

# MITP15 – RPL AND CREDIT TRANSFER POLICY AND PROCEDURE

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## *Policy Summary for Students*

### **PURPOSE OF THIS POLICY**

This policy explains how you can get recognition for skills and knowledge you already have, either through Recognition of Prior Learning (RPL) or Credit Transfer. It removes barriers to learning by letting you skip units you've already mastered, saving you time and money while ensuring your qualification maintains its value and integrity.

### **KEY SECTIONS OF THE POLICY**

#### **What is RPL (Recognition of Prior Learning)?**

RPL is the process where you can gain recognition for skills and knowledge you've already acquired through work experience, life experience, formal study, informal training, or volunteering. If you can demonstrate that you're already competent in specific units, you don't have to repeat that learning.

#### **What is Credit Transfer?**

Credit Transfer applies when you've already completed equivalent units of competency at another Registered Training Organisation (RTO). If you have official certification or transcripts showing you've completed units that match those in your current course, you can receive credit without repeating them.

#### **Key Differences**

RPL: Based on experience and skills you've gained anywhere (work, life, previous non-formal training).

Credit Transfer: Based on formal qualifications or units you've already completed at another RTO.

#### **General Principles**

All students are offered opportunities to seek RPL and credit transfer. The processes are fair, transparent, and consistent. Decisions maintain the integrity of your qualification. The Institute provides clear information about requirements, processes, and timeframes. Fees are published and transparent with no hidden costs.

### **RECOGNITION OF PRIOR LEARNING (RPL) PROCESS**

#### **Understanding Your RPL Eligibility**

### **You might be eligible for RPL if you have:**

- Relevant work experience in the industry
- Skills gained through volunteering or community work
- Previous training that didn't result in formal qualifications
- Life experiences that developed relevant competencies
- Informal on-the-job training
- Skills from hobbies or personal projects related to your course

### The 5-Stage RPL Process

- **Stage 1: Pre-Enrolment Discussion (Within 5 Business Days)**

Before enrolling, meet with Student Services or an assessor to discuss your background, skills, and experience. They'll explain the RPL process, requirements, timeframes, and costs. Together you'll identify which units you might be eligible for based on your experience.

You'll receive an RPL Application Form (MFS07B) and guidance on what evidence you'll need to provide.

- **Stage 2: Enrolment and Evidence Pack Preparation (Within 3 Business Days)**

If you decide to proceed, you'll enrol in your course and begin preparing your RPL evidence pack. This is a portfolio demonstrating your competence in the units you're seeking recognition for.

### **Your evidence pack might include:**

- Detailed resume or CV
- Position descriptions and employment references
- Work samples, projects, or portfolios
- Certificates from short courses or training
- Statutory declarations about your experience
- Photographs or videos of your work
- Industry licenses or credentials
- Third-party reports from supervisors or colleagues

You'll receive clear guidance about what evidence is needed and how to organize it effectively.

- **Stage 3: Evidence Review (Within 15 Business Days)**

A qualified assessor reviews your evidence pack to determine if it demonstrates competence against the unit requirements. The assessor checks that your evidence is valid (relates directly to unit requirements), sufficient (covers all required skills and knowledge), authentic (genuinely your own work), and current (reflects current industry practices).

The assessor may request additional evidence if needed or arrange to observe your skills in a workplace setting.

- **Stage 4: RPL Assessment (Within 15 Business Days - Combined with Stage 3)**

The assessor makes a judgement about your competence. This might involve reviewing your evidence, conducting interviews or questioning to verify understanding, observing your practical skills, or reviewing supplementary assessments you complete.

The assessment follows the same principles as regular assessment: fairness, flexibility, validity, and reliability.

- **Stage 5: Notification and Recording (Within 3 Business Days)**

You receive written notification of the outcome explaining which units you've been granted RPL for, which units (if any) require further evidence or assessment, clear reasons for all decisions, and your right to appeal if you disagree with the outcome.

Granted RPL is recorded on your student record and appears on your final transcript as "RPL" rather than a grade.

### **Total RPL Timeframe**

Maximum 30 business days from initial enquiry to final outcome (approximately 6 weeks).

### **RPL Evidence Requirements**

Your evidence must demonstrate that you can perform all required skills and have all required knowledge for each unit. Quality matters more than quantity – focused, relevant evidence is better than large amounts of marginally related material.

### **Tips for Strong RPL Evidence:**

- Be specific about what you did, how you did it, and when
- Include evidence from multiple sources to strengthen your case
- Ensure evidence is current (generally within last 2-3 years)
- Organize evidence clearly with unit requirements
- Get supervisors or colleagues to verify your work
- Include examples that show complexity and problem-solving
- Demonstrate understanding, not just task completion

## CREDIT TRANSFER PROCESS

### Understanding Credit Transfer Eligibility

#### You're eligible for credit transfer if you have:

- Completed equivalent units at another RTO
- Official AQF certification documentation
- Authenticated transcripts from the Unique Student Identifier (USI) system
- Official transcripts from the issuing RTO

The units must match in national code and title, or be documented as equivalent in learning outcomes and assessment requirements.

#### The Credit Transfer Process

- **Step 1: Submit Your Application (At Enrolment or Anytime)**

Complete the Credit Transfer Form (MFS07A) and submit it with your supporting documentation. You can apply at enrolment or any time during your course.

#### Required documentation:

- Original or certified copy of your qualification certificate
- Authenticated VET transcript from USI system
- Official transcripts from the issuing RTO showing unit completion

- **Step 2: Initial Assessment (Within 5 Business Days)**

Student Services reviews your application to ensure all required documents are provided and readable.

- **Step 3: Document Verification (Within 5 Business Days)**

The Institute verifies your documents are authentic by checking with the issuing RTO if needed, verifying through the USI system, or checking national registers.

- **Step 4: Equivalence Determination**

The Institute determines if your completed units are equivalent to units in your current course by comparing national codes and titles (exact match preferred), comparing learning outcomes and assessment requirements, and considering any licensing or regulatory requirements.

- **Step 5: Decision and Notification (Within 3 Business Days)**

You receive written notification of the decision explaining which units you've been granted credit for, which units (if any) cannot be credited and why, and your right to appeal if you disagree.

Granted credit is recorded on your student record and appears on your final transcript as "CT" (Credit Transfer).

### **Total Credit Transfer Timeframe**

Maximum 15 business days from application to final outcome (approximately 3 weeks).

When Credit Transfer Cannot Be Granted

### **Credit transfer may be refused if:**

- Units are not equivalent in learning outcomes
- National codes and titles don't match and equivalence cannot be established
- Documentation cannot be verified as authentic
- Units are outdated and no longer reflect current industry practices
- Licensing or regulatory requirements prevent credit transfer

If credit cannot be granted, you'll receive a clear written explanation and can choose to seek RPL instead if you still have the competence.

## **KEY POINTS TO REMEMBER**

### **Benefits of RPL and Credit Transfer**

**Save Time:** Complete your qualification faster by skipping units you've already mastered.

**Save Money:** Pay less for your course by reducing the number of units you need to complete.

**Recognize Your Experience:** Get formal recognition for the skills and knowledge you've already gained.

**Faster Career Progression:** Achieve your qualification sooner and advance your career more quickly.

**Avoid Repetition: Don't waste time relearning things you already know.**

### **International Student Considerations**

If you're an international student, RPL and credit transfer affect your course duration and Confirmation of Enrolment (CoE). The Institute will update your CoE to reflect your reduced course duration and report changes to PRISMS if RPL or credit is granted after your visa is issued. You must acknowledge understanding of any visa implications. Records of RPL and credit decisions are kept for minimum 2 years after course completion.

## **Fees and Charges**

RPL fees are separate from course tuition fees and cover the cost of assessment. Credit transfer fees (if any) are minimal administrative charges. All fees are published on the Institute website and in course information. International students are informed of any additional costs before applying. No hidden fees or unexpected charges apply.

## **Quality and Integrity**

The Institute maintains strict quality standards for RPL and credit transfer to ensure your qualification retains its value. All assessors are appropriately qualified and experienced. Decisions are consistent across all students. Regular monitoring ensures fair and transparent processes. Your qualification maintains industry recognition and employer confidence.

## **Assessment Principles Apply**

RPL assessments follow the same principles as regular assessments including fairness (equitable treatment for all students), flexibility (reasonable adjustments available), validity (assesses what it's supposed to assess), and reliability (consistent outcomes across assessors).

## **Documentation and Privacy**

All applications and evidence are handled confidentially. Records are maintained securely in your student file for minimum 2 years after course completion. Your information is only shared with relevant staff and assessment personnel. Privacy is protected under the Privacy Act 1988.

## **Appeals Process**

If you disagree with an RPL or credit transfer decision, you can appeal through MITP07 Complaints and Appeals Policy. Appeals must be lodged within 20 working days of receiving the decision. Appeals can be based on new evidence, procedural errors, or decisions not supported by evidence. An independent review process ensures fairness.

## **ADDITIONAL INFORMATION**

### **Starting Your RPL or Credit Transfer Journey**

#### **For RPL:**

Contact Student Services or your course coordinator to express interest. Attend a pre-enrolment discussion to understand requirements. Gather evidence of your skills and experience. Complete the RPL Application Form (MFS07B). Submit your evidence pack for assessment.

#### **For Credit Transfer:**

Obtain official transcripts from your previous RTO or through USI. Complete the Credit Transfer Form (MFS07A). Submit with required documentation at enrolment or anytime during your course. Wait for verification and decision.

## Tips for Success

**Be Proactive:** Start the process early, preferably before or at enrolment.

**Be Organized:** Present your evidence clearly and logically.

**Be Thorough:** Provide comprehensive evidence covering all requirements.

**Be Honest:** Only claim competence in areas where you're genuinely skilled.

**Seek Help:** Ask Student Services or assessors for guidance if unsure.

**Be Patient:** Quality assessment takes time to ensure your qualification's integrity.

## Combining RPL and Credit Transfer

You can use both RPL and credit transfer in the same course. For example, you might receive credit transfer for units completed at another RTO and RPL for units where you have work experience. The combination helps you maximize recognition for all your prior learning.

## Not Granted RPL or Credit?

If your application is unsuccessful, you still have options including providing additional evidence for reassessment, completing gap training to build missing skills, or undertaking regular training and assessment for those units. The Institute provides support to help you succeed regardless of the outcome.

## NEED HELP OR HAVE QUESTIONS?

Student Services Officer: 1300 244 002, [academics@menzies.vic.edu.au](mailto:academics@menzies.vic.edu.au)

## RPL and Credit Transfer Enquiries

Ask to speak with an RPL assessor or course coordinator who can provide specific guidance for your situation.

## RELATED POLICIES YOU SHOULD KNOW

- MITP07 – Complaints and Appeals Policy and Procedure
- MITP13 – Assessment, Reassessment and Re-enrolment Policy and Procedure
- MITP11 – Admissions Policy and Procedure
- MITP31 – Student Records Management Policy and Procedure
- MITP03 – Student Fees and Payments Policy and Procedure

All policies are available on the Menzies Institute of Technology website or from Student Services