RPL and Credit Transfer Procedure

Document details	
Purpose	To set out the steps to apply for recognition of prior learning (RPL) or credit transfer, and to decide.
Applies to	Everyone who applies for, or is enrolled in, a unit that Specialised Skills is registered to deliver.

Roles: both owners do all **Owner** steps (giving information, checking and keeping records) and **Trainer** steps (doing the RPL assessment). The trainer and assessor must hold the unit they assess.

STUDENT Yellow rows are the steps students complete.

Step	Who	What to do	Record
A. Recognition of prior learning			
1	**STUDENT**	Ask about RPL when you book, or contact Specialised Skills before the course.	Booking or email
2	Owner	Check if RPL is available for the unit: • TLILIC0003, TLILIC0005 (licence units) and CPCWHS1001 (White Card): there is no RPL, so the student does the full course. • RIIWHS202E, RIIWHS204E and MSMWHS217: RPL is available. The student must also show the practical tasks. Send the RPL Application and Candidate Kit for the unit. The applicant uses it to apply, and it tells them what evidence to give. It also sets out the fee (the same as the course fee), how long it takes and how to appeal.	Email; RPL information sent
3	Owner	Before they enrol, have an RPL interview with the applicant. Explain: • what evidence they need • what it costs • how gap training works, and what it can cost.	Interview notes
4	**STUDENT**	Fill in the RPL Application and Candidate Kit. Send it back with your evidence, for example: • licences, tickets and certificates • a résumé and references • a supervisor or third-party report • photos or records of work you have done.	RPL application and evidence
5	Owner	Enrol the applicant, following the Enrolment Procedure (USI, photo ID, enrolment form and LLND check). Record the units as RPL in Vettrak. Take the RPL fee in the same way as a course fee.	Vettrak enrolment; receipt

Step	Who	What to do	Record
6	Trainer	Use the RPL assessment tool to check the evidence against the unit. Write down any gaps.	RPL assessment tool
7	Trainer	Ask the applicant about their work (this is called a competency conversation). Watch them do the practical tasks for the unit.	RPL assessment tool
8	Trainer	Decide the outcome for each unit. Either RPL is granted, or it is not granted and you say what training or assessment is still needed. Follow the principles of assessment and the rules of evidence. If gap training is needed, the owner sends a written quote. Up to 2 hours costs half the course fee. More than 2 hours costs the course fee. Send an invoice when the quote is accepted.	Signed RPL decision
9	Owner	Tell the student the outcome in writing within 7 business days after the application is complete. Give the reasons and tell them how to appeal. Record the outcome in Vettrak (RPL granted or RPL not granted). Save the evidence in the student's assessment file in Google Drive (04 Students).	Outcome letter; Vettrak; student file
B. Credit transfer			
10	**STUDENT**	Ask for credit transfer (it is free) for a unit in a course. Fill in the Credit Transfer Application Form. Attach a certified copy of your statement of attainment or qualification from another RTO, or your USI transcript.	Credit Transfer Application Form
11	Owner	Check that the result is real: • look at the USI transcript (with the student's permission), or contact the RTO that issued it • check on training.gov.au that the unit is the same, or is listed as equivalent. On the copy, write who checked it, when and how. Save it in the student's assessment file.	Verified copy
12	Owner	If it is real, record the credit transfer in Vettrak and confirm it in writing. If it is not, explain why and offer training or RPL.	Vettrak; confirmation email

When things change

Situation	Action
RPL not granted, or only in part	Offer gap training or the full course. Give the reasons in writing. The student can appeal.
Evidence may not be genuine	Do not grant RPL or credit. Check with whoever issued it, and write down what happened.
Unit has been superseded	Only give credit if training.gov.au lists the units as equivalent.

Situation	Action
Applicant asks for RPL for a licence unit or the White Card	Explain that there is no RPL for these units, so they need to do the full course. Offer them a place.
Applicant already holds the only unit in the course	They do not need to enrol. Confirm in writing that their result already counts.
Appeal received	The owner who did not make the decision looks at it, or an independent person does. See the Complaints and Appeals Policy.

Procedure information

Responsibility: The owners approve this procedure and make sure it is followed.

Related documents: RPL and Credit Transfer Policy; Enrolment Procedure; RPL Application and Candidate Kit; RPL Assessor Kit and other RPL assessment tools; Credit Transfer Application Form; Fee Administration and Refund Policy; Fee Schedule; Complaints and Appeals Policy; Completion and Certification Policy; Filing guide.

Requirements: Standards for RTOs 2025 (Outcome Standards 1.4, 1.6, 1.7 and 2.8; Compliance Standards); Credential Policy; Student Identifiers Act 2014; SafeWork NSW conditions for high risk work licence assessment and general construction induction training.

Document control: Version 3.0, approved by Greg Cusack on 26 October 2026. Replaces version 1.0 (18/02/2025). Next review: 4 October 2027.

Student summary

How students apply for RPL or credit transfer.

