RPL and Credit Transfer Policy

Specialised Skills | RTO 46344 | Version 3.0

Purpose and scope

This policy explains how Specialised Skills recognises the skills and results that people already have. It can do this in two ways: recognition of prior learning (RPL) and credit transfer. The policy meets the Standards for RTOs 2025. It applies to everyone who applies for, or is enrolled in, a unit that Specialised Skills is registered to deliver.

Policy

1. Offering RPL and credit transfer

1.1 Specialised Skills offers RPL and credit transfer to everyone who applies, for the units where they are available. People are told about this in writing before they pay. It is also in the Student Handbook.

1.2 Each decision is fair and consistent, and it is written down.

2. Units where RPL is not offered

2.1 Licence rules limit RPL. So RPL is not offered for:

a. TLILIC0003 Licence to operate a forklift truck

b. TLILIC0005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

c. CPCWHS1001 Prepare to work safely in the construction industry (White Card).

2.2 Students must do the full course for these units. For a licence unit, a SafeWork NSW accredited assessor does the assessment with the national assessment instrument. For the White Card, students must have at least six hours of training face to face.

2.3 For a licence unit, one owner trains the student and the other owner assesses them. This is because an assessor must not assess a student they trained (SafeWork NSW Conditions of Accreditation, condition 37).

3. Recognition of prior learning

3.1 RPL is available for RIIWHS202E, RIIWHS204E and MSMWHS217. In RPL, the assessor looks at the skills and knowledge a person already has from work, life or other training. Then they check these against what the unit asks for.

3.2 RPL is an assessment, so the usual assessment rules apply. The assessor decides based on evidence of what the person knows and can do.

3.3 Before they apply, each person has an RPL interview. They are also told in writing:

a. what evidence they need

b. what the steps are

c. what it costs, including any gap training

d. how long it takes

e. what support they can get

f. how to appeal.

3.4 The assessor must meet the Credential Policy and hold the unit. They use an RPL assessment tool that was checked before it was used. In every RPL, the assessor watches the person do the practical tasks.

3.5 Specialised Skills tells the person the outcome in writing within 7 business days after their application is complete. If a unit is not recognised, the letter says why. It also says what training or assessment they still need.

3.6 People who apply for RPL do the LLND check when they enrol, the same as everyone else. LLND means language, literacy, numeracy and digital skills.

4. Credit transfer

4.1 Specialised Skills recognises statements of attainment and qualifications from any other RTO. A statement of attainment is the official record of the units a person has completed.

4.2 Most courses have only one unit. If a person already holds that unit, they do not need to enrol, because their result already counts. Credit transfer is used when a course has more than one unit and the person already holds one of them.

4.3 Credit is given if the person has done the same unit, or a unit that training.gov.au lists as equivalent. Before it gives credit, Specialised Skills checks the result is real. It does this through the person's USI (Unique Student Identifier) transcript, or with the RTO that issued it.

4.4 Credit transfer is free. For a licence unit, credit transfer only recognises the unit. It does not give the person a high risk work licence.

5. Fees

5.1 RPL costs the same as the course in the Fee Schedule, and it is paid in the same way. People are told the fee in writing before they apply.

5.2 Once the RPL assessment has started, the fee is not refunded. See the Fee Administration and Refund Policy.

5.3 Gap training is extra training for skills that the RPL did not show. If it is needed, Specialised Skills sends a written quote when the RPL assessment is finished. Up to 2 hours costs half the course fee. More than 2 hours costs the full course fee. It never costs more than the fee for that unit.

6. Appeals

6.1 A person can appeal an RPL or credit transfer decision. The owner who did not make the decision looks at the appeal, or an independent person does. See the Complaints and Appeals Policy.

7. Records and certificates

7.1 The owners keep the RPL evidence, the checked credit transfer documents and each decision in the student's assessment file. They record each outcome in the student management system, and it is reported to NCVER (the national VET data agency). Records are kept for as long as the Records Management Policy says.

7.2 When the person has met all the requirements and paid, Specialised Skills gives them a statement of attainment. See the Completion and Certification Policy.

8. Review

8.1 The RPL assessment tools are part of validation. Each year, the owners review how RPL and credit transfer are working, as part of the internal audit. They use feedback, complaints and appeals to make the process better.

Policy information

Responsibilities: The owners approve and review this policy. Both owners manage applications, checks and records. As trainers and assessors, they also carry out RPL assessments.

Related documents: RPL and Credit Transfer Procedure; Enrolment Policy and Procedure; Student Handbook; RPL Application and Candidate Kit; RPL Assessor Kit and other RPL assessment tools; Credit Transfer Application Form; Training and Assessment Policy; Fee Administration and Refund Policy; Fee Schedule; Complaints and Appeals Policy; Completion and Certification Policy; Records Management Policy.

Legislative and regulatory requirements: Standards for RTOs 2025 (Outcome Standards 1.3, 1.4, 1.5, 1.6, 1.7, 2.1 and 2.8; Compliance Standards, including recognition of AQF certification issued by other RTOs); Credential Policy; Student Identifiers Act 2014; Work Health and Safety Act 2011 (NSW) and Regulation; SafeWork NSW conditions for high risk work licence assessment and general construction induction training.

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