



STELLA COLLEGE

Credit Transfer and RPL Policy and Procedure

RTO Code 41290



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Purpose

The purpose of this policy and procedure is to outline how Stella College recognises, assesses, and grants credit for learning that students have already achieved through formal study or through informal and non-formal experience.

It ensures that:

- Students are not required to repeat training or assessment for competencies they have already demonstrated.
- Recognition decisions are made consistently, fairly, and on the basis of valid, sufficient, current, and authentic evidence.
- Stella College complies with its obligations under the Standards for Registered Training Organisations 2025, the National Vocational Education and Training Regulator Act 2011 (Cth), and the AQF Qualifications Issuance Policy.

Legislative Reference

Outcome 1 – Training and Assessment, Division 3 – RPL and Credit Transfer, Standard 1.6 and 1.7, National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth).

Scope

This policy and procedure applies to all prospective students, enrolled students, trainers, assessors, administrative personnel and authorised representatives involved in the administration, assessment, verification or approval of Credit Transfer and Recognition of Prior Learning (RPL) at Stella College.

The policy applies across all training products and delivery modes offered by Stella College.

Responsibilities

CEO / Authorised Delegate: Ensure compliant systems and resources are in place for Credit Transfer and RPL processes.

Administration Staff : Provide information to students, process applications and maintain records and verification documentation.

Trainers and Assessors: Assess Credit Transfer and RPL applications fairly, consistently and in accordance with assessment and evidence requirements.

Students: Provide authentic and sufficient evidence to support Credit Transfer or RPL applications and participate in the process as required.

Credit Transfer

As a component of the Pre- Training Review process, Stella College ensures students who have previously completed an equivalent training product are supported to have their training recognised.

Credit transfer means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

Students are offered opportunities to seek credit transfer and are made aware of the organisation's policies for this. Please refer to the Information Provision Policy for further information.

Decisions related to credit transfer are:

- Based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product), and
- Documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.

Where a student provides suitable evidence demonstrating successful completion of an equivalent unit or module issued by another RTO, Stella College will grant credit transfer unless restricted by licensing

or regulatory requirements. Stella College is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO.

Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

Stella College recognises authenticated AQF certification documentation from other Registered Training Organisations and authenticated VET transcripts issued by the USI Registrar. This applies to all cases, including students seeking credit transfer for previous study and personnel documentation.

Before providing credit on the basis of a Qualification Certificate, Statement of Attainment, Record of Results or VET Transcript, Stella College authenticates the information in the document.

Student Request for Credit Transfer

If a student wishes to apply for credit transfer, it is mandatory that they complete the Credit Transfer Application Form and include appropriate evidence to support the credit transfer application.

All credit transfer applications must be supported by the appropriate evidence. This may be in the form of AQF certification documentation *Qualification or Statement of Attainment* indicating exactly the same code and title as those included in the student application, or other documents of equivalence.

Stella College personnel processing credit transfer results must:

1. Ensure the unit codes on the previous AQF certification documentation / VET transcript are highlighted as the unit codes being sought for credit transfer,
2. Where the documentation includes results, ensure that satisfactory result outcomes are listed, and
3. Where units of competency are deemed 'equivalent,' attach the relevant screen printout from the National Register (www.training.gov.au) or mapping page from the official training package / curriculum list where equivalency has been noted.

Where appropriate evidence is provided with the credit transfer application Stella College must grant the credit transfer. Where credit transfer is granted, the student will be advised within five (5) working days of completion of processing and the training Plan adjusted accordingly. Processing timeframes apply once all required evidence and documentation have been received.

Where credit transfer is not granted, the student will be notified in writing of the outcome within five (5) working days of completion of processing. The written communication to the student includes a reason for refusal, and information on how to lodge a complaint or appeal if desired.

In all cases, a copy of the credit transfer application and verified copies of the relevant documentation evidence is retained in the student's file.

Stella College ensures the consistent application of credit transfer through structured processes, personnel training and quality assurance measures. Monitoring activities and internal audits verify consistency. Continuous monitoring and student feedback help refine the process, ensuring fairness, transparency and compliance. Students are provided with the opportunity to seek clarification, provide additional evidence where appropriate, and access the Complaints and Appeals process.

Document Verification Procedure

Evidence submitted for RPL or Credit Transfer must be authentic, attributable to the applicant and free from unauthorised third-party or AI-generated content unless explicitly permitted and appropriately disclosed.

When verifying documentation, Stella College personnel are required to implement the following procedures:

Identity Documents

1. Sight the original Identification document.
2. Take a copy of the original Identification document.
3. Verify the copy of the Identification document by writing the following statement on the copy:

- “Original sighted and copy retained” With inclusion of the Representative’s Name, Representative’s Signature and Date.

AQF Certification Documentation

1. Receive a copy of the AQF certification documentation being used,
2. Confirm the authenticity of the document by contacting and confirming authenticity with the relevant issuing registered training organisation,
3. Verify the copy of the AQF certification documentation by writing the following statement on the copy:

“I confirm that I have authenticated this document with the issuing organisation”
With inclusion of the Representative’s Name, Representative’s Signature and Date.

VET Transcripts

Authentication to be conducted by a representative that has USI Organisation Portal access.

1. Ensure the student has given Stella College permission to see their transcript online.
2. Access the student’s VET transcript (via the USI Organisation Portal) and print off a copy of transcript.
3. Verify the copy of the VET Transcript by writing the following statement on the copy:

“I confirm that I have authenticated this VET Transcript via the USI Organisation Portal”
With inclusion of the Representative’s Name, Representative’s Signature and Date.

Electronic verification records, system notes or secure digital verification methods may also be used where appropriate.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) means 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.

Students with prior skills, knowledge and competencies are supported to seek RPL to progress through the training product.

Students are offered opportunities to seek recognition of prior learning and are made aware of the RTO’s policies for this. Please refer to the Information Provision Policy for further information.

RPL is based on evidence of prior skills, learning and/or experience, and is conducted in accordance with Stella College’s assessment system. Please refer to the Assessment Policy for further information.

Stella College decisions about RPL are robust, fair, consistent and transparent, maintain the integrity of the training product, and are documented. RPL assessments are conducted only by trainers and assessors who meet the applicable trainer and assessor competency and industry currency requirements.

Limitations and Suitability of RPL

While Stella College supports access to Recognition of Prior Learning wherever appropriate, there may be circumstances where RPL is not suitable or practical due to licensing requirements, safety considerations, regulatory obligations, insufficient evidence, or the nature of the training product. In such cases, Stella College will clearly explain the reasons to the student and discuss alternative pathways where applicable.

RPL Process

Students are provided with appropriate information, guidance and support throughout the RPL and credit transfer process, including assistance in understanding evidence requirements, assessment expectations and available support services.

The processes used to assess RPL applications may take several forms, but generally require participation in exactly the same or modified versions of the assessment a student would be required to complete as part of the full course. The assessment approach may incorporate:

- Assessment based on a portfolio of evidence,
- Direct observation of demonstration of skill or competence,
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification,
- Provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence,
- Testimonials of learning, skill or competence, and
- Combinations of any of the above.

Stella College ensures that trainers and assessors remain current in their continuing professional development and in their knowledge and understanding of issues related to recognition.

Credit transfer and RPL opportunities are discussed during the Pre-Training Review prior to enrolment finalisation. As a component of the Pre-Training Review process, Stella College implements a robust RPL process to ensure that:

- The uptake of RPL is encouraged and RPL processes are reviewed to streamline the RPL application process,
- Where possible, the student is able to complete the qualification in less time,
- RPL information is provided to applicants prior to enrolment, and students prior to commencement of formal training delivery in a course program,
- RPL processes offered provide adequate information, support and opportunities for students to engage in the RPL process,
- RPL decisions are made prior to the commencement of the course, subject or unit for which the RPL is being claimed, and
- RPL assessment processes and procedures meet the same delivery and quality assurance requirements as all other assessment arrangements.

To achieve RPL, students must:

- Apply for RPL,
- Provide appropriate RPL evidence (including documents, demonstrations and interviews as may be relevant), and
- Have this evidence assessed as meeting all of the requirements of the entire Unit of Competency.

Where gaps in skills, knowledge or evidence are identified, students may be offered gap training, further assessment opportunities, mentoring or other appropriate support pathways to assist them in demonstrating competency.

RPL Applications

It is mandatory that students wishing to achieve RPL with Stella College complete a RPL Application Form and provide this form with their evidence submission for assessment. This application form ensures:

- The Application for RPL is recorded effectively,
- The start date for each Unit of Competency is correctly identified, and
 - The appropriate declarations of authenticity of prior work are recorded.

Where licensing, safety or regulatory requirements apply, Stella College may require additional evidence, practical demonstration or current competency verification.

Monitoring and Evaluation

Stella College monitors and evaluates Credit transfer and RPL processes to ensure performance is effective and outcomes are met.

A process of performance monitoring, evaluation, and reporting has been established and implemented. Monitoring and continuous improvement is informed by student feedback, appeal outcomes, validation findings, assessor reviews, audit outcomes and processing timeframes.

The organisation continually improves the effectiveness and efficiency of processes. Process performance and outcomes are regularly audited to identify and remove causes of existing and potential problems, as well as to uncover any opportunities for improvement.

Please refer to the Quality Policy for further information on the monitoring and evaluation process.

Record Retention

RPL and credit transfer applications, evidence, assessment records and decisions are retained in accordance with the Records Management Policy and applicable regulatory requirements.

Related Documents

- Student Handbook
- PTR and LLND Policy and Procedure
- Enrolment Policy and Procedure
- Complaint and Appeal Policy and Procedure
- Records Management Policy
- Credit Transfer Form

Document Control

| Document Name | | Credit Transfer and RPL Policy and Procedure |
|---------------|----------------|--|
| Approved By | CEO | |
| Version No. | Reviewed Date | Changes/ Revisions |
| Version 1.0 | July 2025 | Revised after the revision of 2025 RTO Standards came in force |
| Version 1.5 | September 2025 | Revised to incorporate rebranding from TPSC to Stella College. |
| Version 2.0 | April 2026 | Revised to incorporate more information as part of continuous improvement. |
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