



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

Organisation: Australian Leading Institute of Technology (ALIT) **RTO Code:** 45156 **Quality Area:** 1 – Training and Assessment **Standard:** RTO Standards 2025 – Standard 1 **Document Owner:** Director of Training **Review Cycle:** Annual **Version:** 1.0 **Effective Date:** April 2026

1. Purpose

This policy ensures ALIT provides fair, transparent, and accessible RPL and Credit Transfer pathways for all learners in accordance with the RTO Standards 2025 and the AQF.

2. Scope

Applies to all trainers, assessors, enrolment staff, and learners seeking recognition of prior learning or credit transfer across all qualifications and skill sets on ALIT's scope of registration.

3. Policy Statement

ALIT recognises that learners may have existing skills, knowledge, and qualifications that are relevant to their current study. ALIT is committed to providing equitable access to RPL and Credit Transfer pathways that acknowledge prior learning without compromising the integrity of nationally recognised training.

4. Recognition of Prior Learning (RPL)

4.1 Definition

RPL is an assessment process that assesses a learner's existing competencies — gained through formal training, work experience, or life experience — against the requirements of a unit of competency.

4.2 RPL Process

Step 1 – Information

- ALIT will inform all prospective and enrolled learners of their right to apply for RPL at pre-enrolment and enrolment
- RPL information will be included in the Student Handbook and on the ALIT website

Step 2 – Application

- The learner completes an RPL Application Form and self-assessment checklist
- The assessor conducts an initial interview to discuss the applicant's background and evidence

Step 3 – Evidence Gathering Acceptable evidence may include (but is not limited to):

- Certificates, transcripts, or qualification records
- Employment records, position descriptions, or references
- Work samples, portfolios, or projects
- Third-party testimonials from supervisors
- Direct observation in a workplace or simulated environment
- Oral or written questioning

Step 4 – Assessment

- The assessor maps evidence against the performance evidence, knowledge evidence, and assessment conditions of each unit
- The assessor makes a competency decision (C or NYC) per unit
- A written RPL Assessment Report is completed for each unit assessed

Step 5 – Outcome and Notification



- The learner is notified in writing of each RPL outcome within 10 business days of evidence submission
- Where RPL is not granted for a unit, the assessor provides written feedback and the learner may appeal

4.3 RPL Fees

- RPL fees, if applicable, are disclosed in ALIT's Fee Schedule prior to application
- Fees reflect the cost of assessment, not the number of units granted

5. Credit Transfer (CT)

5.1 Definition

Credit Transfer (CT) is the process of recognising prior AQF-certified training by granting exemption from units already successfully completed at another RTO or education provider.

5.2 CT Process

- The learner submits a Credit Transfer Application Form with certified copies of relevant transcripts or qualifications
- ALIT staff verify the authenticity of submitted documents (by contacting the issuing RTO or via training.gov.au)
- Credit is granted where the unit code and title match, or where equivalence is confirmed via the relevant Training Package
- CT is processed within 5 business days of receiving verified documentation
- The learner receives written confirmation of units credited

5.3 CT Limitations

- CT cannot be granted for units where equivalence cannot be confirmed
- CT does not apply to imported units unless the unit codes are identical
- CT outcomes are recorded in the learner's file and student management system

6. Appeals

Learners who disagree with an RPL or CT decision may lodge an appeal under ALIT's Student Feedback, Complaints and Appeals Policy. Appeals must be lodged within 20 business days of receiving the written outcome.

7. Roles and Responsibilities

Role	Responsibility
Director of Training	Approve RPL assessment tools; oversee assessor decisions
Assessors	Conduct RPL assessments; complete RPL Assessment Reports
Enrolment / Admin Staff	Process CT applications; verify documents
Student Support Officer	Assist learners with evidence gathering and RPL process

8. Related Documents

- Policy: Assessment Principles and Practice
- Policy: Student Feedback, Complaints and Appeals
- Policy: Student Information Pre-Enrolment
- Policy: Enrolment and Admissions

9. Review and Approval

Version	Date	Approved By	Changes
1.0	April 2026	CEO, ALIT	Initial issue