CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING POLICY

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PURPOSE

INSCOPE TRAINING PTY LTD is committed to providing clear, fair, and supportive processes for the Recognition of Prior Learning (RPL) and Credit Transfer (CT) in accordance with Division 3, Standards 1.6 - 1.7 – Recognition of Prior Learning and Credit Transfer of the National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) (referred to herein as the Outcome Standards). As such, INSCOPE TRAINING PTY LTD is required to offer Recognition of Prior Learning and Credit Transfer opportunities to all students, and to implement an assessment system that ensures that assessment (including Recognition of Prior Learning) complies with assessment requirements of Training Packages and VET Accredited courses, the Principles of Assessment and Rules of Evidence.

SCOPE

This policy applies to all students who seek Recognition of Prior Learning or Credit Transfer towards a training product delivered by INSCOPE TRAINING PTY LTD within its scope of registration.

POLICY STATEMENT

INSCOPE TRAINING PTY LTD ensures that students with prior skills, knowledge or experience are supported to apply for RPL or Credit Transfer. The policy outlines how decisions are evidence-based,

fair, transparent and uphold the integrity of the training product. We are committed to providing effective processes for recognition options to all current and prospective students.

INSCOPE TRAINING PTY LTD will ensure that:

- An RPL assessment system is implemented in compliance with the assessment requirements of relevant Training Packages and VET Accredited Courses.
- All RPL assessments are carried out in alignment with the Principles of Assessment.
- Assessments also follow the Rules of Evidence to ensure reliability and validity.
- Recognition opportunities are made available to all candidates at the time of enrolment.
- Clear information and adequate support are provided to assist candidates in understanding the process and collecting suitable evidence to support their recognition claim.
- All recognition applications are managed in accordance with INSCOPE TRAINING PTY LTD's Assessment Policy.
- Appropriate credit is granted for AQF certification documentation issued by other RTOs.

RECOGNITION OF PRIOR LEARNING (RPL)

Candidates with prior skills, knowledge and competencies are supported to seek Recognition of Prior Learning to progress through the relevant training product. RPL is offered to all students upon enrolment. Information about RPL, including eligibility, the application process, and evidence requirements is provided during the enrolment process.

- Recognition is made available to any person commencing a course with INSCOPE TRAINING PTY LTD. Students are informed of this prior to enrolment and can apply for RPL at the time of enrolment.
- Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
- Recognition is the process of identifying and evaluating the skills and knowledge a candidate has acquired through prior training, work experience, or life experience. These existing competencies may be applied toward a course, qualification, or unit of competency, potentially resulting in credit or formal recognition.
- Recognition is an alternative pathway to a qualification or Statement of Attainment.
- Recognition is an assessment process, and as such, is subject to all provisions of the INSCOPE TRAINING PTY LTD Assessment Policy.
- Recognition assessment decisions must comply with the Principles of Assessment and Rules of Evidence as outlined in the Outcome Standards and in INSCOPE TRAINING PTY LTD Assessment Policy.
- The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- Competency may be evidenced from many sources, including but not limited to:
    - Work experiences
    - Work product
    - Life experience
    - Training programs offered by industry, private or community-based providers, which may or may not have been formally recognised

    - Training programs undertaken overseas (which may or may not be accredited in that country)
    - Informal learning programs
    - Certification from another RTO
    - USI transcripts
- INSCOPE TRAINING PTY LTD will ensure the authenticity, currency and equivalence of evidence provided through a variety of different methods, including:
    - Verify certifications and evidence by contacting the issuing organisation
    - Requiring the candidate to demonstrate their skills and knowledge outlined within the evidence through challenge tests/practical demonstrations/competency conversations.
    - Contacting previous employers or third-party referees to confirm the experiences and skills documented by the candidate.
- Only accredited and approved assessors will conduct Recognition assessments on behalf of INSCOPE TRAINING PTY LTD.
- Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited Course.
- Recognition application and assessments are subject to fees as outlined in INSCOPE TRAINING PTY LTD Schedule of Fees.
- Recognition of Prior Learning (RPL) cannot be granted for partial components of a unit of competency. RPL will only be awarded when a candidate can demonstrate that all requirements of the unit of competency or module have been fully met.
- Certification documentation will not be issued until all relevant fees are paid in full.
- Information on recognition processes and arrangements is provided to all candidates.
- Candidates wishing to apply for RPL are encouraged to apply during the enrolment process.

THE RPL MODEL



If the candidate is unable to meet the requirements of the competency conversation, the practical challenge test or provide sufficient evidence, gap training will be provided and an outcome of Competency Achieved will be deemed.

CREDIT TRANSFER

- Students who have completed an equivalent training product are supported to obtain a credit transfer. Students are offered opportunities to seek credit transfer and are made aware of the organisation's policies for seeking credit transfer upon enrolment.
- INSCOPE TRAINING PTY LTD will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTOs.
- INSCOPE TRAINING PTY LTD recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar, and after review and verification of validity, will apply a credit to all relevant units of competency/modules.
- Credit transfer applies when the certification documentation provided by the student is either a current unit of competency or superseded and equivalent to those that form part of the training and assessment program offered by INSCOPE TRAINING PTY LTD.
- Certification documentation must be presented as either originals or certified copies of an original. Original copies that are sighted by the RTO must be signed by an authorised representative of INSCOPE TRAINING PTY LTD to verify authenticity. Original Certification documentation must be returned to the applicant, and a copy is retained on file by INSCOPE TRAINING PTY LTD.
- INSCOPE TRAINING PTY LTD is not obliged to issue an AQF qualification or Statement of Attainment that is achieved wholly through credit transfer. (i.e. a student cannot complete all of their training and assessment with another RTO and request INSCOPE TRAINING PTY LTD to issue the qualification under credit transfer.)
- The amount of credit transfer contributing to the issuance of certification documentation from INSCOPE TRAINING PTY LTD (i.e. using units/modules completed at other RTOs) is at the discretion of INSCOPE TRAINING PTY LTD.
- Students must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process. For example, where a unit of competency has legislative, WHS or industry requirements of refresher training, INSCOPE TRAINING PTY LTD will not offer credit transfer and offer the student to undertake Assessment only option to complete the course.
- In the event a student wishes to undertake a unit/module for which they have been previously awarded an AQF outcome, the student will be advised that the completion of the assessment is not necessary; however, it may be offered as an option.
- Where the recognised AQF qualification and related units of competency/accredited units form part of another AQF qualification, the student will only be enrolled in the additional units required to complete the qualification.

INSCOPE TRAINING PTY LTD has created a Managing Credit Transfer Guideline, this guideline outlines INSCOPE TRAINING PTY LTD's approach to recognising prior learning through Credit Transfer (CT). It ensures that all decisions made regarding CT are fair, transparent, and consistent, while maintaining the integrity of training and assessment outcomes.

FAIRNESS & TRANSPARENCY

INSCOPE TRAINING PTY LTD ensures all RPL and CT decisions:

- Are based on sufficient and appropriate evidence;
- Follow a documented process consistently applied to all students/candidates;
- Are made by appropriately qualified staff;
- Outcomes are communicated in writing to the students/candidates;
- Include the right to appeal.

FEEDBACK, COMPLAINTS & APPEALS

INSCOPE TRAINING PTY LTD values feedback and is committed to continuously improving the quality of the training and support we offer. We encourage all students to share their feedback, make appeals, and raise any complaints they may have regarding the Recognition Policy and its procedures for credit transfer and RPL.

MONITORING

RPL and CT processes are regularly reviewed as part of INSCOPE TRAINING PTY LTD's quality assurance framework. Continuous improvement actions are identified and implemented based on feedback from students, staff and compliance monitoring activities.

All documentation related to RPL and CT, including applications, evidence, outcomes and assessor comments, are stored securely and retained for audit and compliance purposes.

POLICY IMPLEMENTATION

The implementation of this policy is supported by:

- Staff induction and training on recognition requirements
- Internal audits and validation activities
- Stakeholder feedback
- Version control and quality assurance mechanisms

Compliance with this policy will be reviewed at least annually, as part of INSCOPE TRAINING PTY LTD's quality assurance cycle, in alignment with our Self-Assurance Schedule.

ACCOUNTABILITY

The following table outlines the key roles within the organisation and their specific responsibilities in relation to the implementation, monitoring, and continuous improvement of this policy. Each role is

accountable for ensuring the policy is upheld in practice and integrated effectively into relevant operational and compliance processes.

ROLES	RESPONSIBILITIES
Trainer	▪ Oversees implementation and monitoring of this policy. ▪ Ensures assessment tools are reviewed, contextualised, and validated; coordinates validation activities. ▪ Conduct assessments in line with this policy, participate in validation, and maintain currency in their field.
Compliance Officer	• Monitor and evaluate the effectiveness of assessment practices, manage documentation and improvements.
Administrative Staff	• Verify CT documentation and record decisions.
Students & Candidates	• Responsible for initiating RPL or CT applications and providing evidence.

MONITORING

The Accountable Officer is responsible for ensuring Policy Instruments are reviewed, normally on a yearly cycle from the date they came into effect or the date of the last review. An earlier review of the Policy Instrument may be initiated if significant regulatory changes occur or a need is identified. A Policy Instrument under review remains in force until the revised Policy Instrument is approved.

POLICY INFORMATION	
Accountable Officer	Compliance Officer
Date Effective	23/07/2026
Review Date	23/07/2027
Version Number	v2.2

REGULATORY FRAMEWORK

This policy has been developed with reference to a range of legislative instruments, standards, guidelines, and regulatory principles that govern our operations as an RTO. These frameworks ensure that we operate with integrity, uphold quality training and assessment practices, and meet our legal obligations to students, regulators, and the broader community.

The following documents underpin the principles and practices outlined in this policy and should be considered in its application:

- AQF Glossary of Terminology
- AQF Qualifications Issuance Policy
- *Copyright Act 1968*
- Credential Policy - Standards for Registered Training Organisations
- *Disability Discrimination Act 1992*
- *Disability Standards for Education 2005*
- *National Vocational Education and Training Regulator (Consequential Amendments) Act 2011*

- *National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020*
- *National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025*
- *National Vocational Education and Training Regulator Act 2011*
- *National Vocational Education and Training Regulator Regulations 2011*
- *Privacy Act 1988*
- *Racial Discrimination Act 1975*
- *Student Identifiers Act 2014*
- The Australian Qualifications Framework
- *Vocational Education and Training (General) Regulations 2009*
- *Work Health and Safety Act 2011*
- *Digital Literacy Skills Framework*
- *AVETMISS data element definitions: edition 2.3*
- *AVETMISS VET Provider Collection specifications: release 8.0*

RELATED DOCUMENTS

For a complete and centralised list of interconnected documents - including associated policies, procedures, forms, and checklists - please refer to the Dependency Matrix located within the Quality Manual. This matrix has been designed to support consistency, version control, and alignment across the broader compliance framework.

DEFINITIONS

To ensure consistency and clarity across all policies, procedures, and supporting documents, INSCOPE TRAINING PTY LTD maintains a centralised Definitions Library, located within the Quality Manual. This resource contains standardised definitions of key terms and acronyms commonly used throughout our quality management system and compliance framework. All documents should be read in conjunction with the Definitions Library to support accurate interpretation and application of terminology. Where a term is used within this policy and is not explicitly defined herein, it should be understood according to its definition in the Definitions Library. The Definitions Library is reviewed and maintained regularly to reflect changes to legislation, regulatory standards, and sector-specific terminology. Any suggestions for additions or amendments to the Definitions Library should be directed to the Compliance Team for consideration as part of our continuous improvement practices.
