

RPL AND CREDIT TRANSFER PROCEDURE

RELEVANT STANDARD(S):

National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 – Standards 1.6 and 1.7

National Code of Practice for Providers of Education and Training to Overseas VET VET students 2018 – Standard 2, Clause 2.3 – 2.5

RPL and Credit Transfer Procedure

PURPOSE	This process serves as the guide and reference document for the RPL Process of Norwest College Australia. Changes to this procedure must only be made upon approval of the Training Manager.
ROLE UNDERTAKING TASK	Student Services
DOCUMENT UPDATE	15/08/2025

Recognition of Prior Learning

No.	Person/s Responsible	Steps to take
1	Student Services	<ol style="list-style-type: none"> (1) VET students are provided with information about Recognition of Prior Learning prior to and in the enrolment process. See Enrolment Procedure for details. (2) Student Services conducts a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes an RPL eligibility assessment. (3) Student Services will send the RPL Application Form to VET students who pass the RPL eligibility assessment. (4) VET students who do not pass the RPL eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.
2	VET student	<ol style="list-style-type: none"> (1) Complete the RPL Application Form (2) Submit the completed application form to Student Services.
3	Student Services	<ol style="list-style-type: none"> (1) Ensure all fields in the RPL Application Form are filled out correctly. (2) Ensure that the VET student's Enrolment Form reflects relevant RPL information. E.g. indicate which units will be undertaken via RPL assessment. (3) Process enrolment. See Enrolment Procedure for details.

4	Trainer and Assessor	<ol style="list-style-type: none"> (1) Provide information on what appropriate evidence documents are to be gathered and included in their evidence portfolio. Refer to the RPL assessment guide. (2) Discuss the RPL assessment process with the VET student. (3) Send all information to Student Services.
5	Student Services	<ol style="list-style-type: none"> (1) Update the units in the VET student record, located in the VET student management system.
RPL Assessment		
1	VET student	<ol style="list-style-type: none"> (1) Complete all assessment requirements for each unit in the RPL Kit. (2) Organise evidence portfolio. (3) Discuss with trainer and assessor if there are any queries on the process. (4) (4) Submit completed assessment requirements and evidence portfolio.
2	Trainer and assessor	<ol style="list-style-type: none"> (1) Conduct assessment using the instructions and guidelines in the RPL assessment guide. (2) Conduct review and verify evidence documents of the evidence portfolio. (3) If evidence is insufficient, the student is notified within 2 days and given an opportunity to provide additional evidence for up to 2 weeks depending on the evidence document being required. (4) If evidence remains insufficient after three resubmissions, the RPL application may be rejected, and the student is advised of alternative learning and assessment options. (5) A formal written notification of outcome (approval or rejection) is provided to the student, detailing: <ul style="list-style-type: none"> • Units granted through RPL • Reasons for rejection (if applicable) • Opportunities for appeal* or further training <p style="text-align: center;"><i>*Students may appeal a rejected decision through Norwest College Australia's Complaints and Appeals Policy.</i></p> (6) Inform Student Services of the results.
3	Student Services	<ol style="list-style-type: none"> (1) Update VET student record in SMS of the result provided by the trainer and assessor.

		<p>(2) Inform VET student of any change in course duration after RPL is granted. Ensure that this is reflected on the Confirmation of Enrolment (CoE) to be signed by the VET student.</p> <p>(3) If the VET student has already been granted a VET student visa prior to applying for RPL, report the change in course duration on PRISMS.</p> <p>(4) Issue certification documentation to eligible VET students according to Norwest College Australia's certification issuance process.</p> <ul style="list-style-type: none"> • If RPL is approved, the student's records are updated, and credit is recorded against the relevant unit(s) of competency • If RPL contributes to a full qualification, a Testamur and Record of Results are issued in compliance with certification standards • If only partial RPL is granted, the student is informed of remaining training and assessment requirements
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Credit Transfer

No.	Person/s Responsible	Steps to take
1	Student Services	<p>(1) VET students are informed about Credit Transfer during pre-enrolment. Credit Transfer policy information is also accessible via Norwest College Australia's website and student handbook.</p> <p>(2) Student Services will conduct a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes a Credit Transfer eligibility assessment.</p> <p>(3) Student Services will send the Credit Transfer Form to VET students who pass the Credit recognition eligibility assessment.</p> <p>(4) VET students who do not pass the Credit Transfer eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.</p>
2	VET student	<p>(1) Complete the Credit Transfer Form</p> <p>(2) Provide an authenticated copy of certificates relating to the credit recognition application. Authentication can be done through:</p> <ol style="list-style-type: none"> Providing a copy of the certificate and allowing the RTO to confirm authenticity via the VET student's USI Providing certified true copies Providing a copy of the certificate and having the Student Services sight the original <p>(3) Submit the completed application form and the required authenticated copy of certificates to Student Services.</p>
3	Student Services	<p>(1) Ensure all fields in the Credit Transfer Form are filled out correctly.</p> <p>(2) Authenticate the VET student's certificate/s. This can be done by any of the following methods:</p> <ol style="list-style-type: none"> Confirm the details of the certificate via the VET student's USI Confirm that certificates provided are certified true copies Confirm the details of the certificate by sighting the original document and contacting the issuing organisation or viewing the VET student's USI Transcript (if provided permission and access by the VET student) Mark the authenticated copies with the following information: <ol style="list-style-type: none"> Authenticated by Date authenticated Authentication method

		<p>(3) Where credit cannot be authenticated, advise the VET student accordingly and recommend completing the unit via training and assessment.</p> <p>(4) Where credit recognition is confirmed, indicate so in the VET student's enrolment form.</p> <p>(5) Ensure that the VET student's Enrolment Form and VET student record reflects relevant Credit Recognition information. E.g. indicate which units are credited.</p> <p>(6) Inform VET student of any change in course duration after RPL is granted. Ensure that this is reflected on the Confirmation of Enrolment (CoE) to be signed by the VET student.</p> <p>(7) If the VET student has already been granted a VET student visa prior to applying for RPL, report the change in course duration on PRISMS.</p> <p>(8) Process enrolment. See Enrolment Procedure for details.</p>
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VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
15/08/2025	Document creation	Norwest College Australia	v. 1.0	1/07/2025	30/06/2026

RTO INFORMATION

RTO INFORMATION	
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