RPL AND CREDIT TRANSFER POLICY

RELEVANT STANDARD(S):

Standards for RTOs 2025 – Outcome Standards, Standards 1.6 and 1.7

PURPOSE

HealthPro Compliance Pty Ltd is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2025. As such, HealthPro Compliance Pty Ltd offers Recognition of Prior Learning (RPL) to all VET students and implements an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment and Rules of Evidence. Likewise, HealthPro Compliance Pty Ltd has a process in place and provides clear instruction and guidance on granting credit transfers to VET students for previously completed and formally assessed learning.

SCOPE

HealthPro Compliance Pty Ltd is committed to providing effective processes for Recognition of Prior Learning (RPL) and Credit transfer to all current and prospective VET students.

HealthPro Compliance Pty Ltd will ensure that:

1. assessment systems, including recognition of prior learning (RPL) complies with the assessment requirements of relevant training packages and VET accredited courses;

2. RPL is conducted in accordance with the principles of assessment and rules of evidence;

3. RPL is offered to all VET students on enrolment;

4. VET students are offered opportunities to seek RPL and are made aware of HealthPro Compliance Pty Ltd's RPL policy during pre-enrolment, and through publicly available information such as the website and student handbook.

5. adequate information and support are provided to VET students in order to understand the RPL process and the requirement to gather reliable evidence to support their recognition claim;

6. it will recognise AQF certification documentation issued by other RTOs and authenticated VET transcripts from the USI system;

7. VET students are informed of their right to apply for credit transfer during the pre-enrolment process, at orientation, and via HealthPro Compliance Pty Ltd's website or student handbook;

8. it complies with the VET Regulator's guidelines in processing and granting credit transfer.

POLICY PRINCIPLES

Recognition of Prior Learning (RPL) Policy Principles

1. Recognition of Prior Learning (RPL) refers to an assessment process that assesses the competencies an individual may have acquired through formal, non-formal and informal learning to determine the

extent to which that individual meets the requirements specified in the training package or VET accredited courses.

a. Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).

b. Non-formal learning refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business).

c. Informal learning refers to learning that results from experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

2. VET students are supported to apply for RPL during pre-enrolment and throughout their course. Clear guidance on eligibility, evidence requirements, and the RPL process is provided.

3. HealthPro Compliance Pty Ltd will provide adequate information to VET students including the **RPL Kit** that contains the RPL information including:

a. the specific skills and documentation required for the unit of competency where the VET student wishes to be assessed;

b. RPL process and application;

c. timeframe for RPL assessment;

d. any support that the HealthPro Compliance Pty Ltd assessor can provide;

e. costs and payment schedule associated with RPL;

f. making appeals on all/part of the RPL outcome and associated fees (if applicable).

4. The assessor for the unit of competency being applied for will be the person responsible for providing the RPL Kit and all necessary information to the VET student in relation to the RPL process.

5. The burden will be upon the candidate to demonstrate competence to the assessor(s), including the provision of certification documentation. Competency may be derived from many sources, including but not limited to:

a. work experiences;

b. work product;

c. life experiences;

d. training programs offered by industry, private or community-based providers which may or may not have been formally recognized;

e. training programs undertaken overseas;

f. informal learning programs;

g. certification from another RTO.

6. The RPL assessment decision will comply with the Principles of Assessment and Rules of Evidence and the requirements of the relevant training package and VET accredited course.

7. Certification documentation will not be issued unless all relevant fees are paid in full. Certification documentation are issued in accordance with HealthPro Compliance Pty Ltd's Certificate Issuance Policy.

8. VET students are informed in writing of the RPL assessment outcome within the timeframes specified in the RPL Kit. Where RPL is not granted for any unit of competency, the written notification will include the reason for the decision.

9. In cases where a VET student is not granted RPL and believes the decision it to be reviewed, HealthPro Compliance Pty Ltd will follow the procedures outlined in the Appeals Procedure Document.

Credit Transfer Policy Principles

1. HealthPro Compliance Pty Ltd will accept and mutually recognise the decisions and outcomes of any RTO or entity in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the certification documentation awarded by other RTO's or AQF Authorised Issuing Organisations.

2. HealthPro Compliance Pty Ltd will apply credit to all relevant units of competency/modules after conducting a review and verification of validity of AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar.

3. Credit transfer will be granted based on verified evidence, such as certified AQF certification documents or authenticated VET transcripts, unless prevented by licensing or regulatory requirements or the training product.

4. Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory in order to verify authenticity. Original certification documentation will be returned to the applicant.

5. HealthPro Compliance Pty Ltd is not obligated to issue an AQF qualification or statement of attainment that is achieved wholly through recognition of units and /or modules completed at another RTO. (i.e. VET student cannot complete all of their training and assessment with another RTO, and requests that HealthPro Compliance Pty Ltd issue the qualification under Recognition.)

6. In the event a VET student wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then VET student will be advised that the completion of the assessment is not necessary, however, may be offered as an option.

7. Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the VET student will only be enrolled in the additional units required to complete the new qualification. In such cases, fees will reflect reduced learning load.

8. Where credit transfer is not granted due to licensing or regulatory requirements, HealthPro Compliance Pty Ltd will provide written justification for the decision.

9. All credit transfer decisions will be documented, and VET students will be notified in writing of the outcome, including the reasons for approval or rejection.

Determining Equivalence

1. In the event the VET student wishes to credit units of competency that are not offered by HealthPro Compliance Pty Ltd but fulfill the packaging rules for a qualification that HealthPro Compliance Pty Ltd offers, HealthPro Compliance Pty Ltd will refer to the National Register to determine if the unit of competency that the VET student wishes to credit is equivalent to any of the units that is within HealthPro Compliance Pty Ltd scope.

2. In the event the VET student wishes to credit units from a superseded course, provisions from HealthPro Compliance Pty Ltd's Transition of Superseded Courses Policy may apply on top of the provisions in this Policy.

Verification of Certification Documentation

1. Before providing credit on the basis of a qualification, statement of attainment, or record of results, the assessor/s for the unit/s of competency being assessed must authenticate the information in the document. This may be done through methods including but not limited to gathering feedback from the organisation that issued the document and confirming the content is valid.

MONITORING AND IMPROVEMENT

HealthPro Compliance Pty Ltd's Training Manager is responsible for the RPL and credit transfer process and ensuring that all trainers and assessors make consistent judgements when conducting RPL assessments and that admin staff consistently verify certification documentation prior to credit transfer grants.

All RPL and credit transfer activities are monitored and evaluated to ensure compliance with the Standards for RTOs 2025 and to identify opportunities for improvement, in line with HealthPro Compliance Pty Ltd's Continuous Improvement Policy.

ANNEX A

Principles of Assessment

Fairness	The individual VET student's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual VET student's needs. The RTO informs the VET student about the assessment process and provides the VET student with the opportunity to challenge the result of the assessment and be reassessed if necessary.
Flexibility	Assessment is flexible to the individual VET student by: • reflecting the VET student's needs; • assessing competencies held by the VET student no matter how or where they have been acquired; and • drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
Validity	Any assessment decision of the RTO is justified, based on the evidence of performance of the individual VET student. Validity requires: • assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance; • assessment of knowledge and skills is integrated with their practical application; • assessment to be based on evidence that demonstrates that a VET student could demonstrate these skills and knowledge in other similar situations; and • judgement of competence is based on evidence of VET student performance that is aligned to the unit/s of competency and associated assessment requirements.
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Rules of Evidence

Validity	The assessor is assured that the VET student has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a VET student's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the VET student's own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

VERSION CONTROL

Version Control Table					
Date	**Summary of Modifications**	**Modified by**	**Version**	**Date of Implementation**	**Next Review Date**
17/07/2025	Document creation	HealthPro Compliance Pty Ltd	v. 1.0	26/02/2026	25/02/2027

RTO INFORMATION

RTO INFORMATION	
Document Name	RPL and Credit Transfer Policy v1.0
RTO/Company Name	HealthPro Compliance Pty Ltd
ABN	16 684 394 876
RTO Code	#53053
Phone	0494 686 011
Email	admin@hpcompliance.com.au
Manager	Training Manager
Website	www.hpcompliance.com.au
Address	Suite 3, 16 Kearns Crescent, Ardross, WA 6153; P.O. box 706 Applecross 6153