

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

1. 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 relevant training products through Recognition of Prior Learning or Credit Transfer, where appropriate.

This policy establishes SNS College's framework for managing Recognition of Prior Learning and Credit Transfer in a manner that is:

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

2. Scope

This policy applies to:

- all prospective and enrolled learners seeking Recognition of Prior Learning or Credit Transfer;
- all AQF qualifications, skill sets, units of competency and modules on SNS College's scope of registration; and
- all staff involved in enrolment, assessment, recognition, certification and associated administrative decisions.

3. Policy Statement

SNS College of Western Australia:

- provides learners with access to Recognition of Prior Learning and Credit Transfer opportunities;
- informs learners about available recognition options before or at the time of enrolment;
- applies recognition decisions fairly, transparently and consistently;
- ensures Recognition of Prior Learning decisions maintain the integrity of the training product and assessment system;
- grants Credit Transfer where verified evidence demonstrates prior completion of the same or a formally equivalent training product, unless an applicable licensing or regulatory requirement prevents Credit Transfer;
- complies with training product, legislative, licensing and regulatory requirements;
- applies the Principles of Assessment and Rules of Evidence to Recognition of Prior Learning assessments;
- maintains accurate and secure records of all recognition decisions; and
- advises learners of recognition outcomes and their right to seek review or appeal.

Information about Recognition of Prior Learning and Credit Transfer processes, evidence requirements, fees and learner rights is made available before enrolment in accordance with Outcome Standard 2.1.

Recognition of Prior Learning is an assessment process and is not granted automatically.

Credit Transfer is not an assessment of the learner's current competence. Credit Transfer is granted where the required evidence of prior completion of the same or a formally equivalent training product has been authenticated and no specific licensing or regulatory restriction prevents its recognition.

4. Policy Principles and Governance Controls

Principle	Policy intent	Operational controls	Oversight and evidence
Informed learner choice	Learners are informed of their RPL and Credit Transfer options before or at enrolment.	Pre-enrolment information; Student Handbook; RPL information; enrolment procedures.	Enrolment audit samples; website and handbook reviews; continuous improvement records.
Assessment integrity	RPL decisions maintain the integrity of the training product and assessment system.	RPL conducted through the approved assessment system; Principles of Assessment and Rules of Evidence applied; approved RPL tools and assessor guidance used.	Validation outcomes; moderation records; internal audit findings.
Credit Transfer integrity	CT is granted only on authenticated evidence of prior completion of the same or a formally equivalent training product.	AQF certification or authenticated VET transcript verified; unit status and equivalence checked on the National Register; decision recorded.	CT verification records; learner files; certification and AVETMISS records.
Product risk and suitability	RPL evidence requirements reflect the complexity, risk and regulatory context of the training product.	Product risk considered; mandatory practical evidence and assessment conditions applied; regulatory requirements checked.	RPL decision records; assessment records; compliance reviews.
Consistency and fairness	Recognition decisions are made consistently across learners and cohorts.	Standardised forms, tools, guidance and decision criteria; documented outcomes and reasons.	Sampling of decisions; validation and moderation; internal audit.
Evidence-based decisions	Recognition decisions are supported by appropriate evidence.	RPL evidence mapped to unit requirements; CT documents authenticated; third-party evidence verified where applicable.	Learner evidence files; assessor or authorised officer sign-off; audit outcomes.
Regulatory and licensing compliance	Recognition does not compromise an explicit licensing or regulatory requirement.	Current regulator requirements checked where relevant; regulatory restrictions distinguished from general industry preferences or guidance.	Regulatory source records; licensing checks; compliance monitoring.
Transparency and accountability	Learners understand recognition outcomes and can seek review or appeal.	Written notification; reasons provided where an application is unsuccessful; Complaints and Appeals Policy applied.	Appeals records; Complaints Register; continuous improvement actions.
Continuous improvement	Recognition systems are monitored and improved.	Outcomes, risks, feedback, validation and audit findings reviewed.	Continuous Improvement Register; validation schedule; management review minutes.

5. Recognition of Prior Learning

5.1 Definition

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

- formal learning;
- non-formal learning;
- informal learning; and

- workplace and life experience.

The purpose of RPL is to determine the extent to which the learner currently meets the requirements of a unit of competency, module, skill set or qualification.

5.2 RPL and assessment integrity

RPL is conducted within SNS College's approved assessment system and is subject to the same quality and integrity requirements as other assessment pathways.

RPL decisions must:

- be based on evidence of current competence;
- address all applicable elements, performance criteria, foundation skills, performance evidence, knowledge evidence and assessment conditions;
- comply with the Principles of Assessment of fairness, flexibility, validity and reliability; and
- comply with the Rules of Evidence of validity, sufficiency, authenticity and currency.

RPL does not reduce, replace or bypass the competency requirements of the relevant training product.

5.3 Access to RPL

Learners may apply for RPL for any unit of competency or module on SNS College's scope of registration.

The risk level, safety implications or licensing context of a training product does not, by itself, remove a learner's opportunity to apply for RPL.

However, RPL will only be granted where the learner provides sufficient evidence to meet:

- all requirements of the training product;
- all mandatory assessment conditions;
- applicable legislative, licensing and regulatory requirements; and
- SNS College's assessment system requirements.

5.4 High-risk, practical and regulated training products

Where a training product includes high-risk, safety-critical, emergency response, practical or licensed outcomes, the RPL assessment may require:

- direct observation of practical performance;
- practical demonstration in a workplace or approved simulation;
- supplementary questioning or professional discussion;
- third-party evidence;
- verification of workplace documents;
- demonstration of current skills; or
- completion of other assessment activities required by the training product.

These activities form part of the RPL assessment and are not additional training requirements unless an identified evidence gap requires training before further assessment.

Where the available evidence does not establish competence, SNS College will:

- explain the evidence gap to the learner;

- provide an opportunity to submit further evidence or undertake supplementary assessment, where appropriate; and
- advise the learner about available training and assessment options.

5.5 RPL evidence

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

- valid – directly related to the training product requirements;
- sufficient – adequate in quality and quantity to support an assessment judgement;
- authentic – the learner's own work, skills or experience; and
- current – reflective of the learner's current competence.

Evidence may include:

- employment and position records;
- work samples and workplace documentation;
- third-party reports;
- licences, qualifications or Statements of Attainment;
- verified workplace records;
- structured interviews or professional discussions;
- challenge or supplementary assessment activities; and
- direct observation of practical performance.

A qualification or Statement of Attainment that establishes completion of the same or a formally equivalent training product will ordinarily be processed through Credit Transfer rather than RPL.

6. Credit Transfer

6.1 Definition

Credit Transfer is the process of recognising and awarding credit for a training product that a learner has previously completed successfully.

Credit Transfer may apply to a unit of competency or module completed through SNS College or another Registered Training Organisation.

Credit Transfer is not an assessment process and does not involve reassessing the learner's skills, knowledge or current competence in a unit that is identical or formally equivalent.

6.2 Credit Transfer requirements

SNS College will grant Credit Transfer where:

- valid AQF certification documentation is provided and authenticated; or
- prior completion is demonstrated through an authenticated VET transcript; and
- the previously completed unit or module is:
 - identical to the unit or module in the learner's current training program; or
 - formally identified as equivalent on the National Register; and
- no explicit licensing or regulatory requirement prevents the Credit Transfer.

Evidence may include:

- a Statement of Attainment;
- a qualification and accompanying record of results;
- an authenticated VET transcript; or
- SNS College's own authenticated certification and student-management records.

A licence, occupational card, employer record or non-AQF certificate may support verification but is not, by itself, sufficient evidence of completion of a nationally recognised unit unless the applicable Standards or regulator expressly provide otherwise.

6.3 Verification

Before granting Credit Transfer, SNS College will, as applicable:

- confirm the learner's identity;
- verify the learner's USI;
- authenticate the AQF certification documentation or VET transcript;
- confirm the issuing RTO and registration details;
- confirm the unit or module code and title;
- check unit status and formal equivalence on the National Register;
- investigate any discrepancy in names, codes, dates or issuing details; and
- document the verification and decision.

6.4 Superseded units and equivalence

Where a previously completed unit or module has been superseded, Credit Transfer will only be granted where:

- the replacement training product is formally recorded as equivalent on the National Register; or
- the unit or module is otherwise the same training product required by the learner's current enrolment.

A statement by an employer, industry body or licensing regulator that an older credential remains acceptable for employment or licensing purposes does not, by itself, establish formal unit equivalence for Credit Transfer.

Where a superseded unit is not formally equivalent to the current unit, SNS College will not grant Credit Transfer for the current unit. The learner may instead be offered:

- Recognition of Prior Learning;
- targeted gap training and assessment; or
- full training and assessment.

6.5 Licensed and regulated outcomes

Where a Credit Transfer application relates to a licensed or regulated outcome, SNS College will:

- verify whether the unit is identical or formally equivalent;
- identify any current licensing or regulatory requirement that expressly affects Credit Transfer or the occupational outcome;
- use current, authoritative regulatory information;
- distinguish between unit equivalence and occupational or licensing recognition; and
- document the outcome of the review.

Licensing or regulatory recognition of a credential does not automatically establish unit equivalence for Credit Transfer.

Where an explicit licensing or regulatory requirement prevents Credit Transfer, SNS College will:

- record the specific requirement and authoritative source;
- advise the learner in writing;
- explain why Credit Transfer cannot be granted; and
- identify any available RPL, training, assessment or regulator referral pathway.

Security qualification upgrade pathways

Where SNS College has an approved upgrade pathway for a superseded security qualification, the pathway may combine Credit Transfer for authenticated identical or formally equivalent units with targeted training and assessment for outstanding current units.

Credit Transfer decisions remain unit-specific and must not be made conditional on completion of upgrade training for other units. Recognition of Prior Learning remains available where requested and supported by sufficient evidence.

Eligibility for an SNS College upgrade pathway does not establish or guarantee occupational licensing eligibility.

Interstate security qualifications and WA licensing

SNS College distinguishes the national VET recognition decision from the Western Australian occupational licensing decision. Completion of nationally recognised security training in another Australian jurisdiction does not, by itself, invalidate the training or prevent Credit Transfer where the same or a formally equivalent unit has been authenticated.

For new Western Australian security licence applications, SNS College will provide applicants with current WA Police Force licensing information. As at 26 August 2026, WA Police Force advises that, from 1 January 2026, training relied upon for licensing purposes must have been completed in Western Australia with a WA Police Force-approved RTO.

An applicant who holds a current equivalent interstate security licence may be eligible to apply to WA Police Force under the mutual recognition pathway. Mutual recognition is a licensing pathway and is separate from SNS College recognition decisions.

Where an applicant completed an interstate security qualification but did not obtain, or no longer holds, a current interstate security licence, the WA Police Force mutual recognition pathway may not be available. The applicant may be considered for an approved SNS College Interstate Qualification Verification Program (IQVP), where that program is available and appropriate.

The IQVP must not be used to reassess a unit that has been granted Credit Transfer. Any WA-specific learning, knowledge verification or practical verification undertaken through the IQVP is recorded separately from the Credit Transfer decision and is used only for the purpose defined in the approved program and current licensing pathway.

Completion of the IQVP does not guarantee the grant of a Western Australian security licence. Licensing eligibility and the final licensing decision remain matters for WA Police Force.

6.6 Jurisdictional and regulatory information

SNS College may provide learners with current information about:

- Western Australian legislation;
- occupational licensing requirements;
- regulator application processes;
- workplace or site-specific responsibilities;
- regulator examinations;
- licence currency or renewal requirements; and
- differences between nationally recognised certification and occupational licensing.

Provision of this information:

- does not form part of the Credit Transfer decision;
- must not be used to delay or invalidate an otherwise eligible Credit Transfer;
- is not an assessment or reassessment of competency;
- does not require the learner to repeat an identical or equivalent unit; and
- may be recorded separately as learner information or support.

Completion of a familiarisation workbook, quiz, acknowledgement or additional assessment must not be imposed as a condition of Credit Transfer unless a current and explicit licensing or regulatory requirement requires that activity.

For security training products, SNS College may provide current WA Police licensing and legislative information, and FAPSTC Security Competency Testing Program information separately from the Credit Transfer decision. Where a security unit is not identical or formally equivalent, relevant Western Australian requirements may be addressed through RPL or the required training and assessment pathway.

For RSA and construction induction training, SNS College may provide current WA regulatory information where useful, but will not require a separate Western Australian familiarisation activity as a routine condition of Credit Transfer.

6.7 Recording Credit Transfer

Approved Credit Transfer outcomes will be:

- recorded against the relevant training product;
- entered accurately in the student-management and AVETMISS systems;
- retained with the supporting evidence and verification record;
- included in qualification progress and completion calculations; and
- reported using the applicable Credit Transfer outcome code.

Credit Transfer does not result in SNS College issuing a separate Statement of Attainment merely to reproduce a unit previously issued by another RTO.

7. Recognition Outcomes and Qualification Completion

The extent to which RPL or Credit Transfer contributes towards completion of a qualification or skill set is determined by:

- the packaging rules of the relevant training product;
- the units or modules included in the learner's enrolment;
- applicable licensing or regulatory requirements; and
- the learner's successful completion of all remaining training product requirements.

For RPL, SNS College will not make a competent assessment judgement where the evidence does not meet the training product requirements, Principles of Assessment and Rules of Evidence.

For Credit Transfer, SNS College will not grant credit where:

- the evidence cannot be authenticated;
- the evidence does not belong to the learner;
- the unit or module is neither identical nor formally equivalent;
- the documentation does not demonstrate successful completion; or
- a current and explicit licensing or regulatory requirement prevents Credit Transfer.

8. Fees and Charges

- Fees associated with RPL are specified in the Fees and Refunds Policy and applicable fee information.
- RPL fees are communicated to the learner before the assessment process commences.
- Credit Transfer application and administrative fees, where applicable, are communicated before enrolment or application.
- AQF certification documentation will be issued within applicable regulatory timeframes once all qualification or course requirements are met and all agreed fees have been paid.

9. Notification and Appeals

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

Where recognition is not granted, the learner will be provided with:

- the outcome and reasons for the decision;
- any identified evidence or competency gaps;
- information about alternative pathways, where applicable; and
- details of their right to seek review or appeal.

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

All recognition decisions and supporting records are retained in accordance with SNS College's records-management requirements.

10. Monitoring and Continuous Improvement

SNS College monitors RPL and Credit Transfer processes to ensure:

- consistent and accurate decision-making;
- appropriate authentication and verification;
- compliance with training product and regulatory requirements;
- appropriate application of RPL assessment requirements;
- Credit Transfer is not unnecessarily restricted;
- learner outcomes are accurately recorded; and
- identified risks and improvement opportunities are addressed.

Monitoring may include:

- learner-file sampling;
- internal audit;
- validation and moderation of RPL assessment practices;
- review of Credit Transfer verification records;
- learner and staff feedback;
- review of complaints and appeals; and
- review of changes to training products, legislation and licensing requirements.

Outcomes and actions are recorded and managed through SNS College's continuous improvement processes.

11. Related Documents

- Student Handbook
- Enrolment Policy
- Enrolment Procedure
- Fees and Refunds Policy
- Complaints and Appeals Policy
- Certification Issuance Policy
- Assessment System Policy
- Records Management Policy
- RPL and Credit Transfer Procedure
- Credit Transfer Application Form
- Credit Transfer Verification and Decision Checklist
- RPL Information for Candidates
- Approved RPL Kits and Assessment Tools

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
22/07/2026	Clarified the distinction between RPL assessment and Credit Transfer; removed routine jurisdictional familiarisation requirements for RSA and construction induction; confirmed that licensing information must remain separate from CT decisions; strengthened formal equivalence, authentication and regulated-product controls; and clarified the treatment of security licensing information and non-equivalent units.	SNS College	V3.2	22/07/2026	22/07/2027
20/08/2026	Updated to incorporate the approved CPP20218 Security Officer Upgrade Pathway. Added operational controls for applicant eligibility, unit-by-unit Credit Transfer verification, targeted upgrade training and assessment, access to RPL, first aid consideration, learner suitability and support, individual pathway approval, learner notification and recordkeeping. Added references to the approved CPP20218 upgrade pathway forms and supporting controlled documents.	SNS College	V3.3	20/08/2026	20/08/2027
26/08/2026	Updated security recognition and licensing controls. Added interstate security qualification provisions distinguishing national Credit Transfer from WA occupational licensing; documented current WA Police training-location requirement for new licence applications; clarified mutual recognition requires a current interstate licence; added approved IQVP referral controls and prohibition on reassessment of credited units; updated security competency testing references from SAIWA to FAPSTC; added dated authoritative-source controls.	SNS College	V3.4	26/08/2026	26/08/2027

RTO INFORMATION	
Document Name	SNS-05-POL-007 RPL and Credit Transfer Policy V3.4
RTO/Company Name	SNS College of Western Australia Pty Ltd
RTO Code	53034

Current external references for security licensing (verify at time of use):

- WA Police Force – Licensing Services (Security), including Changes to Accepted Training Certificates announcement (04/12/2025; effective 01/01/2026). Accessed 26/08/2026.
- WA Police Force – Security licence: mutual recognition. Accessed 26/08/2026.
- WA Police Force – Security licence: training. Accessed 26/08/2026.