

SNS-05-POL-007 RPL and Credit Transfer Policy

[Standards for Registered Training Organisations \(RTOs\) 2025](#)

- Outcome Standard 1.6 – Recognition of Prior Learning
- Outcome Standard 1.7 – Credit Transfer
- Outcome Standards 1.3 & 1.4 – Assessment System Integrity
- Outcome Standard 2.1 – Learner Information

PURPOSE

SNS College of Western Australia Pty Ltd is committed to ensuring that learners with existing skills, knowledge, and competencies are supported to progress through training products via **Recognition of Prior Learning (RPL)** and **Credit Transfer**, where appropriate.

This policy outlines SNS College's framework for managing RPL and Credit Transfer in a manner that is:

- fair and transparent
- evidence-based and consistent
- aligned to training package requirements
- appropriate to the **nature, risk level, and regulatory context** of the training product
- compliant with the Standards for Registered Training Organisations (RTOs) 2025

SCOPE

This policy applies to:

- all prospective and enrolled learners seeking RPL or Credit Transfer
- all AQF qualifications, skill sets, and units of competency on SNS College's scope of registration
- all staff involved in enrolment, assessment, and certification decisions

Policy Statement

SNS College of Western Australia:

- provides learners with access to Recognition of Prior Learning (RPL) and Credit Transfer opportunities
- ensures learners are informed of recognition options prior to or at the time of enrolment
- applies recognition decisions in a manner that is fair, transparent, and consistent
- ensures recognition decisions maintain the integrity of the training product and assessment system
- complies with:
 - training package requirements
 - licensing and regulatory obligations (where applicable)
 - the Principles of Assessment
 - the Rules of Evidence
- maintains accurate and secure records of all recognition decisions

SNS College ensures information regarding Recognition of Prior Learning and Credit Transfer processes, fees, requirements and learner rights is made available prior to enrolment in accordance with Outcome Standard 2.1.

Recognition is not automatic and is subject to assessment, verification, and approval processes.

Policy Principles and Governance Controls

Principle	Policy Intent (What)	Operational Controls (How – via Procedures & Evidence)	Oversight & Evidence
Informed Learner Choice	Learners are clearly informed of their RPL and Credit Transfer options before or at enrolment	• Pre-enrolment information and Student Handbook disclosures • RPL Information to Candidates (TEM 01) • Enrolment procedures reference recognition pathways	• Enrolment audit samples • Website and handbook reviews • CI Register entries

Assessment Integrity	Recognition decisions maintain the integrity of the training product and assessment system	• RPL conducted within the approved assessment system • Application of Principles of Assessment and Rules of Evidence • Use of approved RPL tools and assessor guidance	• Validation outcomes • Assessor moderation records • Internal audit findings
Product Risk and Suitability	RPL is appropriate to the nature, complexity, and risk profile of the training product	• Product risk considered during RPL assessment • Additional evidence or demonstration required for high-risk or practical units • Licensing and regulatory requirements applied	• RPL decision records • Training package and licensing checks • Compliance review reports
Consistency and Fairness	Recognition decisions are applied consistently across learners and cohorts	• Standardised RPL assessment tools and templates • Assessor guidance and decision criteria • Documented outcomes and rationale	• Sampling of RPL decisions • Validation and moderation records
Evidence-Based Decisions	Recognition decisions are justified by sufficient, valid, authentic, and current evidence	• Evidence mapping to unit requirements • Verification of third-party reports and certification documentation • Currency checks	• RPL evidence files • Assessor sign-off records • Internal audit outcomes
Regulatory and Licensing Compliance	Recognition does not compromise regulatory, licensing, or industry requirements	• Licensing and regulator requirements checked prior to granting RPL or Credit Transfer • Transition and equivalence mapping applied	• Licensing registers • Transition mapping records • Compliance monitoring
Transparency and Accountability	Learners understand outcomes and have access to review and appeal mechanisms	• Written notification of outcomes • Clear reasons provided where recognition is not granted • Access to Complaints and Appeals Policy	• Appeals records • Complaints Register • CI actions
Continuous Improvement	RPL and Credit Transfer processes are regularly reviewed and improved	• Monitoring of recognition outcomes and risks • Feedback from learners, assessors, and validation activities • CI actions tracked	• Continuous Improvement Register • Validation schedules • Management review minutes

Recognition of Prior Learning (RPL)

Definition

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 workplace experience

—to determine the extent to which those competencies meet the requirements of a unit of competency, skill set, or qualification.

RPL and Assessment Integrity

RPL is conducted **within SNS College's assessment system** and is subject to the same quality and integrity requirements as all other forms of assessment.

RPL decisions must:

- be based on **evidence of current competence**
- meet all unit or qualification performance criteria, knowledge evidence, and assessment conditions
- comply with the Principles of Assessment:
 - fairness
 - flexibility
 - validity
 - reliability
- comply with the Rules of Evidence:
 - validity
 - sufficiency
 - authenticity
 - currency

RPL does **not** reduce, replace, or bypass required competency outcomes.

Suitability, Limitations and Regulatory Considerations

SNS College of Western Australia recognises that the suitability of Recognition of Prior Learning varies depending on the nature, risk profile, and regulatory context of the training product.

While learners may apply for Recognition of Prior Learning for any unit on the provider's scope of registration, recognition will only be granted where all training package requirements, assessment conditions, and any applicable legislative, licensing, or regulatory obligations are met.

SNS College of Western Australia may limit or decline the granting of Recognition of Prior Learning where:

- the training product involves licensed or regulated outcomes;
- the unit includes safety-critical or high-risk skills;
- mandatory practical assessment conditions require direct observation, simulation, or demonstration of skills; or
- current competence cannot be reliably demonstrated through prior evidence alone.

In such cases, learners may be required to undertake additional assessment activities, practical demonstrations, or training to ensure competency is demonstrated in accordance with regulatory and assessment requirements.

Evidence Requirements

Learners applying for RPL are responsible for providing evidence that is:

- **valid** – directly relevant to the unit requirements
- **sufficient** – enough to demonstrate competence
- **authentic** – the learner's own work or experience
- **current** – reflects recent and relevant competence

Evidence may include, but is not limited to:

- employment records
- work samples
- third-party reports
- qualifications or statements of attainment
- verified workplace documentation
- structured interviews or challenge assessments

Suitability of RPL by Training Product

The suitability and extent of RPL are determined with reference to:

- the **nature and complexity** of the training product
- the **risk profile** of the skills and knowledge being assessed
- **industry, licensing, or regulatory requirements**
- the requirement for **practical demonstration of skills**

For training products that involve:

- high-risk activities
- emergency response or safety-critical skills
- regulated or licensed outcomes
- mandatory practical performance requirements

RPL may be **limited** or may require additional forms of evidence or demonstration to ensure current, safe, and competent performance.

All recognition decisions must be documented and retained in the learner file in accordance with SNS College records management requirements.

Credit Transfer

Definition

Credit Transfer is the formal recognition of a unit of competency or module that a learner has **successfully completed** through another Registered Training Organisation.

Credit Transfer Requirements

Credit Transfer Requirements

SNS College of Western Australia will grant Credit Transfer where:

- valid AQF certification documentation is provided; or
- an authenticated VET transcript is supplied; and
- the unit code and title match those in the learner's training program, or the units are deemed equivalent on the National Register.

Credit transfer is granted only where unit codes and titles are identical or formally deemed equivalent as published on the National Register.

Superseded and Equivalent Units

Where units have been superseded:

- equivalence will be determined in accordance with:
 - training package guidance
 - transition arrangements
 - industry or licensing requirements
- Credit Transfer may be restricted where:
 - regulatory or licensing changes have occurred
 - current competence cannot be assured

Recognition decisions must comply with applicable transition timeframes as outlined in the Compliance Standards 2025.

Limitations and Conditions

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

- the packaging rules of the relevant qualification or skill set;

- licensing or regulatory requirements;
- assessment conditions and currency requirements; and
- organisational assessment and certification policies.

SNS College will not grant recognition where doing so would compromise:

- assessment validity
- learner safety
- regulatory compliance
- the integrity of the training product

Fees and Charges

- Any fees associated with RPL are outlined in the **Fees and Refunds Policy**
- Fees are communicated to learners prior to assessment
- Certification documentation will be issued in accordance with regulatory timeframes once all assessment requirements are met and agreed fees have been paid.

Notification and Appeals

- Learners are informed in writing of the outcome of RPL or Credit Transfer applications within specified timeframes
- Where recognition is not granted, learners are provided with:
 - reasons for the decision
 - information on alternative pathways, where applicable
 - details of their right to appeal

Appeals are managed in accordance with the **Complaints and Appeals Policy**.

All recognition decisions must be documented and retained in the learner file in accordance with SNS College records management requirements.

Monitoring and Continuous Improvement

RPL and Credit Transfer processes are monitored to ensure:

- consistency of decision-making
- compliance with regulatory requirements
- alignment with assessment system controls

Outcomes, feedback, and identified risks are managed through SNS College of Western Australia's **continuous improvement processes**.

10. Related Documents

- Student Handbook
- Enrolment Policy
- Fees and Refunds Policy
- Complaints and Appeals Policy
- Certification Issuance Policy
- RPL Procedures and RPL Kit
- Assessment System Policy
- Records Management 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
08/02/2026	Full rewrite aligned to Standards for RTOs 2025 and product risk considerations	SNS College	V3.0	08/02/2026	08/02/2027
19/06/2026	Minor review and amendments following compliance review, including clarification of recognition conditions and document updates	SNS College	V3.1	19/06/2026	19/06/2027

RTO INFORMATION	
Document Name	SNS-05-POL-007 RPL and Credit Transfer Policy V3.1
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