

## RPL AND CREDIT TRANSFER POLICY

### RELEVANT STANDARD(S):

<p><a href="#"><u>Standards for Registered Training Organisations (RTOs) 2015</u></a></p>	<p><b>Standard 1   Chapter 4 – Training and Assessment</b></p> <ul style="list-style-type: none"> <li>- Clause 1.12</li> </ul> <p><b>Standard 3   Chapter 2 – Enrolment</b></p> <ul style="list-style-type: none"> <li>- Clause 3.5</li> </ul>
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### PURPOSE

SNS College of Western Australia is committed to providing quality training and assessment in accordance with the *Standards for Registered Training Organisations (RTOs) 2015*.

This policy outlines SNS College’s approach to **Recognition of Prior Learning (RPL)** and **Credit Transfer**, ensuring learners are informed of their options and that any recognition granted is fair, valid, and consistent with training package requirements and regulatory expectations.

### SCOPE

This policy applies to all prospective and enrolled learners seeking Recognition of Prior Learning or Credit Transfer for qualifications, skill sets or units of competency that SNS College of Western Australia is registered to deliver.

### Policy Statement

SNS College of Western Australia:

- provides learners with the opportunity to **apply for Recognition of Prior Learning (RPL) or Credit Transfer**, where appropriate
- ensures that all recognition decisions comply with:
  - training package requirements
  - the Principles of Assessment
  - the Rules of Evidence
- recognises **AQF certification documentation** issued by other Registered Training Organisations (RTOs)
- ensures learners are informed of recognition options **prior to or at the time of enrolment**
- applies recognition decisions consistently and transparently
- maintains records of all recognition decisions in accordance with regulatory requirements

Recognition is **not automatic** and is subject to assessment and verification processes.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that evaluates an individual's existing skills and knowledge, gained through:

- formal learning
- non-formal learning
- informal learning and work experience

to determine the extent to which those skills and knowledge meet the requirements of a unit of competency or qualification.

Learners may apply for RPL **prior to or at the commencement of training**, in accordance with organisational procedures.

RPL decisions are based on evidence that demonstrates **current competence** and must meet the requirements of the relevant training package.

When applying for RPL, learners are responsible for providing evidence that is:

- **valid** – directly related to the unit requirements
- **sufficient** – enough to demonstrate competence
- **authentic** – their own work or experience
- **current** – reflects present or recent competence

Evidence may include, but is not limited to, employment records, work samples, third-party reports, qualifications, statements of attainment, or other relevant documentation.

## Mutual Recognition / Credit Transfer

SNS College of Western Australia supports mutual recognition and will grant **Credit Transfer** for units of competency or modules where:

- valid and authentic AQF certification documentation is provided
- the unit code and title match those in the learner's training program

Credit Transfer does not require assessment of competence beyond verification of the certification documentation.

Where units have been superseded, equivalence will be determined in accordance with training package guidance and transition arrangements.

## Limitations and Conditions

The extent to which RPL or Credit Transfer contributes toward the issuance of a qualification is determined by:

- training package rules
- licensing or regulatory requirements (where applicable)
- organisational policy

In some cases, particularly where occupational licensing or practical assessment requirements apply, RPL may be limited or not suitable.

### **Fees and Charges**

Any fees associated with Recognition of Prior Learning are outlined in the **Fees and Refunds Policy** and communicated to learners prior to assessment.

Certification documentation will not be issued until all applicable fees are paid in full.

### **Notification and Appeals**

Learners are informed in writing of the outcome of their RPL or Credit Transfer application within the specified timeframes.

Where recognition is not granted, learners are provided with information on the reason for the decision and their right to appeal in accordance with the **Complaints and Appeals Policy**.

### **Monitoring And Continuous Improvement**

Recognition of Prior Learning and Credit Transfer processes are monitored by the Training Manager to ensure consistency, fairness, and compliance with regulatory requirements.

Opportunities for improvement are identified and managed through SNS College of Western Australia's continuous improvement processes.

### **Related Documents**

- Student Handbook
- Enrolment Policy
- Fees and Refunds Policy
- Complaints and Appeals Policy
- Certification Issuance Policy

Version Control					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
10/02/2025	Document creation	360RTO Solutions	V1.0	15/09/2025	15/09/2026
30/12/2025	Full policy rewrite to align with public-facing policy suite and website publication	SNS College	V2.0	30/12/2025	30/12/2026

RTO INFORMATION	
Document Name	SNS - RPL and Credit Transfer Policy V2.0
RTO/Company Name	SNS College of Western Australia Pty Ltd
ABN	81 665 855 872
RTO Code	#00000
Phone	08 6153 4505
Email	info@snscollege.com.au
Manager	Training Manager
Website	www.snscollege.com.au
Address	Level 1, 224-226 Stirling Street, Perth 6000