PIONEER COLLEGE
RTO: 45763 CRICOS: 03956A

Recognition of Prior Learning (RPL) and Credit Transfer

Policy and Associated Procedures

December 2025

Pioneer Education Institute Pty Ltd t/a Pioneer College

Head Office and Campus: Level 1 150-152 Adelaide Terrace, EAST PERTH, WA, 6004 | Tel: |+61 | 433 500 276
Email: ceo@pioneercollege.edu.au

Provider Codes: RTO: 45763 | CRICOS 03956A

Table of Contents

1. Purpose and Scope **3**

2. Related Documents **3**

3. Related Legislation **3**

4. Definitions **4**

5. Policy Statements **4**

5.1 Access to RPL and Credit Transfer 4

5.2 RPL Principles 5

5.3 RPL Evidence 5

5.4 RPL Assessors 6

5.5 RPL Outcomes 6

5.6 Credit Transfer 6

5.7 Overseas Students 7

5.8 Quality Assurance 7

5.9 Privacy and Records 7

6. Procedures **8**

6.1 Provide RPL and Credit Transfer Information 8

6.2 Receive the RPL Application 8

6.3 Conduct Initial Review and Provide Guidance 8

6.4 Conduct the RPL Assessment 8

6.5 Communicate the Outcome 9

6.6 Process a Credit Transfer Application 9

6.7 Manage Overseas Student Requirements 9

6.8 Record Results and Issue Certification 10

7. Policy Review **10**

8. Responsibilities **10**

Document History **13**

1. Purpose and Scope

1.1 This policy and associated procedures outline Pioneer College's (hereafter referred to as 'Pioneer') approach to recognition of prior learning (RPL) and credit transfer. This ensures that students with prior skills, knowledge and competencies, and students who have completed an equivalent training product, are supported to have them recognised, while the integrity of the training product is maintained.

1.1.1 This policy and associated procedures meet the requirements of Standards 1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 2.8, 3.2 and 3.3 of the Outcome Standards for RTOs, Sections 9, 10 and 12 of the Compliance Standards, the Credential Policy, as well as Standards 2 and 10 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

1.1.2 This policy applies to all prospective and enrolled students undertaking a VET training product at Pioneer, including overseas students, and all Pioneer staff involved in the RPL and credit transfer processes.

1.1.3 RPL and credit transfer do not apply to ELICOS courses, where students are placed according to their current English language proficiency level.

2. Related Documents

Training and Assessment Policy and Associated Procedures

Complaints and Appeals Policy and Associated Procedures

Reasonable Adjustment Policy and Associated Procedures

Credit Transfer Application Form

3. Related Legislation

3.1 *Education Services for Overseas Students (ESOS) Act 2000*, specifically the *National Code 2018*

3.2 *National Vocational Education and Training Regulator (NVETR) Act 2011*, specifically the *2025 Standards for Registered Training Organisations (RTOs)*

This policy and associated procedures will contribute to Pioneer complying with other requirements such as included in the:

- *Privacy Act 1988, specifically the Australian Privacy Principles*
- *Student Identifiers Act 2014*

4. Definitions

Authenticated VET Transcript	Has the same meaning as in the *Student Identifiers Act 2014*. It is a record of a student's VET achievements, obtained through their Student Identifier.
Competency Conversation	A structured interview in which the assessor asks questions to confirm the applicant's skills and knowledge against the requirements of the training product.
Credit Transfer	The process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.
Equivalent Unit	A unit of competency or module that is the same as, or is identified on the National Register as equivalent to, the unit of competency or module in the training product.
Evidence Portfolio	The collection of documents and other evidence submitted by an applicant to demonstrate their prior skills, knowledge and experience.
Gap Training	Training and assessment provided where RPL evidence shows that an applicant meets some, but not all, of the requirements of a unit of competency.
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	The requirements that assessment evidence is valid, sufficient, authentic and current, as set out in Standard 1.4 of the Outcome Standards for RTOs.
Third Party Report	A report completed by a workplace supervisor or other suitable person who has directly observed the applicant's work, confirming the applicant's skills and knowledge.

5. Policy Statements

5.1 Access to RPL and Credit Transfer

5.1.1 Pioneer offers all students the opportunity to apply for RPL and credit transfer for the units of competency in the training product they are enrolling in, or are enrolled in.

5.1.2 Students are made aware of the opportunity to seek RPL and credit transfer, and of this policy, prior to enrolment, during the course entry interview and at orientation.

5.1.3 Information about the RPL and credit transfer processes, expected timeframes and any associated fees is provided to students prior to enrolment, and before any fees are required to be paid.

5.1.4 Students may apply for RPL or credit transfer before or after they commence their course. Overseas students are encouraged to apply before their Confirmation of Enrolment (CoE) is issued, so that the course duration reflects any RPL or credit transfer granted.

5.2 RPL Principles

5.2.1 RPL is an assessment process. It is undertaken in accordance with Pioneer's assessment system, the principles of assessment and the rules of evidence.

5.2.2 RPL decisions are based on evidence of the applicant's prior skills, learning and experience. Holding a qualification, or the length of time spent in a job, is not on its own sufficient evidence of competency.

5.2.3 RPL decisions are documented and decided in a way that is fair, transparent, consistent amongst students, and maintains the integrity of the training product.

5.2.4 Applicants are given clear guidance on the evidence required, using RPL assessment tools that are mapped to the requirements of the training product.

5.2.5 Reasonable adjustments are available during the RPL process, in accordance with the Reasonable Adjustment Policy and Associated Procedures.

5.3 RPL Evidence

5.3.1 Evidence for RPL may include (but is not limited to):

5.3.1.1 Qualifications, statements of attainment, transcripts and licences.

5.3.1.2 A resume, position descriptions and references from employers.

5.3.1.3 Samples of work, such as reports, plans, photographs or videos of work completed.

5.3.1.4 Third party reports.

5.3.1.5 A competency conversation with the assessor.

5.3.1.6 Practical demonstration or observation of skills in the workplace or a simulated environment.

5.3.2 All evidence must meet the rules of evidence. It must be valid, sufficient, authentic and current.

5.3.3 Where the training product requires practical skills, the RPL assessment includes a practical component that enables the applicant to demonstrate those skills.

5.3.4 Applicants declare that the evidence they submit is their own. Pioneer verifies the authenticity of evidence, for example by contacting referees or employers with the applicant's consent. Submitting false or misleading evidence is managed under the Training and Assessment Policy and Associated Procedures.

5.3.5 Evidence must demonstrate the applicant's current skills and knowledge. Where the training product or a licensing requirement specifies a currency period, that period applies.

5.4 RPL Assessors

5.4.1 RPL assessment judgements are made only by assessors who hold the appropriate credentials under the Credential Policy, and who have current industry skills and knowledge relevant to, and at least to the level of, the training product.

5.4.2 A person working under direction in accordance with the Credential Policy may assist in collecting evidence but does not make RPL assessment judgements.

5.4.3 Where an industry expert is involved in an RPL assessment, they conduct the assessment alongside the assessor.

5.5 RPL Outcomes

5.5.1 For each unit of competency, the outcome is recorded as either RPL granted or RPL not granted.

5.5.2 Where an applicant meets some, but not all, of the requirements of a unit, they are offered gap training and assessment, or the opportunity to complete the unit through training.

5.5.3 The outcome of the RPL assessment, including reasons for any unit not granted, is provided to the applicant in writing.

5.5.4 Where an RPL outcome results in completion of an AQF qualification, or where a student has completed one or more units of an AQF qualification and subsequently withdraws, Pioneer will issue the required AQF certification documentation within 30 calendar days, provided all agreed fees have been paid and applicable Student Identifier requirements have been met.

5.5.5 Applicants who are not satisfied with an RPL decision are informed of their right to access the Complaints and Appeals Policy and Associated Procedures.

5.6 Credit Transfer

5.6.1 Credit transfer is granted where a student has successfully completed an equivalent unit of competency or module with Pioneer or another RTO.

5.6.2 Credit transfer decisions 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.

5.6.3 Equivalence is determined using the information on the National Register.

5.6.4 Pioneer verifies the authenticity of AQF certification documentation, for example with the issuing RTO or through an authenticated VET transcript, with the student's consent.

5.6.5 Credit transfer decisions are documented and decided in a way that is fair, transparent, consistent amongst students, and maintains the integrity of the training product.

5.6.6 Where credit transfer is granted, the student is not required to repeat training or assessment for that unit, and the unit counts towards the training product.

5.6.7 Where credit transfer is not granted, the student is advised in writing of the reasons, of other options such as RPL or training, and of their right to access the Complaints and Appeals Policy and Associated Procedures.

5.7 Overseas Students

5.7.1 Pioneer gives overseas students a written record of the RPL or credit transfer decision for them to accept, and retains the written record of acceptance for two (2) years after the student ceases to be an accepted student.

5.7.2 Where RPL or credit transfer reduces the overseas student's course length, Pioneer informs the student of the reduced course duration and ensures the CoE is issued only for the reduced duration of the course.

5.7.3 Where RPL or credit transfer is granted after the overseas student's visa has been granted and the course duration changes, Pioneer reports the change in course duration in PRISMS.

5.8 Quality Assurance

5.8.1 RPL assessment tools are reviewed prior to use to ensure assessment can be conducted in a way that is consistent with the principles of assessment and the rules of evidence.

5.8.2 Pioneer uses a risk-based approach to include RPL assessment tools and judgements in its validation activities.

5.8.3 Feedback from students, together with complaints, appeals and validation outcomes, is used to improve the RPL and credit transfer processes.

5.9 Privacy and Records

5.9.1 Personal information collected during the RPL and credit transfer processes is collected, used and disclosed in accordance with the Privacy Act 1988. Pioneer contacts referees or employers only with the applicant's consent.

5.9.2 RPL and credit transfer applications, evidence and assessment records are stored securely in the student's file and retained for at least two (2) years after the student has completed the training product, or longer where required by legislation.

5.9.3 Records of AQF certification documentation issued by Pioneer are retained for 30 years in accordance with the Compliance Standards and the AQF Qualifications Register Policy.

6. Procedures

6.1 Provide RPL and Credit Transfer Information

6.1.1 Ensure the Course Brochure, Student Handbook and website include information about RPL and credit transfer, the processes, expected timeframes and any fees.

6.1.2 During the course entry interview, discuss the applicant's prior learning and work experience, and offer the opportunity to apply for RPL or credit transfer.

6.1.3 Provide interested applicants with information on how to apply for RPL, or with the Credit Transfer Application Form.

6.2 Receive the RPL Application

6.2.1 The applicant submits their RPL application, self-assessment and initial evidence.

6.2.2 Acknowledge the application within two (2) working days, check that it is complete, record it in the student management system and refer it to the Academic Manager/ Trainer Co-ordinator.

6.2.3 Allocate an assessor who holds the appropriate credentials and industry skills for the units being assessed.

6.3 Conduct Initial Review and Provide Guidance

6.3.1 Review the RPL application and self-assessment, and meet with the applicant to identify the units for which RPL is likely to be suitable.

6.3.2 Advise the applicant of any further evidence required and the timeframe for submitting it. Where RPL is unlikely to be suitable, advise the applicant of other options, such as training or credit transfer.

6.3.3 Confirm any reasonable adjustments required for the RPL assessment.

6.4 Conduct the RPL Assessment

6.4.1 Assess the evidence portfolio against the requirements of each unit, using the mapping in the RPL assessment tools.

6.4.2 Verify the authenticity of evidence, for example by contacting referees or employers with the applicant's consent, or by checking qualifications through an authenticated VET transcript or the issuing organisation.

6.4.3 Conduct a competency conversation to confirm the applicant's skills and knowledge.

6.4.4 Conduct a practical demonstration or observation where required by the training product.

6.4.5 Make and document the assessment judgement for each unit, confirming that the rules of evidence have been met.

6.5 Communicate the Outcome

6.5.1 Provide the written outcome to the applicant within ten (10) working days of completing the assessment. Include the units granted and not granted, reasons for any unit not granted, gap training options and the right to appeal.

6.5.2 For any unit not granted, discuss gap training and assessment, or enrolment in the unit, with the applicant.

6.5.3 Update the student's training plan to reflect the RPL outcome.

6.6 Process a Credit Transfer Application

6.6.1 The student completes the Credit Transfer Application Form and attaches a copy of their AQF certification documentation or authenticated VET transcript.

6.6.2 Acknowledge the application within two (2) working days, check that it is complete and refer it to the Academic Manager/ Trainer Co-ordinator.

6.6.3 Verify the authenticity of the AQF certification documentation or authenticated VET transcript.

6.6.4 Check whether each unit is equivalent using the National Register, and whether any licensing or regulatory requirement prevents credit transfer.

6.6.5 Document the decision for each unit and provide the written outcome to the student within ten (10) working days of receiving the completed application. Where credit transfer is not granted, include the reasons, other options and the right to appeal.

6.6.6 Update the student's training plan to reflect the credit transfer outcome.

6.7 Manage Overseas Student Requirements

6.7.1 Where RPL or credit transfer is granted before the CoE is issued, issue the CoE only for the reduced duration of the course.

6.7.2 Give the student a written record of the RPL or credit transfer decision, obtain their written acceptance, and retain the record of acceptance for two (2) years after the student ceases to be an accepted student.

6.7.3 Where RPL or credit transfer is granted after the student's visa has been granted and the course duration is reduced, inform the student of the reduced duration and report the change in PRISMS.

6.8 Record Results and Issue Certification

6.8.1 Record the RPL or credit transfer outcome for each unit in the student management system.

6.8.2 Store the RPL or credit transfer application, evidence and assessment records in the student's file.

6.8.3 Confirm that the student's Student Identifier has been verified and issue AQF certification documentation within 30 calendar days from completion of the assessment, where the student has completed the AQF qualification, or has completed one or more units of an AQF qualification from which they have subsequently withdrawn, and has paid all agreed fees associated with the training product.

7. Policy Review

7.1 Policy review is undertaken by the CEO with input from relevant staff.

7.2 Policy reviews are identified by an annual review cycle, or through audit and continuous improvement activities. An earlier review may occur if legislative or regulatory changes occur, or if a significant incident or near miss occurs.

7.3 The CEO actions the changes and updates the policies and associated procedures manual accordingly.

7.4 The CEO communicates amendments to policies and associated procedures to all relevant staff via email and/ or staff meetings.

7.5 Changes will be recorded in the updated version control and Document History.

8. Responsibilities

8.1 The CEO/ PEO is responsible for, but not limited to:

8.1.1 Holding overall accountability to ensure effective RPL and credit transfer systems are in place.

8.1.2 Ensuring adequate resourcing for RPL, including appropriately credentialled assessors and RPL assessment tools.

8.1.3 Approving RPL and credit transfer fees.

8.2 The Academic Manager/ Trainer Co-ordinator is responsible for, but not limited to:

8.2.1 Allocating appropriately credentialled assessors to RPL applications.

8.2.2 Ensuring RPL assessment tools are mapped to the training product and reviewed prior to use.

8.2.3 Determining credit transfer applications.

8.2.4 Monitoring RPL and credit transfer decisions for fairness and consistency.

8.2.5 Including RPL assessment tools and judgements in validation activities.

8.2.6 Ensuring students' training plans are updated to reflect RPL and credit transfer outcomes.

8.3 The Administration and Student Support Supervisor is responsible for, but not limited to:

8.3.1 Providing students with information about RPL and credit transfer.

8.3.2 Receiving and acknowledging RPL and credit transfer applications and referring them to the Academic Manager/ Trainer Co-ordinator.

8.3.3 Recording RPL and credit transfer outcomes and issuing AQF certification documentation within the required timeframe.

8.3.4 Managing CoE, PRISMS and written record requirements for overseas students.

8.3.5 Maintaining RPL and credit transfer records.

8.4 Trainers and Assessors are responsible for, but not limited to:

8.4.1 Guiding applicants on the evidence required.

8.4.2 Conducting RPL assessments in accordance with the principles of assessment and the rules of evidence.

8.4.3 Verifying the authenticity of evidence.

8.4.4 Documenting assessment judgements and the reasons for them.

8.4.5 Maintaining their training and assessment credentials and current industry skills and knowledge.

8.5 The Compliance Team is responsible for, but not limited to:

8.5.1 Monitoring compliance with this policy through audits and reviews of RPL and credit transfer records.

8.5.2 Identifying gaps and escalating issues to senior management.

8.5.3 Encouraging continuous improvement activities and ensuring progress is documented according to records management procedures.

Any complaints or breaches in relation to this document should be reported to the Chief Executive Officer in person or by email to: ceo@pioneercollege.edu.au

Document History:

Version No.	Issue date	Nature of Amendment	Approved By
1.0	1 Jul 2025	*As per implementation of the Revised 2025 Standards for RTOs, all related documentation is reset to version 1.0 to reflect alignment with the updated regulatory framework.* Creation of Document.	CEO
1.1	28 Aug 2025	Document edited and contextualised.	CEO
1.2	18 Dec 2025	Added definitions. Minor formatting changes	CEO

Document Code	RPL-PP001-181225
File Location	https://www.dropbox.com/scl/fo/s35dv9ddwfrrzgnom3ltg/ADZplj4w2Lv6kMNkExcDkN4?rlkey=65ra355s1ilhxfmuyt20pngiu&st=2z7fwwko&dl=0