albright
INSTITUTE OF BUSINESS & LANGUAGE

RTO Code	45041	CRICOS Provider Code	03553J		
Policy Title	Credit Transfer & Recognition of Prior Learning Policy & Procedure				
Policy Number	PP-10	Version Number	v3.1 – Nov 2025	Status	Approved
Owner	Accounts Department and Management			Approved By	CEO

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1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of English and Albright Institute of Business and Language provides a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous or current training, work experience and/or life experience. This policy aims to maximise the recognition of a student's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

This policy at all times is in accordance with the ESOS Act 2000 and the ESOS National Code 2018. With reference to Standard 1.6 of the 2025 SRTOs, Albright Institute accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar.

With reference to Std. 2 of NCP 2018, Albright Institute will ensure that the decision to assess RPL or grant course credits maintains the integrity of the qualification and complies with the requirements of the educational framework of the course. When granting RPL or course credits, registered providers will need to give a written record for the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

2. PURPOSE

The purpose of this policy and associated procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies. The procedure for claiming Recognition of Prior Learning and Credit Transfer ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

3. SCOPE

This policy and procedure apply to all the courses on Albright Institute's scope of registration and CRICOS register. This policy and procedure also apply to all current and prospective students at Albright Institute who seek recognition for learning previously gained through formal, non-formal and informal learning, and work experiences.

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4. DEFINITIONS

AQF means Australian Qualifications Framework, which can be accessed at
http://www.aqf.edu.au/

Recognition of Prior Learning (RPL) means an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

Credit Transfer means the transfer of credits from units of competencies achieved in formal and nationally recognised education and training system to equivalent units of competencies, satisfying the required competency standards.

Credit: Exemption from enrolment in a part of the course because of previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

Certification document means a Testamur/Statement, Statement of Attainment or Record of Results.

National Recognition is recognition by the Albright Institute of a student's current ability to be assessed as competent in a nationally recognised training qualification. This may be achieved through Credit Transfer or Recognition of Prior Learning.

Standards means the 2025 Standards for RTOs from the VET Quality Framework.

Statement of Attainment confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET-accredited course.

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'

Units of Competency mean the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

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5. REQUIREMENT AND PROCESS

5.1 **Credit Transfer**

Albright Institute recognises the AQF Qualifications and Statement of Attainments issued by any other Registered Training Organisation. The underlying principle of Nationally Recognised Training is that a student does not have to repeat training and assessment that has already been undertaken.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched Units of Competency in a qualification.

Albright Institute accepts and provides credit to learners for units of competency and/ or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
- ✓ AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- ✓ Authenticated VET transcripts issued by the Registrar.

5.2 **Credit Transfer requirements**
(1) Information regarding Credit Transfer must be included in the information given to students prior to enrolment;
(2) The Admissions and Enrolment staff must be provided with information about the Credit Transfer (CT) process and assist students in completing the application process;
(3) Applicants must apply for credit transfers at the time when the initial application is filled in;
(4) Applicants wishing to apply for credit transfer must apply using the Credit Transfer Form available on the website https://albrightinstitute.edu.au/forms-and-policies/ along with the Application for the selected course to study at Albright Institute;
(5) Applicants must present their Statement of Attainment or qualification/certificate so that the unit/s presented for credit transfer can be verified against the unit/s proposed to be delivered by Albright Institute;
(6) Applicants must provide Original documents from the issuing provider for verification purposes;
(7) Statements of Attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework;
(8) Credit will be provided where a student can produce suitable AQF documentation that shows they have previously completed a named unit of competency within the training package for those units which are deemed as equivalent;
(9) Documents will be verified with the issuing RTO for the authenticity of the documents;
(10) The following are various means of verification of the authenticity of the CT documents which are currently recommended in the industry:
- ✓ By contacting the RTO or the provider to verify the authenticity of the documents by email. The consent of the student will be taken in the Albright Credit Transfer form;

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    ✓   If the RTO has shut down, the verification will be done on the USI Provider Administrative Portal, and consent is taken for this in the Albright credit transfer form;

    ✓   If the student is not on the USI Portal, which can be a possibility if the Credits are before 2016 then we can ask the student to provide the evidence as in some "Competent" Student Assessments for that course/qualification.

    ✓   If all the above-mentioned verification fails, Albright Institute would write to ASQA and ask them to verify the documentation; however, this will be considered as the last resort as ASQA may not address the request in the given timeframe of assessment of the application and issuance of a letter of offer.

(11) Following the verification of documentation, the Admissions and Enrolment staff will fill in the AIBL CT Working sheet for the respective course to assess the Credits received from the previous studies.

(12) In case of **Internal Credit Transfer** (Credit of units from one qualification delivered at Albright Institute into another qualification delivered at Albright Institute) there is no requirement of the student to complete the Credit Transfer Form. The credit shall be applied internally in the SMS – RTO Manager, LMS and a record will be maintained of the RTO Manager. However, a Certificate/ Statement of Attainment/ Record of Results must be issued by Albright Institute to apply for this internal credit grant.

(13) Albright Institute does not charge any fee for issuing a Credit Transfer (CT).

(14) Applicants have the right to access the Albright Institute's complaints and appeals process if they are not satisfied with the outcome of the Credit Transfer process.

(15) The Credit Transfer has to be completed at the application stage to ensure that the duration of the course is offered accordingly.

(16) The tuition fee of the course will be revised on the basis of the credits availed foe the units of competencies.

(17) As an exception, if the student applies for Credits (CT) after the commencement of the course or during the middle of the course, the student will be granted the CTs as per the regulatory requirements.

(18) In such cases as an exception, the student has been awarded the Credits, which may also impact the student's requirements to undertake 20 hours of student per week. In the instance where Credit is issued, means a student has less than 20 hours in any given week, Albright Institute allocates self-based study for such students.

(19) These cases should always be absolutely the exception and not the rule.

(20) The records of the Credit Transfer (CT) availed by the student will be updated and stored on the Student Management System (SMS), Learning Management System (LMS) and also on the SharePoint Student's respective folder.

5.3 Internal Credit Transfer requirements for Hospitality Packaged Programs

(1) Albright Institute offers Hospitality packaged programs as SIT30821 Certificate III in Commercial Cookery (52 weeks) + SIT40521 Certificate IV in Kitchen Management (26 weeks) + SIT50422 Diploma of Hospitality Management (26 weeks).

(2) The prospective student enrols for all three (3) qualifications in this packaged program.

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(3) The student is required to successfully complete the Certificate III of 52 weeks duration at Albright Institute to commence the Certificate IV of 26 weeks duration at Albright Institute and then successfully complete the Certificate III of 52 weeks at Albright Institute + Certificate IV of 26 weeks duration at Albright Institute to commence the Diploma of Hospitality Management of 26 weeks duration at Albright Institute.

(4) The student will avail Credits from Certificate III qualification to Certificate IV qualification and Certificate III and Certificate IV qualification's Credits for Diploma of Hospitality Management qualification.

(5) For these students enrolling for Hospitality packaged programs at the enrolment stage, there will be NO requirement to process the Credit Transfer form/s. The Credit will be granted internally on the Student Management System (RTO Manager) and Learning Management System (LMS).

(6) Certificate/ Statement of Attainment/ Record of Results must be issued by Albright Institute to apply for this internal credit grant.

Albright Institute Hospitality Offers			
Package 1	SIT30821 Certificate III in Commercial Cookery	52 weeks	(1) No prerequisites qualification.
	SIT40521 Certificate IV in Kitchen Management	26 weeks	(2) The student is required to complete all three qualifications at AIBL to receive the certificates.
	SIT50422 Diploma of Hospitality Management	26 weeks	

5.4 Credit transfer of Hospitality qualifications from another provider to Albright Institute's Hospitality qualifications

If prospective students enrol for Hospitality qualifications delivered at Albright Institute with credits from Hospitality Qualifications from another provider the following criteria applies for the assessment of the application.

Albright Institute Hospitality Offers			
Package 2	SIT40521 Certificate IV in Kitchen Management	26 weeks (It's 75 weeks on CRICOS hence with 100% Credit Transfer the duration is 26 weeks. Where the student does not receive 100% Credit Transfer then the duration will be longer than 26 weeks)	(1) 100% equivalent to AIBL - SIT30821 Certificate III in Commercial Cookery from another provider. (2) Credit Transfer to be assessed if the student is from another provider. (3) In the case that the student has completed SIT30821 Certificate III in Commercial Cookery from another provider and the Elective Units are different from AIBL, the student will be granted credit transfer/s where they can produce suitable AQF documentation that shows they have previously completed a named unit of competency within the current training package that is deemed equivalent.

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	SIT50422 Diploma of Hospitality Management	26 weeks	
Individual Course 1	SIT30821 Certificate III in Commercial Cookery	52 weeks	No prerequisites
Individual Course 2	SIT40521 Certificate IV in Kitchen Management	26 weeks (It's 75 weeks on CRICOS hence with 100% Credit Transfer the duration is 26 weeks. Where the student does not receive 100% Credit Transfer then the duration will be longer than 26 weeks)	(1) 100% equivalent to AIBL - SIT30821 Certificate III in Commercial Cookery from another provider. (2) Credit Transfer to be assessed if the student is from another provider. (3) In the case that the student has completed SIT30821 Certificate III in Commercial Cookery from another provider and the Elective Units are different from AIBL – the student will be granted credit transfer/s where they can produce suitable AQF documentation that shows they have previously completed a named unit of competency within the current training package that is deemed equivalent.
Individual Course 3	SIT50422 Diploma of Hospitality Management	26 weeks (It's 104weeks on CRICOS hence with 100% Credit Transfer the duration is 26 weeks. Where the student does not receive 100% Credit Transfer then the duration will be longer than 26 weeks)	(1) 100% equivalent to AIBL - SIT40521 Certificate IV in Kitchen Management from another provider. (2) Credit Transfer to be assessed if the student is from another provider. (3) In the case that the student has completed SIT40521 Certificate IV in Kitchen Management from another provider and the Elective Units are different the credit transfer/s will be granted where a student can produce suitable AQF documentation that shows they have previously completed a named unit of competency within the current training package that is deemed equivalent.

Notes:
(1) Albright Institute will ONLY accept SIT30821 Certificate III in Commercial Cookery from other training providers as a pathway to SIT40521 Certificate IV in Kitchen Management.
(2) Albright Institute will NOT accept SIT31021 Certificate III in Patisserie, SIT30622 Certificate III in Hospitality etc.

5.5 Recognition of Prior Learning

The 2025 Standards for RTOs require RTOs to offer RPL to learners. RPL is an assessment-only process that assesses the competency of an individual, a competency which may have been acquired through formal, non-formal and/or informal learning. This assessment seeks to determine the extent to which an individual meets the requirements specified in training packages or VET-accredited courses.

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Recognition of prior learning (RPL) is defined as an assessment process that involves the assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual's application for credit.

The following guidelines are to be followed when received student's requests for recognition of prior learning:

(1) Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.

(2) Students may not apply for recognition for units of competence or a qualification that is not included in the Albright Institute's scope of registration.

(3) Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.

(4) Assessment via recognition is to apply the principles of assessment and the rules of evidence.

(5) Recognition may only be awarded for whole units of competence.

(6) At Albright Institute, we entertain an assessment-only process that lets people with substantial existing skills and knowledge demonstrate their competence without first having to be trained.

(7) Whilst the RPL process will be led by Albright Institute, the onus is on the student to complete the Assessment and demonstrate the practical component if in the Assessment at one of Albright's training facilities with the mutual consent of the trainer and the student.

(8) This RPL application and the completed assessment will be assessed, and the student will be notified of the outcome of whether they can proceed with the RPL or not.

(9) Once a student has been assessed and is able to proceed with the RPL, Albright Institute will supply the student with the appropriate RPL Kit to complete as part of their portfolio.

(10) Albright Institute charges a fee for assessing RPL by Unit and Qualification, for these fees, please refer to Albright's Non-Tuition Fees and charges.

5.6 What is the RPL process?

Step 1: Provide sufficient information to prospective learners to inform them of the opportunities for alternative pathways via recognition and the recognition process.

Step 2: Learners who request recognition of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a recognition application (using the Recognition Self-Assessment Guide). The candidate would be provided with an electronic version of the RPL application documents.

Step 3: Undertake a recognition assessment planning interview between the assessor and the candidate (using the Recognition Assessment Plan). This would include, where possible:
Helping the candidate to identify appropriate forms of evidence;
Guiding the candidate on the use of recognition tools; and
Informing the candidate about the assessment process.

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Step 4: Candidates are to compile their recognition submission (using a Recognition Evidence Report). This form allows candidates to record their documentary evidence against each unit of competency and to attach this evidence as required.

Step 5: The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the candidate to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process, the Assessor is to provide the candidate with written feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome.

Step 6: If the candidate is not satisfied with the outcomes of a recognition application, they may appeal the outcome like any other assessment decision. Refer the candidate to the appeals process, which can be found in the Student Handbook or policy and procedure manual.

Step 7: When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and the candidate is to be provided with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with Albright Institute Qualifications Issuance policies and procedures.

5.7 What evidence is required for RPL?

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways, including both formal and informal learning or through work-based or life experience.

Like assessment, recognition is a process whereby evidence is collected, and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Indirect Evidence
Indirect evidence is evidence submitted by the candidate. This could include work produced such as documents, products, materials and reports. Other examples include certificates, qualifications and video or audio tapes.

Supplementary Evidence
Supplementary evidence allows the assessor to understand the candidate's competency. This evidence is often obtained through:
- Written or oral questioning.
- Tests completed off-the-job.
- Third-party sources; for example, members of your work team or your supervisor/s.

Forms of evidence toward recognition may include:
- Work records;
- Training Journal;

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- Resume/CV;
- Statements of Attainment, qualifications certificates and/or results of assessments;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Photos or videos of you undertaking the task;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Supplementary workplace evidence, including Third Party Reports;
- Performance appraisal; or
- Position Description

Many of these forms of evidence would not be sufficient on their own. When combined with a number of evidence items as a 'Portfolio of Evidence', the candidate would start to provide a strong case for competence.

The Albright Institute reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

Important Note: Photocopies or scanned copies of Qualifications, Statements of Attainment and Testamur are required for Recognition of Prior Learning. The original documents are to be sited by an Albright Institute Staff Member to validate the authenticity.

If the candidate has other suitable evidence to support the claim for RPL then the candidate would be encouraged to discuss this with their Assessor. If the candidate does not believe that they have any suitable evidence, then they should discuss the other options with their Assessor.

5.8 **What is a Portfolio of Evidence?**

A Portfolio of Evidence is the term given to the collection of documents and other evidence that the candidate compiles and submits as proof of their competence.

Evidence: 'show and tell'
When deciding what evidence to include in the portfolio, the candidate to consider the 'show and tell' approach:

Tell us	You tell us...
	• what you know • what you can do • what you have done **Someone else tells us** (verifies) what you know, what you can do, and what you have done. This is a called a 'third party report'. Examples of third-party reports include a reference letter, a performance review report, a questionnaire completed by a workplace supervisor, etc. There is a template of a 'third party report' within this kit.

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Show us
(workplace documents, photos, videos)
	Documents or other forms of evidence that demonstrate what you can do and have done.
	
	Choose evidence of both **products** and **processes**. For example, when compiling evidence of your ability to clean up a spill:
	
	• An example of a *product* as evidence may include:
	    – a photo of you cleaning up a spill
	    – copies of workplace form you have completed after cleaning up a spill
	
	• Examples of *processes* as evidence may include documents such as Policies and Procedures on how to clean a spill in your workplace

When compiling the portfolio, will be asked to submit evidence that:

✓ **tells us** what you can do and have done (from you and from at least one credible 'third party' referee)
✓ **shows us** what you can do and have done (i.e. samples of work and other relevant documents).

The candidate is required to attach their portfolio of evidence to the RPL kit when submitting it to the Assessor.

5.9 Rules of Evidence

The evidence used to make a decision about competence must be:

1. **Valid**
   Relevant to the unit/(s) of competency you are applying for
2. **Sufficient**
   Enough evidence on which your assessor can make a sound judgment
3. **Current**
   The skills and knowledge are current and relevant given today's technology, processes, legislation and work practices
4. **Authentic**
   The candidate's own work

Any experience that has enabled the candidate to develop knowledge and skills that relate to the assessment criteria should be considered.

If the candidate needs further guidance and to have further understanding of what they need to cover, they can search for the Units of Competency they are applying for at www.training.gov.au. Select the 'National Register of Vet' option. Enter the Unit of Competency (i.e. BSBPMG632) into the 'Nationally recognised training' Search box in the top right-hand corner and press 'search'.

Each Unit of Competency within training.gov.au outlines the Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions required to successfully attain the Unit. For example, the table below shows the first Element and Performance Criteria for 'BSBPMG632 Manage Program Risks' and how to map what you will need as evidence.

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Element	Performance Criteria	Evidence for RPL
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. conditions section.	*Work experience, training and other evidence that meets the element of competency.*
1. Direct planning of program risk management	1.1 Identify potential, actual and residual risks 1.2 Select and modify program risk methodology to match the context for risk 1.3 Consult with relevant stakeholders and identify, document and analyse program level risks 1.3 Support and mentor project managers in the analysis, evaluation and treatment of risks 1.4 Confirm risk management is transparent and dynamic across the program so that risks are assigned and managed in a timely manner 1.5 Develop and maintain a program risk-management system for BSBPMG632 program	*How often do you identify risk? How can you prove it?* *How do you plan for program risk management? How can you prove it?* *Identify the types of evidence that you will provide. (Refer to each unit's evidence requirements to help you decide the most appropriate and sufficient amount of evidence)* *Please Note: that you will have to collect, prepare, number and assemble this evidence as part of your submission.*

5.10 How to organise the evidence for RPL?

So that the Trainer/Assessor could accurately assess the evidence, the candidate to ensure to:
- Include a cover sheet matching your evidence to the units of competency for your qualification.
- Label each piece of evidence clearly
- Provide notes for each piece of evidence, e.g. title, what unit (or units) of competency it relates to, and a brief description of what it is.

Assessment Timeframe

The candidate would have 1 month to submit the completed RPL kit. They would be provided with two opportunities to submit further evidence if required.

There will be a 28-day turnaround for the final assessment of their evidence from the date Albright Institute receives the RPL application (subject to all evidence being provided and that it is appropriate. I.e. if the candidate has resubmitted evidence, there will be another 28-day turnaround from receipt of the additional evidence).

Training Journals
Training Journals are given to each participant to document their on-the-job training. Each Unit of Competency requires on-the-job evidence and has specific tasks to meet the requirements of the Unit of Competency. The candidate is to ensure that this Training Journal is kept in a safe place to ensure it is not damaged or lost. It is to be taken to each training block to be monitored by the Albright Institute on the candidate's progress.

5.11 How will the RPL be assessed?

The Assessor will review the training and workplace evidence to ensure the candidate have:
- Enough experience in the field/occupation for which the candidate is applying for RPL;
- The range of skills and knowledge required for the Unit/s of Competency and Qualification;

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- Enough evidence to meet the assessment requirements of the Unit/s of Competency.

A 'Challenge Test' may be required if the Assessor requires more evidence to make an informed decision on the RPL outcome. The Challenge Test may be theory or practice-based.

5.12 After the assessment

After the assessment, the Assessor will advise the candidate of the units of competency the candidate has successfully completed. They will also be advised whether they have gained the full qualification or if gaps have been identified during the recognition process. If the candidate has skill gaps, these may be addressed through additional training.

Once the Assessor has assessed and approved the RPL, the candidate's Certificate or Statement of Attainment will be issued within 28 days.

Gap training information

RPL is an assessment process designed to show areas of competence and to identify if the candidate has gaps in skills and knowledge against a whole qualification.

Not everyone will have skill/knowledge gaps. But if the candidate has skills gaps, a pathway to complete training in the outstanding units can be negotiated to assist the candidate to gain the full qualification.

Albright Institute offers a couple of options for the Gap Training:
- **Undertaking a Timetabled Unit**: Where a gap exists for a Unit of Competency, the applicant could elect to undertake the Timetabled Unit as scheduled in a Term, and endeavour to obtain Competency. This could be agreed to between the RPL Assessor and Applicant.
  or
- **Undertaking a Project**: Where the applicant has demonstrated some competency of elements within a Unit, but not addressed all, the undertaking of a Project could be designed by the RPL Assessor, which addresses the identified element gap. The completion of the project could result in competency being awarded for the identified Unit.

5.13 Appealing a decision

An appeal is an application by a student for reconsideration of an unfavourable assessment decision. The process of lodging an appeal and the process for handling such an appeal are outlined in the Assessment Appeals Procedure located in the Student Handbook on Albright's Website https://albrightinstitute.edu.au/ or by requesting a copy from the Albright Institute.

To submit a Complaint / Grievance or Assessment Appeal, you will need to complete the Complaint Grievance and Assessment Appeal Form located on Albright's Website https://albrightinstitute.edu.au/

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6. PROCEDURES

6.1 Credit Transfer

	Procedure
(1)	Albright Institute encourages all potential students to apply for Credit Transfer. Relevant information is published on the website and Student Handbook.
(2)	The Applicant must apply for Credit Transfer/RPL right at the application stage.
(3)	Applicants applying for Credit(s) must complete the 'Albright Credit Transfer Form'. This form will be submitted with the Original Award/Certificate or Statement of Attainment to the Student Admissions Department.
(4)	If the student has been recruited by Albright's approved Education Agent, then the following is to be established: · The CT documents preferably stamped and initialled by the recruiting agent; · The CT documents with sighted original stamp and initialled by the agent; · The CT documents with company stamp and an email stating that the CT documents have been sighted and verified.
(5)	If the student is a Walk-in student, then, the admissions department will sight the Original document and stamp Original sighted and initial this with date.
(6)	Admissions department will: ✓ Assess the application as per the procedure and check the Credit Transfer Form for processing the CTs; ✓ Verify the CT units with the 'Credit Transfer Unit List for different qualifications' as required and duly complete Credit transfer form and the working sheet for checking the Timetable duration and the recommended fees; ✓ For the CT offer letters, the timetable, duration and the fees would be calculated immediately and then a Letter of Offer would be issued with a condition -" This offer is subject to verifying the authenticity of the Credit Transfer documentation provided by the student to Albright Institute.' ✓ In the interim time between the Letter of Offer and the issuance of CoE, Albright Institute will verify the authenticity of the CT documentation.
(7)	If credit transfer is being sought for a unit of competence that has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. This information can be found in the mapping guide published in the relevant Training Package www.training.gov.au
(8)	If the units are not equivalent or identical as indicated by mapping guide, the applicant should will be referred for Recognition of Prior Learning (RPL).
(9)	If the student does not agree with the decision about course credit, the student may lodge an internal appeal.

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(10)	The CoE is generated according to the approved duration and fee by the Admissions Department. Any course duration reduction because of a Credit transfer granted to students must be indicated on the Confirmation of Enrolment stating, "Since the student has availed CT/RPL from the previous studies, there is a variation in course duration and the fees".
(11)	Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer are electronically stored placed in the student Admissions folder
(12)	Granting of Credit Transfers is recorded as a unit outcome in the student's profile on the RTO Manager and LMS
(13)	The student is provided with a Customised Study Plan (CSP) by the Academic Department for the units that the student is required to successfully at Albright Institute.
(14)	The CT unit is recorded on the Student's profile with the study period as the start date of the CoE and the same date is used for the end date of the unit.
(15)	After the commencement of the course, if the student claims for any further Credits, (a) As an exception if the student applies for Credits (CT) after the commencement of the course or during the middle of the course, the student will be granted the CTs as per the regulatory requirements. (b) In such cases as an exception the student has been awarded the Credits which may also impact the Student requirements to undertake 20 hours of student per week. In the instance, where Credit issued, means a student has less than 20 hours in any given week, Albright Institute allocates self-based study for such students. (c) These cases should always be absolutely the exception and not the rule. (d) For these cases Customised Study Plan (CSP) will NOT be revised and the student will be allocated self-based study for that study time.

6.2 Recognition of Prior Learning (RPL)

Students must agree to and comply with intervention strategies proposed during the meeting.

Failure to comply with these strategies will result in enrolment cancellation. For international students, this will also lead to the cancellation of their CoE.

Procedure	
(1)	On receipt of the self-assessment and relevant documentation from the applicant, the evidence will be assessed against the competency standards for the particular units;
(2)	The purpose of assessment is to collect evidence to make a judgement about performance. So, as long as the principles of assessment and the rules of evidence are followed, it does not really matter what happens before the evidence is collected.

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(3)	Assessors in making an assessment will consider the following: ✓ Relevance and nature of evidence provided by the individual; ✓ Scope of subject matter covered by the evidence; ✓ Whether the evidence is sufficient to enable a judgment of competence to be made in regard to the unit, taking into account the required knowledge and skills and the critical aspects of evidence in the relevant units.
(4)	In judging evidence, the assessor must ensure that the evidence of prior learning is: ✓ Authentic (the applicant's own work); ✓ Valid (directly related to the current version of the relevant endorsed unit of competency); ✓ Reliable (shows that the applicant consistently meets the endorsed unit of competency); ✓ Current (reflects the student's current capacity to perform the aspect of the work; ✓ Covered by the endorsed unit of competency); and ✓ Sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, being task skills, task management skills, contingency management skills, and job/role environment skills).
(5)	Where evidence and documentation require additional information or clarification, this will be discussed with the student.
(6)	All original documents such as certificates, workplace reports, etc., should be copied after being sighted by the assessor, and then the copy signed with the date, signature and printed name of the assessor.
(7)	Where RPL is 'Granted' this information will be communicated in writing to the student within 10 business days of completion of the assessment, and where applicable, the qualification/statement of attainment will then be issued.
(8)	Where RPL is 'Not Granted', students will be notified in writing of the outcome participant within 10 business days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable).
(9)	In all cases, a copy of the RPL documentation and outcome will be kept on the student's electronic file.

7. APPEALS

Where the outcome of a CT/ RPL is not granted, and the student disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussions, the student may appeal by using the methods outlined in the Albright Institute's Complaints and Appeals Policy.

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8. IMPLEMENTATION AND RESPONSIBILITY

The Admissions Department, Training Department, National Quality and Compliance Manager, Director of Operations and CEO are responsible for Albright's adherence to the National Standards for Training Organisations and ESOS/NCP2018.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

9. RELATED DOCUMENTS

Related Documents
• STD-FORM18 Credit Transfer Request Form • STD-FORM19 Credit Transfer Working Sheet • STD-FORM04 International Student Application Form • STD-FORM06 Domestic Student Application Form • STD-FORM10 Complaints and Appeals Form • PP - 05 Complaints and Appeals Policy

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