



Recognition of Prior Learning (RPL) and Credit Transfer (CT)

RPL

Recognition of Prior learning is a formal acknowledgment of skills / knowledge / competencies already obtained through:

- Formal education
- Work experience
- Life experience

If you apply for Recognition and are successful it can save you time in achieving a qualification as you do not have to repeat learning for skills and knowledge you already have.

All students are entitled to apply for Recognition of previously learnt skills and knowledge. To be awarded RPL you must provide evidence of when and how their competency was acquired.

Steps To Apply for RPL

Students wishing to apply for RPL should complete the following steps:

1. Students will be required to complete an Application for RPL form and attach supporting documentary evidence. This should be submitted to Australian Skills Academy together with the required fee.
2. Applications for RPL skills recognition will be processed by the Director of Studies promptly and applicants will be informed in writing of the application outcome within 15 working days. Where RPL has been granted, students will be informed of the amount of reduction in tuition fees and the commencement date of their qualification. The letter will also inform applicants of their ability to appeal the decision if not satisfied, by writing to the Director of Studies within 14 days.
3. Appeals to the Director of Studies shall be accepted in cases where RPL skills recognition is not granted. Appeals must be made with 14 days of the original decision.

Credit Transfer (CT)

Australian Skills Academy acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

What is credit transfer?

Credit transfer is the recognition of learning achieved through formal education and training. Under the RTO Standards 2015, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows a student to be awarded a unit of competence based on successful completion of the unit which has been previously awarded.

Procedure of Credit Transfer (CT) Applications

The Director of Studies shall manage student Credit Transfers. Students wishing to apply for CT should complete the following steps:

- Complete an Application for Credit Transfer Form which is available from Student Administration at the RTO and lodge the application along with evidence to support the application. Qualifications and Statements of Attainment issued by other RTOs must be originals or appropriately certified copies of the originals.
 - The Director of Studies will review the Credit Transfer application form and note on the form whether the units applied for are approved or not.
 - Where the units of competence do not align with the units of competence requested, further information is to be sought in the form of Training Package mapping guides or purchasing guides.
 - Applicants are advised of the decision in a Credit Transfer Letter within ten working days. The letter will also inform applicants of their ability to appeal the decision if not satisfied, by writing to the Director of Studies.
 - Appeals to the Director of Studies shall be accepted in cases where the applicant is not satisfied with the decision. Appeals must be made within 14 days of the original decision.
6. The completed credit transfer application form must be signed by the student and the Australian Skills Academy Director of Studies (or delegate) and retained on the student's file at Australian Skills Academy. A copy of the Credit Transfer Application Form and the Letter are placed in the individual student's file. A further copy is placed in the Credit Transfer Folder and stored in Student Administration.

Fees for RPL or CT

Under the Smart and Skilled Program your Student Fees will be adjusted if you are granted RPL or Credit Transfer for any units in the Training Program. If you apply for, and are granted, RPL or CT before enrolment this will be inputted to the Fee Calculator and the fee you are charged will be reduced. If RPL

or CT is awarded after the start of the Training Program you will receive a refund to any student fees paid. For further details refer to the Smart and Skilled Fee and Refund Information.

Further Information

[NSW Department of Communities and Industry's Candidate Guide to Skills Recognition](#) is a good source of information regarding Recognition and how it applies to your training and assessment.