

*Recognition of Prior
Learning (RPL) and
Credit Transfer (CT)
Policy*

POLICY NAME	Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy
POLICY MANAGER	Executive General Manager, Group Quality, Accreditation & Compliance Academic Manager
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1. Introduction

1.1. Purpose

Qualifications and experience can be assessed to Recognised Prior Learning (RPL), and VET Statements of Attainments issued by another Registered Training Organisations will be recognised for Credit Transfer

1.2. Scope

This policy is an overarching Group policy and applies to:

- i) All employees of Greenwich College
- ii) All courses delivered by Greenwich College 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 Greenwich College policy will apply.
- iii) All students Greenwich College Pty Ltd (also trading as Greenwich English College, Greenwich Management College, Greenwich Hospitality College, Greenwich Health & Care College) RTO: 91153, CRICOS: 02672K

1.3. Definitions

Word/Term	Definition
Credit Transfer	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)	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.
VET	Vocational Education & Training

2. Policy

Greenwich College Pty Ltd ensures that participant information and relevant marketing material contains advice, that each education provider will recognise AQF qualifications and statements of attainment issued by other registered training organisations.

Credit Transfer

All students will be offered the opportunity to apply for credit for previously completed studies. Students can apply for Credit by completing a Credit Transfer Application Form at the time of enrolment and providing relevant supporting documents.

All evidence provided as part of an application for Credit will be authenticated by contacting the organisation that issued the documents to confirm that the document is valid.

Where a student can provide certified copies of AQF certification documents issued by another Registered Training Organisation (RTO) or authorised issuing organisation, Greenwich College Pty Ltd will provide Credit for that unit or module where it is a unit listed in the student's course of enrolment with Greenwich College Pty Ltd.

Where evidence has been provided of previous study being completed at another RTO, University or other authorised issuing organisation, an analysis will be undertaken as to the equivalence of study completed with the relevant units in the student's enrolment with Greenwich College Pty Ltd.

Application for credit transfer is made with the Academic Department who will be in charge of evaluating and approving the application. Once approved, a study plan is created and forwarded to Admissions. Students will be advised of the outcome of the Credit Application in writing.

Where Credit is provided after the acceptance of a place in a course or on commencement of studies and the Credit will affect the duration of studies, this will be recorded in PRISMS and a Certificate of Enrolment (CoE) variation will be created.

Recognition of Prior Learning

The process whereby students are assessed on evidence of previous learning, employment, industry activities and talents. The evidence must be authenticated (Position Descriptions, references, awards) 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 is charged at the time of submission. When RPL is recognised, a portion of the tuition fee will be charged. Please see the courses' Schedule of Fees for more information.

Greenwich reserves the right not to recognise part or all of any previous experience if the assessor believes that the competencies or knowledge demonstrated and recorded fall significantly short of the industry standard as stated within the relevant National Training Package or accredited course. In such a case, the candidate will be required to complete further training in the unit.

In all cases, records will be kept of applications, evidence and outcomes and retain the written record of acceptance for a minimum of 2 years. This will include records of communications with students and all details regarding any appeals made.

3. Procedure

3.1. Credit transfer

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

1. Complete the 'Credit Transfer Form'.
2. Attach a certified copy of the transcript from the issuing provider and highlight the units you wish to have applied to your current enrolment.
3. Submit the completed 'Credit Transfer Form' and transcript(s) to Greenwich College Pty Ltd within five years from the Census Date of the subject/s sought for Credit.
4. Greenwich College Pty Ltd, 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.
5. The Academic staff will advise the student in writing of the outcome of the credit transfer application:
 - Student is eligible for credit transfer and the result has been entered into the Student Management System, or
 - Students is not eligible for credit transfer and the reason why.

In processing the Credit Transfer and RPL request forms, Academic staff will complete the following steps:

1. Applicants are required to authorise the release of information, which allows the Academic staff to verify the qualification and/or statement of attainment.
2. The trainer/assessor is to validate the AQF qualification and/or statement of attainment presented for mutual recognition by contacting the issuing authority.
3. Overseas and domestic academic qualifications presented for an application for course credit will be authenticated by:
 - original documents (i.e. award and transcript of results) being provided by the candidate to the authorised by an RTO's representative; or
 - copies of the original documents (i.e. award and transcript of results) being provided by the candidate which have been notarised by a Justice of the Peace or equivalent authority.
4. Verified AQF qualifications and statements of attainment are to be fully recognised and appropriately recorded on the participant's file.
5. 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.
6. Non-verified claims for mutual recognition are to be recorded on the individual participant's file, together with details of any requests for further information and/or counselling undertaken.

3.2. Recognition of Prior Learning

Step 1: Student self-assessment

The student should discuss RPL opportunities BEFORE they commence their studies as it may mean that they are not required to attend the training sessions and will not have to complete the unit assessments.

If applying online, students can tick the box on the Application form indicating they are seeking RPL.

To apply for recognition of prior learning, there must be evidence that addresses and meets the requirements for the unit being applied for. The evidence may take a variety of forms; it 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

Step 2: RPL Interview will be arranged

The 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.

The interview is documented for evidence of required skills and knowledge. If the interview demonstrates the candidate's verbal knowledge is sufficient, the next step is to observe and assess the candidate's performance in practice.

Step 3: 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.

Step 4: Third Party Report

Students may be required to obtain Third Party Reports as supplementary evidence to authenticate the evidence provided. This must be from people who have directly observed the student demonstrate the skills and knowledge identified.

3.3. Notification of outcome

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 grant RPL, the assessor must be confident that the applicant is currently competent against all elements of competency within each unit and must ensure that submitted evidence meets the Rules of Evidence.

3.4. Rules of Evidence

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.

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.

Authenticity

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

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.

3.5. Retention Requirement for RPL Evidence

- **Minimum retention period: 2 years**
- **Start of retention period:** From the **date the student completes** the training product (qualification or unit), not the date the RPL was granted.
- **What must be retained:**
 - RPL application forms
 - Evidence submitted by the student (e.g. resumes, third-party reports, portfolios)
 - Assessor's tools, annotated records, and decision-making notes
 - Any mapping or validation documentation used to support the RPL outcome

3.6. Appeals

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

4. Reference and Supporting Information

4.1. Supporting Documentation

Document name	Document type	Location
ASQA Standards for RTO's 2025	Regulatory Standards	External
The Education Services for Overseas Students (ESOS) Act 2000	Legislation	External
The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018	Regulatory Standards	External
National Vocational Education and Training Regulator Act 2011	Legislation	External
Credit Transfer Form	Form	Internal
Student Handbook	Handbook	Website

4.2. Change History

Version	Approval date	Department Approved by	Change
v1.0	3 November 2015	Executive General Manager - Group Quality, Accreditation & Compliance General Manager Academic Manager	Student Complaints and Appeals Policy created
v1.1	14 April 2016		Annual review
v1.2	1 January 2018		
v1.3	16 April 2021		
v1.4	5 April 2023		
v1.5	10 October 2023		
V2.0	1 July 2025	Group Quality, Accreditation & Compliance General Manager National Academic Manager	Import RPL and CT policies and contextualise content as 1 policy Update Group Logo, Greenwich headers and footers, and align to Standards RTO 2025.