

COURSE CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL) POLICY & PROCEDURE

Introduction

The Kings Own International College (KOIC) is committed to providing equitable and transparent processes for Course Credit and Recognition of Prior Learning (RPL) in compliance with the Standards for Registered Training Organisations (RTOs) 2025, the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018. This policy ensures that students' prior learning, qualification and experiences are appropriately recognised to support their educational and career objectives.

Purpose

The purpose of this policy is to provide a transparent, consistent, and equitable framework for the recognition of prior learning (RPL) and granting of course credit at KOIC. This ensures that students' existing knowledge, skills, and qualifications are appropriately acknowledged while maintaining compliance with the regulatory standards. The policy supports students' academic and career objectives by facilitating pathways for achieving their qualifications efficiently.

Scope

This policy applies to all prospective and current students (domestic and international) seeking RPL or course credit for qualifications offered by KOIC, as well as staff involved in the assessment and administration of course credit and RPL applications.

Policy Statement

RPL recognises learning achieved outside the formal education system and reduces unnecessary duplication of training. It supports students to progress efficiently through training products, while maintaining the integrity of the qualification.

Credit transfer promotes recognition of prior formal learning and ensures student effort is not duplicated. It supports timely progress through training while upholding the integrity of qualifications. This policy reflects the RTO's commitment to fair, transparent, and consistent decisions for all students.

KOIC is committed to recognising prior learning and granting course credit where appropriate, ensuring students have access to a streamlined and equitable process. KOIC ensures that all RPL and credit transfer applications are assessed in line with the principles of assessment and rules of evidence.

KOIC will:

- Provide clear information about RPL and course credit during pre-enrolment and orientation.
- Assess all applications in a fair, consistent and timely manner.
- Ensure qualified assessors undertake all RPL assessments.
- All RPL decisions are based on valid, sufficient, current, and authentic evidence, and align with KOIC's assessment system and the Principles of Assessment and Rules of Evidence.
- Maintain an accurate record of all applications and outcomes.

Students may apply for recognition of prior learning or credit transfer at any time; however, they are requested in pre-enrolment information to apply before commencing training.

Credit transfer will be based on valid AQF certification or authenticated transcripts and assessed using a standardised and transparent process. Credit transfer may only be awarded for whole units of competency and credit transfer will

only be issued when the learner's enrolment includes at least one other unit of competency for which the learner is undertaking training or is seeking recognition of prior learning. Student currency is not a consideration in awarding credit transfer.

Assessment Only Pathway

An Assessment Only pathway is included in this Recognition of Prior Learning (RPL) Policy and Procedure to provide a flexible and efficient option for students who already possess the required skills and knowledge for a unit or qualification but may not have formal documentation. It allows them to demonstrate their knowledge and skill by completing the assessment tasks set out in the Assessment Booklet without participating in any formal training or learning activities. Instead of being taught the required skills and knowledge, they are given the opportunity to demonstrate their existing competence, usually through a combination of:

- completing the same assessment tasks as other enrolled students,
- possibly providing workplace evidence (e.g. reports, portfolios, references), and
- possibly undertaking interviews or observations to confirm competence.

This process ensures that the student's skills and knowledge are assessed against the same benchmarks as those who complete the training, maintaining the integrity of the qualification while supporting recognition of prior learning.

This pathway is suitable for individuals who:

- Already possess the required competencies,
- Do not need further learning or gap training,
- Are able to demonstrate competence through valid, sufficient, current, and authentic assessment tasks.

This approach aligns with the Principles of Assessment and Rules of Evidence under KOIC's assessment system and must maintain the integrity of the qualification.

Definitions

Assessment	The process by which an NVR registered training organisation, or a third-party delivering services on its behalf, collects evidence for the purposes of determining whether a VET student is competent to perform to the standard specified in the training product.
Assessment-Only Pathway	Is a form of RPL in which the student does not undertake any structured training but is assessed against the requirements of one or more units of competency based solely on existing skills, knowledge, and experience
Course Credit	Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of competency currently held.
Credit Transfer (CT)	A process whereby a previously completed course or unit of competency is assessed as equivalent to a unit in the current courses, leading to automatic recognition.
Equivalent Unit of Competency	A unit deemed equivalent on the National Training Register (training.gov.au) under superseded or current qualifications.
Principles of Assessment	Fairness, validity, reliability and flexibility applied during RPL and credit assessments.
Recognition of Prior Learning (RPL)	An assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.

Rules of Evidence	Guidelines ensuring evidence is valid, sufficient, current and authentic when determining competency.
Training Product	AQF qualification, skill set, unit of competency, accredited short course and module.

Regulatory and Legislative Requirements

- AQF Framework
- ESOS Act 2000
- ESOS National Code 2018: Specifically, Standard 2
- NEAS Framework: Specifically, QA I5
- NVR Act 2011
- Standards for RTOs 2025: Quality Area 1: Training and Assessment, Outcome Standards 1.4, 1.6 (RPL) & 1.7 (CT) and Compliance Requirements
- Student Identifiers Act 2014

Course Credit and Recognition of Prior Learning (RPL) Procedure

1. Recognition of Prior Learning (RPL)

All students are informed about the availability of Recognition of Prior Learning (RPL) at the pre-enrolment stage via the Student Handbook, website, and verbal communication during their enrolment interview. Students who wish to pursue RPL are encouraged to complete an optional self-assessment to identify their readiness and gather preliminary evidence of their prior learning.

The RPL process is structured to ensure students are fairly assessed on their existing skills, knowledge, and experience, in alignment with national competency standards. The procedure includes ten clearly defined steps involving the student, assessor, and administrative staff. Each step is outlined below:

1.1 Request for RPL

- Students may request Recognition of Prior Learning by completing the **Request for Recognition of Prior Learning (RPL) Form** available on KOIC's website or from Student Services.
- Applications must include a list of supporting evidence, such as work experience records, portfolios or prior qualifications.
- Applications will be reviewed and confirmed by Student Services within 10 business days of submission.
- It is preferred the RPL applications are requested and confirmed prior to enrolment to allow for proper planning and scheduling.

1.2 Approval and Briefing

- Once the RPL application is confirmed, the candidate will be enrolled into the RPL process for the relevant unit(s) of competency and asked to schedule a **briefing session** with an assigned Assessor.
- During the briefing session:
 - The RPL process and requirements will be explained in detail.
 - The candidate will receive guidance on evidence gathering and the completion of **KOIC's RPL Kit**.

1.3 Evidence Collection and Assessment

- The assigned assessor will work with the candidate to support gathering of relevant evidence which may include:
 - Work experience records
 - Job descriptions or references
 - Performance, demonstration or skill test
 - Portfolios of previous work
 - Written presentation
 - Interview
 - Case Studies
 - Formal qualifications or certifications.
- The assessor will evaluate evidence against the unit(s) of competency using the Principles of Assessment and Rules of Evidence (validity, sufficiency, authenticity and currency).
- All documentary evidence must be certified to confirm legitimacy and origin.
- Additional interviews, skill demonstrations, or workplace verifications may be required.
- Credit is granted if the evidence confirms equivalence to the required learning outcomes.

1.4 Notification of Outcome

- If the candidate is successful, the assessor will formally record the results in the candidate's RPL kit and issued a Statement of Attainment.
- For unsuccessful applications where gaps are identified, feedback will be provided, and the candidate may be guided on gap training, alternative pathways for achieving competence or opportunity for reassessment.
- All decisions are documented, and students are advised in writing of the outcome, including their right to appeal.

1.5 Limited Applicability of RPL for Short, Low-Cost Courses

While Recognition of Prior Learning (RPL) is a fundamental component of an RTO's assessment system, there are circumstances where the practical value of RPL may be limited. This is particularly relevant for courses that are:

- Very short in duration (e.g., one-day or micro-credential programs), and
- Low in cost, such that the time and administrative resources required to process an RPL application would outweigh the benefit to the student.

In such cases, KOIC may determine that offering a full RPL process does not represent a reasonable or meaningful option for students. However, this determination must not be arbitrary.

KOIC must:

- Clearly document the rationale for this position, including course duration, fee structure, historical RPL uptake, and any industry or stakeholder feedback; and
- Transparently communicate this information to prospective students prior to enrolment, through published course information, the student handbook, or pre-enrolment materials.

Affected students must still have the opportunity to enquire about RPL and receive an individual response. Where a case for RPL is made, the RTO will consider the application on a case-by-case basis.

The decision not to routinely offer RPL for a specific course must be documented in the course delivery plan or academic decision records and be available for review during internal or external audits.

The Assessment Only pathway is designed for students who can demonstrate existing competence without the need for formal training. Eligibility for this pathway is typically confirmed during the initial RPL application screening, through a competency conversation, or via an evidence review. In some cases, students may request this option directly.

For particularly short-, one- or two-day courses, it is often more practical for students to complete the assessments in the Assessment Booklet than to undertake the time and effort required to prepare a full RPL evidence portfolio. In these instances, KOIC offers the Assessment Only pathway to students who can demonstrate during the enrolment process substantial prior on-the-job experience or previous competence.

Students approved for this option are usually invited to attend assessment activities alongside a scheduled group course, where they participate in the assessment component only, without engaging in the training sessions.

2. Credit Transfer (CT)

2.1 Request for Credit Transfer

- Students must submit the **KOIC Credit Transfer (CT) Application Form** available on the KOIC's website or from Student Services and attach certified copies of academic transcripts or Statements of Attainment from another provider or an authenticated VET transcript via USI portal.
- Applications for course credit can be submitted any time before the relevant unit's start date.
- All documents must be in English.

2.2 Assessment

- Applications are reviewed by a qualified assessor within 10 business days of submission.
- To prevent fraud and ensure the integrity of qualifications, all credit transfer evidence is verified. Where possible verification should be completed using the student's USI VET transcript.
- Credit is granted if the evidence confirms equivalence to required learning outcomes.
- Automatic credit is given for identical units listed on an authenticated Statement of Attainment.

Acceptable Evidence	Verification Method
USI VET Transcript	Access via USI Organisation Portal with student permission.
Statement of Attainment or Qualification	Contact issuing RTO and confirm authenticity
Record of Results	Cross-check unit codes and results; verify with issuing provider.
Certificate from Closed RTO	Use ASQA Student Records Request Service. https://www.asqa.gov.au/students/student-record

How to confirm authenticity without a USI

Step	Action
Step 1	Search the issuing training organisation on https://training.gov.au to confirm the provider was active and had appropriate scope at the time the training product was issued.
Step 2	Contact the issuing RTO directly by phone or email to verify the authenticity of the certificate.

Step 3	If verification is provided via email, print and retain the email with the application. Initial and date the copy. If verification is by phone, record the date, time, contact person, and verification outcome on the certificate copy.
Step 4	Ensure all authenticated evidence and the credit transfer application are stored securely in the student's file.
Step 5	If the RTO does not cooperate, advise the student to request assistance from the issuing RTO. Allow seven days for a response. If no response is received, close the application.
If RTO is closed	If the training organisation is no longer active or contactable, submit a request to ASQA using the Student Records Request service https://www.asqa.gov.au/students/student-record . Advise the student this process may take 3–4 weeks.

2.3 Notification of Outcome

- Applicants are informed of the decision in writing within 10 business days of submitting all required documentation.
- Credit is granted for full equivalent units only.
- Approved course credit is documented in the student's academic record.
- If denied, reasons and appeal information are provided.

3. Adjustments to Course Duration

a. Impact on Course Duration

- Any Credit Transfer or RPL application made after the commencement of study will not affect the payment details specified on the enrolment application form.
- If the approved credit results in a shortened course duration;
 - For International students, KOIC will report this change to the Department of Home Affairs (DHA) via PRSIMS, as required under Section 19 of the ESOS Act 2000.
 - Domestic students will have their course completion date adjusted but must continue meeting course progression and attendance requirements.
- Where course credit is approved before an overseas student's initial enrolment, KOIC will issue an eCoE that already reflects the reduced course length, thereby obviating any subsequent PRSIMS variation.

b. Maintaining Full-Time Study Requirements

- All students, regardless of status must meet full-time study requirements even when granted credit.
- International students must either:
 - Enrol in another CRICOS-registered course, or
 - Depart Australia immediately unless authorised by the DHA to remain in the country.
- Domestic students may either:
 - Progress to further studies, or
 - Exit the course upon completion, as per their academic and career plans,

c. Reduced Study Load

- When a student's study load is reduced due to credit, they are required to:
 - Attend full-time by enrolling in additional units offered on rotation (if applicable).
 - Ensure that the additional units align with the qualifications in which they are enrolled.
- Student unsure about the appropriate units to attend must seek guidance from the Student Services Officer (SSO) to ensure compliance with academic and course progression requirements.

4. Appeals

Unsuccessful applications are provided feedback and can appeal the decision through *KOIC's Complaints and Appeals Policy*.

5. Recording and Reporting

Administrative staff update the student management system and store all documentation in the student's file.

6. Fees and Charges

- Fees for RPL assessments are communicated during the application process.
- Credit transfer applications are processed free of charge.

Procedure Summary Table

Step/ Action	Action	Responsible	Timeframe
1. Pre-enrolment Information	Provide pre-enrolment RPL information in the Student Handbook and enrolment interview. Inform prospective students about the availability of RPL, what it involves, and how it may affect their study duration and fees.	Student Services Officer	Ongoing; prior to or at enrolment
2. Self-Assessment	Student completes optional self-assessment to determine readiness for RPL. The self-assessment helps the student reflect on their skills and experience and decide whether they are likely to meet the RPL requirements	Student / Assessor	Prior to submitting RPL application
3. RPL Application Submission	Student submits RPL Application Form and supporting documents or portfolio. The application form allows the student to formally request RPL and provide any initial supporting documents or a draft portfolio for review.	Student	Within 5 business days of enrolment interview

4. Planning Interview and Evidence Plan Development	Conduct RPL planning interview, identify relevant units, and develop an evidence plan in collaboration with the student. During this meeting, the assessor and student review the student's background and select relevant units. An evidence plan is developed to guide the RPL process.	Assessor	Within 5 business days of application submission
5. Evidence Collection and Submission	Student gathers and submits evidence (e.g. work records, third-party reports, samples, references). The student collects and submits the agreed-upon forms of evidence in line with the evidence plan. This may include work documents, references, or third-party reports.	Student	Up to 20 business days (flexible)
6. Assessment of Evidence	Assessor reviews evidence, conducts competency conversation or arranges to assess a skills demonstration if required. The assessor reviews all submitted evidence and conducts any required discussions or demonstrations to validate the student's competence	Assessor	Within 10 business days of evidence submission
7. Competency Decision and Gap Identification	Assess evidence against unit requirements. Identify gaps and offer gap training where needed. The assessor compares the evidence against the unit's performance criteria and determines whether additional training is required to fill gaps.	Assessor	Within 5 business days of final evidence review
8. Outcome Notification and Right to Appeal	Document outcome and notify student in writing. Provide appeal information. All RPL outcomes are formally recorded, and students are informed of the result. Appeal rights and feedback opportunities are provided	Assessor / Admin	Within 5 business days of assessment decision
9. Determine and document when RPL is not routinely offered	Where RPL is deemed to have limited value for a short or low-cost course, document the rationale using the RPL Applicability Statement, ensure this is approved, and transparently communicate this to students prior to enrolment.	Academic Director or Compliance Officer	At course development or annual review
10. Record- keeping and Administration	Record outcome in SMS. Store evidence and decisions securely. Outcomes are entered into the Student Management System (SMS), and all records are	Admin	Within 5 business days of outcome notification

	retained securely for audit and validation purposes.		
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Assessment Only Pathway

Step/ Action	Action	Responsible	Timeframe
1. Identify Assessment Only Suitability	Determine if the student's skills and experience meet requirements to proceed via assessment only, based on initial evidence and discussion with student.	RPL Assessor	Within 5 business days of RPL enquiry or application
2. Issue Assessment Booklet	Provide the student with the standard assessment tasks for the unit(s) of competency.	Student Services Officer	Within 2 business days of suitability confirmation
3. Evidence Submission	Student completes assessment tasks and submits any requested supplementary workplace evidence.	Student	Up to 10 business days (flexible depending on unit requirements)
4. Assessment and Validation	Assessor reviews all submitted evidence and conducts any required observations or interviews to validate competence.	RPL Assessor	Within 5 business days of evidence submission
5. Record and Report Outcomes	Assessment outcomes are recorded and reported in accordance with standard assessment procedures.	Student Services Officer / Assessor	Within 5 business days of assessment decision

Credit Transfer

Step/ Action	Action	Responsible	Timeframe
1	Provide credit transfer information during pre-enrolment and orientation.	Student Services Officer	At pre-enrolment and during orientation
2	Student completes Credit Transfer Application Form and submits certified evidence or USI access.	Student	As early as possible after enrolment; ideally within 5 business days
3	Verify AQF documents or access USI transcript. If not available, contact issuing RTO or use ASQA closed RTO service.	Student Services Officer	Within 5 business days of receiving application
4	Assess the evidence and determine whether credit can be granted for equivalent units.	Student Services Officer	Within 5 business days of verification

5	Notify the student of the outcome in writing, including reasons and appeal options.	Student Services Officer	Within 3 business days of decision
6	Record outcome in student file and update student management system.	Student Services Officer	Within 2 business days of notification
7	Retain verified evidence and signed application form on file.	Student Services Officer	Immediately upon finalisation of the application

Roles and Responsibilities

Role	Responsibility
CEO	Approve resources and oversee implementation of the RPL and credit transfer framework.
Compliance Officer	Ensure the RPL and course credit process complies with regulatory requirements and is reviewed annually
Student Services Officer (SSO)	Provide guidance on the application process for RPL and course credit, provides access to RPL and CT documentation and coordinates applications ensuring all required documents are submitted. Verifies evidence for credit transfer applications and notifies students of outcome.
Trainers and Assessors	Conduct fair, consistent, and evidence-based assessments of RPL and credit transfer applications. Provide feedback and document decisions.
Students	Submit complete applications with supporting evidence, attend required sessions, and comply with course progression requirements. For credit transfer applications, submit accurate applications with certified documentation or USI access.

Policy Implementation

The Course Credit and RPL Policy is published on the KOIC website, included in the Student Handbook, and provided during enrolment. All trainers and assessors are trained to support students through the RPL process. KOIC Staff are trained to apply this policy consistently.

Monitoring and Review

RPL outcomes are reviewed for consistency and integrity through moderation, internal audits, and student feedback. Credit transfer decisions are periodically reviewed to ensure fairness and consistency. Monitoring includes internal audits, staff review meetings, and student feedback. Feedback will be collated and analysed and discussed at the monthly management meetings, for noting or action with any necessary changes documented in a Continuous Improvement Form and in the Continuous Improvement Register.

KOIC reviews the Course Credit and RPL Policy every two years, or sooner if required, to ensure compliance and effectiveness.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2025	Policy re-developed from Course Credit Policy and Procedure	CEO	10 Feb 2025	Compliance Officer	Jan 2026
V2.0	Jun 2025	Updated in line with the new standards for RTOs 2025 – addition of Assessment Only pathway	CEO	20 Jun 2025	Compliance Officer	Jun 2027
V2.1	Apr 2026	Re-brand of policy to KOIC	CEO	1 Apr 2026	Compliance Officer	Apr 2028

Policy and Document Information

Author:	Compliance Officer
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