credit Transfer where this would be inconsistent with the Standards for RTOs 2025, training product requirements.
- (14) All assessment tools will undergo validation as part of InterCare Training's annual validation plan to ensure quality assurance.
- (15) Feedback obtained through validation will inform continuous improvement activities. Assessment tools and practices may be updated accordingly to ensure continued alignment with training package requirements and principles of assessment and rules of evidence.

5. PROCEDURE(S)

5.1 Application for RPL or CT Procedure

- (1) In order to commence this process, the Student will need to follow the initial enrolment process with InterCare Training, this includes the Pre-Training Review (PTR) and LLN (Language Literacy and Numeracy) Assessment.
- (2) The Student has an opportunity to indicate their intention to apply for CT or RPL during the PTR process.
- (3) The **Application for Credit Transfer Form** or **Application for Recognition of Prior Learning Form** will be available via a link in the online Pre-Training Review at the time of enrolment for the Student to complete and upload. Alternatively, InterCare's Authorised Delegates – Enrolments, may send the Student the required form (**Application for CT** or **Application for RPL**), and ask the Student to complete the form in full and return it via email.
 - (a) **For Credit Transfer Submitted at the Time of Enrolment** – the Application for Credit Transfer form, together with the related evidence submitted, will be assessed by the Authorised Delegate – Enrolments, who will then:
 - Check the USI Transcript / Contact the issuing RTO.
 - Verify the qualification.
 - Upload the application, the submitted transcript and the verification onto VT
 - Inform the Student of the outcome and
 - Log the CT outcome on VT (SMS).
 - (b) **For Credit Transfer Submitted at the Time of Training (After Enrolment)** – the Application for Credit Transfer form will be provided to the Student to complete by a member of the Training Team. Together with the related evidence submitted, this will be assessed by the Education Coordinator, who will then:
 - Check the USI Transcript / Contact the issuing RTO.
 - Verify the qualification.
 - Forward the approval and all related evidence to the Enrolments Team, who will:
 - Upload the application, the submitted transcript and the verification onto VT
 - Inform the Student of the outcome and
 - Log the CT outcome on VT (SMS).
 - (c) **For RPL** – the Enrolments team will send the **Application for Recognition of Prior Learning Form** to the Training Team for further action, and make a note on VT.
- (4) The trainer or an authorised team member from Training Team will call the Student for an RPL discussion (Please refer to the **RPL Candidate Discussion Process**). If the Student is found to be an RPL candidate:
 - (a) The Training Support Officer will:
 - Inform the Enrolments team via email of the outcome, together with the completed application form.

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- Identify an assessor to support the Student during the RPL process and send the required RPL Kit and assessor information to the Student via email.
- (b) The Enrolments Team will:
- Upload the RPL application and evidence in VT docs
 - Log the outcome of the application on VT
 - Continue with the enrolment process and progress the Student to the next step: Allocations (if applicable).
- (c) The Allocations Team will:
- Allocate the Student to an occurrence in VT and send through the relevant details.
 - Send the Training Plan to the Student and cc the Trainer in through VT and
 - Send the 1st day email to the Trainer.

5.2 RPL Candidate Discussion Procedure

- (1) The Training Team will receive the Application for RPL form via email, with a request to assess the Student, and inform them of the outcome.
- (2) The Trainer/assessor will call the Student, for a telephonic RPL Candidate Discussion to assess their suitability for RPL.
- (3) The Training Support Officer will inform the Enrolments Team of the RPL application outcome and return the completed application via email.

If Suitable	If Not Suitable
The Student may continue with the enrolment process as an RPL candidate for the full or partial qualification. The Training Support Officer will identify an assessor to support the Student during the RPL process and send the required RPL Kit and assessor information to the Student via email.	The Student will be given the opportunity to enrol in the full qualification. The Student may wish to continue with studies, in which case they will complete the enrolment process; OR they may choose not to pursue further study.

- (4) Once RPL or CT has been granted, the Administration Team will apply the relevant outcome identifier information into VT.
- (5) The Enrolments Team will complete the enrolment process with the Student accordingly.

5.3 The RPL Assessment Procedure (Student Journey)

The RPL process is outlined in the table below:

Step No.	Step	Description
1.	RPL Application received	Application received by InterCare Training and lodged.
2.	Determine Suitability	Student is called by training team for a discussion to determine suitability
3.	Initial Assessor Meeting	The assessor conducts an initial meeting with the candidate (online, in-person, or by phone) to discuss background, skills, and experience.
4.	Candidate Kit – Part A	The candidate receives the RPL Candidate Kit for each unit and completes Part A (self-assessment), confirming if they have the required skills, listing evidence, and indicating ability to provide supporting documents.

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5.	Submission & Review of Part A	Candidate submits Part A and initial evidence. Assessor reviews documents and arranges a meeting to discuss the self-assessment, ask verbal questions, and clarify experience.
6.	Candidate Kit – Parts B & C	Candidate completes Part B (written reflection) and Part C (evidence mapping). Additional supporting evidence and third-party reports are submitted.
7.	Assessor Evaluation	Assessor evaluates all materials, responses, and evidence. May contact candidate or third-party referees for clarification.
8.	Determination of Outcome	Based on evidence and discussions, assessor determines if RPL is granted, further evidence is needed, or RPL is not granted.
9.	Feedback & Recordkeeping	Candidate is notified of outcome in writing. All documentation is recorded and maintained as per compliance policies.

A Student may wish to appeal the outcome of the assessment, in which case, they need to refer to the Appeals Policy and Procedure.

6. OTHER RELEVANT POLICIES AND PROCEDURES

- Training and Assessment Policy and Procedure
- Enrolment Policy and Procedure
- Pre-Training Review Policy and Procedure
- Appeals Policy and Procedure

7. DOCUMENTS, FORMS OR CHECKLISTS ASSOCIATED TO THIS POLICY

- Enrolment Application Form
- Pre-Training Review Form
- Application for RPL Form
- Application for Credit Transfer Form
- Consent Form – Academic Qualification
- RPL Toolkits (per qualification)

8. VERSION HISTORY

VERSION	DETAIL OF UPDATE	UPDATED BY	DATE
V2.0	Policy reviewed and updated	Integrity Manager	April 2023
V3.0	Policy reviewed and updated - Fees for FFS and - Maximum CT approval limit - To align with SRTO 2025 (1.6 and 1.7)	Compliance Manager	April 2025
V4.0	Updated RPL Procedure and clarified fixed-fee model for Credit Transfer students and strengthened fee disclosure requirements	Compliance Manager	June 2026

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