VET Recognition of Prior Learning (RPL) and Credit Transfer Policy and Procedure

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Approved by:	General Manager, Group Quality, Accreditation & Compliance
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Implementation:	Academic Managers
Maintenance Owner:	General Manager, Group Quality, Accreditation & Compliance

Contents

Section 1 – Introduction

1. Purpose

This policy provides AIT students and staff with the framework for applying for and assessing applications for Credit and RPL in AIT VET courses. Qualifications and experience can be assessed to Recognise Prior Learning (RPL), and VET Statements of Attainment issued by another Registered Training Organisation will be recognised for Credit Transfer.

2. Scope

This policy is applies to:

Academy of Interactive Technology Pty Ltd (AIT) (also trading as Coder Academy and ISCD) RTO: 90511, PRV12005, CRICOS: 02155J

- i) All students (domestic and international) of AIT
- ii) All staff of AIT including employees and contractors;
- iii) All courses delivered by AIT including those delivered on their behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate's policy and these, the AIT policy will apply.

3. Definitions

Word/Term	Definition
Credit Transfer (VET)	Students who have evidence of previously having completed studies in the same or an overlapping area can apply for credit to reduce the subjects needed to complete the course. Certified copies of a Transcript or Statement of Attainment (less than five-years-old) from recognised tertiary institutions, is relevant evidence. AIT must contact the issuing training organisation to verify the evidence.
Recognition of Prior Learning (RPL) (VET)	RPL is the process whereby students are assessed on evidence of previous learning, employment, industry activities and talents against the Learning Outcomes of the unit applied for. RPL is an assessment-only process, determining the competence of an individual acquired through formal, non-formal and informal learning, to determine if they meet the requirements for a unit of study. This may include: • Formal learning – learning through a structured program and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma, or university degree). (This does not include direct credit transfer where the learner has completed the exact unit of competency (code and title) with another

	RTO – see Credit Transfer)
	• Non-formal learning - learning through a structured program which does not lead to the attainment of an AQF qualification or statement of attainment (for example, inhouse professional development programs); and
	• Informal learning - learning 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).

Section 2 – Policy

AIT ensures that all students receive sufficient advice prior to commencement in relation to guidelines, processes and requirements for applying for credit & RPL. AIT ensures that participant information and relevant marketing material contain advice that it will recognise AQF qualifications and statements of attainment issued by other registered training organisations.

Credit Transfer - Participants seeking mutual recognition for AQF qualifications and/or statements of attainment awarded by another recognised training organisation, must present the original documents for sighting or a certified copy of original documents. Verified copies are to be kept on the individual participant's file. If a student is currently completing a qualification, they must provide their expected completion date.
If a student withdraws from a course and later returns to the same course, the previously agreed credits will be automatically applied.

AIT ensures that its Education and Admissions teams are provided with guidelines and professional development in relation to credit transfer.

Credit Transfer is offered at no cost. The exception is where Credit Transfer is applied for a full qualification, in which case an administration fee of $300 applies, to cover the cost of AQF documentation issuance.

In the case of RPL assessment, the evidence used to apply for RPL (Position Descriptions, references, awards) must be verified by our admissions team, and then mapped against subjects within the students chosen course of study. Where there is sufficient verifiable evidence that the student has comfortably attained all the unit's learning outcomes, they may be granted RPL for this subject. A non-refundable RPL application fee of $100 is charged at the time of submission. If RPL is recognised, 30% of the tuition fee for that subject will be charged. Please see the courses Schedule of Fees for more information.

Section 3 – Procedure

1. Credit Transfer

To apply for credit transfer, the student should complete the following steps:

i) Complete the 'Credit Transfer Form'.

ii) Attach a certified copy of the transcript from the issuing RTO and highlight the units they wish to have applied to their current enrolment. The transcripts should be dated within five years from the Census Date of the subject/s sought for Credit.

iii) The AIT Admissions Team, in consultation with a qualified teacher/trainer, will review and confirm whether the student is eligible for Credit Transfer within five (5) working days, providing all necessary documents have been submitted. A longer period may be required where full assessment is required, particularly at peak enrolment times. If the student is eligible, the result will be applied to the unit within the Student Management System.

iv) The Admissions staff will advise the student in writing of the outcome of the credit transfer application:

    a. Student is eligible for credit transfer and the result has been entered into the Student Management System, or

    b. Student is not eligible for credit transfer and the reason why.

v) AQF qualifications and statements of attainment unable to be verified will not be recognised and the participant asked to provide further verifiable evidence if possible.

2. RPL

To apply for RPL, the student should complete the following steps:

i) Complete the RPL application form, accessible on the AIT website, Student Services or Admissions teams. AIT strongly advises that students discuss RPL opportunities BEFORE they commence their studies, as should RPL outcomes be successful, students may not have to attend some study sessions or complete certain assessments. If applying for their course online, students should tick the box indicating they are seeking RPL assessment.

ii) Students should provide evidence that addresses and meets the requirements for the unit being applied for. The evidence may take a variety of forms, which may include but is not limited to:

- Results of any assessments
- Details of in-house courses, training programs, orientation, induction
- References/testimonials/Statements of Service/letters of support from current and/or past employers (must be on official company letterhead and provide current contact details of the employer)
- Workplace documents, licenses
- Resume, position description or job description
- Membership of relevant professional associations
- Portfolio of work
- Diaries/task sheets
- Emails/letters

- Copies of presentations
- Photographs, videos

iii) The AIT Admissions Team, in consultation with a qualified teacher/trainer, will review and confirm whether the student is eligible for RPL (in most cases within seven (7) working days), provided all necessary documents have been submitted. In some cases, the below may be required:

> **RPL Interview** - An RPL interview provides the opportunity for the candidate and the assessor to have a professional conversation about the candidate's required knowledge and skills and review the evidence presented. The topics of discussion are drawn and assessed from the unit(s) of competence required skills and knowledge.
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> **Demonstration Assessment -** Practical tasks provide the opportunity for the candidate to demonstrate the application of skills and knowledge of a unit of competence or full qualification. A range of evidence will be used to assess practical skills and knowledge to meet the evidence required to demonstrate competency.
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> **Third Party Report -** Students may be required to obtain Third Party Reports as supplementary evidence to authenticate evidence provided. This must be from persons who have directly observed the student demonstrate the skills and knowledge identified.

iv) After the assessment, the assessor will provide information about the student's skills and knowledge that have been recognised and whether the student has gained RPL. If the student has any skill gaps, the assessor will discuss with the student and address the training options to complete their qualification. To be able to grant RPL, the assessor must be confident that the applicant's evidence demonstrates they have met all the required unit outcomes, and is currently competent against all elements and performance criteria for the unit of study.

All evidence must meet the below **Rules of Evidence**.

a) **Validity**
The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

b) **Sufficiency**
The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

c) **Authenticity**
The assessor is assured that the evidence presented for assessment is the learner's own work.

d) **Currency**
The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

3. Appeals

If an applicant is not satisfied with the RPL/Credit Transfer decision, they may appeal against the decision, the appeal must be lodged within 20 working days of the date of the decision. Please refer to the Grievances, Complaints and Appeals Policy.

Section 4 – Reference and Supporting Information

Document name	Document type	Location
Credit Transfer & RPL Form & kit	Form	Internal
ASQA Standards for RTO's 2025	Regulatory Standards	External

Section 5 – Change History

Version	Approval date	Approved by	Change
Version 1.0	03/03/2017	GM	New policy and procedure
	06/03/2018	Compliance Manager	Review/approval by new Compliance Manager
Version 1.1	24.03.2020	Group Quality, Accreditation & Compliance Manager	Review and update to new format
Version 1.2	13.11.2020	Group Quality, Accreditation & Compliance Manager	Review
Version 1.3	14.04.2022	Executive General Manager - Group Quality, Accreditation & Compliance	Clarification of RPL and addition of definitions.
Version 2.0	30 August 2022	Executive General Manager - Group Quality, Accreditation & Compliance	Additional definitions and updated group template; Clarification of RPL procedure; Clarification of the RPL application fee and partial tuition fee if granted.
Version 2.1	16 March 2023	Executive General Manager - Group Quality, Accreditation & Compliance	AIT name and template
Version 2.2	16 December 2024	Executive General Manager - Group Quality, Accreditation & Compliance	Updates to policy & procedures setions, grammatical corrections, administrative updates, logo.
Version 2.3	21 July 2025	General Manager - Group Quality, Accreditation & Compliance	Update reference to RTO Standards