



INSTITUTE OF BUSINESS & LANGUAGE

<b>Policy Title</b>	<b>Credit Transfer and RPL Policy &amp; Procedure</b>		
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<b>Status</b>	Approved	<b>Approved By</b>	CEO
<b>Departments</b>	Admissions and Enrolment, Academic and Compliance		
<b>Applies to</b>	All staff and students		
<b>Regulatory Framework</b>	<i>Outcome Standards for NVR RTOs 2025, Standards 1.6 &amp; 1.7; National Vocational Education and Training Regulator Act 2011 (NVETR Act); ESOS Act 2000; National Code 2018 (CRICOS obligations)</i>		

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## 1. POLICY STATEMENT

ANIT Australia Pty Ltd, trading as Albright Institute of English, and Albright Institute of Business and Language (both hereafter may be referred to as **Albright Institute**) is committed to providing fair, rigorous and transparent processes for recognising the prior learning and previous competencies of its students. This policy establishes a framework for both Credit Transfer and RPL (Recognition of Prior Learning) that maximises the acknowledgement of students' existing skills and knowledge, while at all times maintaining the integrity of nationally recognised training products.

This policy operates in accordance with the Outcome Standards for NVR Registered Training Organisations 2025 (the 2025 Outcome Standards), in particular Standards 1.6 and 1.7.

For international students enrolled under CRICOS registration, this policy also operates in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018), including Standard 2 of the National Code 2018 concerning RPL, course credit and all other CRICOS enrolment obligations.

Albright Institute will ensure that all decisions relating to Credit Transfer and RPL are documented, defensible, fair, transparent and consistent amongst students, and that they maintain the integrity of the relevant training product.

## 2. PURPOSE

The purpose of this policy and associated procedure is to:

- 2.1. ensure quality, integrity and consistency in recognising and assessing prior learning and competencies;
- 2.2. meet Albright Institute's obligations under Standards 1.6 and 1.7 of the 2025 Outcome Standards;
- 2.3. meet Albright Institute's obligations under Standard 2 of the National Code 2018;
- 2.4. inform students of their entitlements and the process for applying for Credit Transfer or RPL; and
- 2.5. provide clear guidance to staff on how to assess, process, document, record and where necessary, revoke Credit Transfer and RPL applications and outcomes in accordance with regulatory requirements.

## 3. SCOPE

This policy applies to:

- 3.1. all current and prospective students at Albright Institute, including both domestic and international students;
- 3.2. all training products on Albright Institute's scope of registration and offered for enrolment;
- 3.3. all Albright Institute staff involved in admissions, training, assessment and compliance.

## 4. DEFINITIONS

**AQF** means Australian Qualifications Framework; the national policy framework for regulated qualifications in the Australian education and training system.

**AQF certification documentation** means the set of official documents confirming that an AQF qualification or VET Statement of Attainment has been issued to an individual by an NVR-registered training organisation or other authorised entity. This includes Testamurs, Statements of Attainment, and Records of Results (Transcripts) issued in accordance with the AQF.

**Authenticated VET transcript** means the same as in the Student Identifiers Act 2014; an official transcript of a student's VET achievements accessed via the USI registry.

**Credit Transfer** means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module. Credit transfer is not an assessment process; it is based solely on documented evidence of prior completion. Sometimes it is referred to as CT.

**Equivalent unit of competency** means a unit of competency that shares the same current unit code and title, or a superseded unit of competency that the training package developer has determined to be equivalent, as published on the National Register of VET (training.gov.au). Equivalence cannot be established by mapping or comparing unit content, as it must be confirmed through the National Register of VET.

**RPL** means Recognition of Prior Learning; An assessment process that involves the 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.

**Training product** means an AQF qualification, a skill set, a unit of competency, an accredited short course, or a module.

**USI** means Unique Student Identifier; a reference number for all VET students in Australia, enabling access to an authenticated VET transcript via the USI registry.

**Internal Credit Transfer** means credit transfer granted between two qualifications, both delivered by Albright Institute, where the student has successfully completed a unit at Albright Institute and that completion is documented by a certificate, statement of attainment, or record of results issued by Albright Institute.

**Gap training** means additional training required to address identified gaps in a student's skills or knowledge following an RPL assessment that results in partial recognition.

## 5. CREDIT TRANSFER – POLICY

### 5.1. Entitlement and Information

Albright Institute will offer all students the opportunity to apply for Credit Transfer and will make this policy available to students prior to enrolment. Information about the Credit Transfer process, including the right to apply and the procedure for doing so, will be included in the Student Handbook, the Albright Institute website and pre-enrolment communications.

The Albright Institute charges no fee for processing a Credit Transfer application.

### 5.2. Eligibility and Timing

To be eligible for Credit Transfer:

- 5.2.1. the student must be currently enrolled in, or seeking to enrol in, a qualification at Albright Institute;
- 5.2.2. any elective unit(s) of competency for which credit is sought must be part of the course structure of the respective qualification as delivered by Albright Institute;
- 5.2.3. the student must provide appropriate AQF certification documentation demonstrating prior completion;
- 5.2.4. licensing, regulatory, accreditation-related or training product requirements must not prevent the credit transfer; and
- 5.2.5. the competency must not have been issued by an RTO that had its registration cancelled or its qualifications revoked by the Regulator (i.e., ASQA).

Students are encouraged to submit their Credit Transfer application at or before the time of enrolment, as this allows the most efficient adjustment of their study plan and, for international students, their CoE. However, students retain the right to apply for Credit Transfer at any point during their enrolment, and Albright Institute is obligated to consider all applications regardless of when they are submitted.

### 5.3. Evidence Requirements

A Credit Transfer application must be supported by one of the following:

- an authenticated VET transcript accessed via the student's USI and supported by a copy of the relevant AQF certifications document (preferred and primary method); or
- original or certified AQF certification documentation (Testamur, Statement of Attainment, and Record of Results/Transcript) from the issuing RTO, presented for sighting by Albright Institute staff.

**Note:** USI transcript verification is the primary and preferred method of evidence. Hard-copy documents are accepted when the USI record is unavailable (e.g., for units awarded prior to 1 January 2015 or not yet uploaded to the USI registry). In that case, the applicant must provide satisfactory evidence that the relevant AQF certification documentation is authentic.

Where the USI transcript is available but relates to a unit issued by an RTO whose registration has since been cancelled, or to a training product that has been revoked by ASQA, that record is not acceptable evidence to validate the Credit Transfer application.

#### 5.4. Authenticity Verification

Albright Institute is required to verify the authenticity of all Credit Transfer evidence before granting credit. The following process must be followed:

- **Step 1 (Preferred):** Access the student's USI transcript directly via the USI registry with the student's consent. Print the USI Transcript and keep it along with the relevant AQF certification documentation.
- **Step 2 (If USI unavailable):** Contact the issuing RTO by phone or email to verify the AQF document. Retain written evidence of verification (email confirmation, or a written file note recording the date, time, name of person contacted, and outcome of the phone call).
- **Step 3 (If issuing RTO is closed or does not respond):** Inform the student that they may request a copy of their own student records directly from ASQA by following the process outlined at: <https://www.asqa.gov.au/for-students/student-records> using the form <https://www.asqa.gov.au/students/student-records/apply-for-copy-record>. Advise the student that once they have obtained the relevant records from ASQA, they must submit those records to Albright Institute to support their application, and that this process may take several weeks. In the meantime, advise the student of the "If verification is not possible" provisions below. If step 3 is successful, ASQA confirmation will act as verification evidence.
- **Step 4 (Cancelled RTO or revoked training product check):** Before granting any Credit Transfer, Albright Institute staff must verify that the issuing RTO's registration has not been cancelled or the specific training product in that RTO has not been revoked by checking the National Register of VET. If either check fails, the Student Services Manager must be notified, and Credit Transfer must not be granted for the affected unit/s. The student must be advised in writing and referred to re-training and assessment, or to an RPL process if they can provide new and robust evidence of current competency.
- **If verification is not possible:** Albright Institute will notify the student in writing that their application cannot proceed without verified documentation, and will outline what acceptable evidence would be required. The student will be given a reasonable period to provide that evidence. Where no satisfactory response is received within that period, Albright Institute will finalise the application as unsuccessful and advise the student in writing.

**Note:** Verification of authenticity is a compliance requirement, not optional. Albright Institute must not grant Credit Transfer (CT) based on unverified documentation. Fraudulent CT documentation is an identified risk in the VET sector.

## 5.5. Equivalency Assessment

Credit transfer may only be granted where equivalence is clearly established. Equivalence is determined as follows:

- 5.5.1. a unit of competency with the same current unit code and title is equivalent; or
- 5.5.2. a superseded unit of competency that the training package developer has determined to be equivalent, as published on the National Register or VET, is equivalent; or
- 5.5.3. where a unit has been superseded equivalent twice or more, a mapping analysis may be conducted to confirm that the assessment of competence remains relevant. If a gap is identified, credit transfer may be declined.

**Note:** Equivalence must be confirmed through the National Register of VET. A comparison analysis or mapping of unit content alone is NOT an acceptable basis for granting credit transfer.

When reviewing a unit on the National Register of VET, Albright staff must look specifically for a positive equivalence declaration. Where the National Register of VET records only a succession relationship, indicating one unit replaced another, without clear affirmation that the units are equivalent, the Albright Institute will treat the units as not equivalent, and credit must NOT be granted in that case.

## 5.6. Restrictions on Credit Transfer

The following restrictions apply to all Credit Transfer applications at Albright Institute:

- 5.6.1. credit transfer may only be awarded for whole units of competency. Partial credit transfer will not be granted.
- 5.6.2. credit transfer exists to recognise genuine prior achievement within the context of active participation in training and assessment activities at Albright Institute and it is not a standalone enrolment outcome. Where a student's application, if fully approved, would result in no remaining units to be completed at Albright Institute, the application will not be processed. Students must be undertaking at least one unit of a qualification through direct training and assessment activities or RPL with Albright Institute for a credit transfer application to be recorded.
- 5.6.3. Albright Institute will not issue a VET qualification or VET statement of attainment based entirely on credit transfer or RPL completed at a different RTO. At least one unit of competency must be completed through training and assessment or RPL at Albright Institute.

## 5.7. Internal Credit Transfer

Where a student applies for credit transfer between two qualifications, both delivered by Albright Institute:

- 5.7.1. a Certificate, Statement of Attainment, or Record of Results must have been formally issued by Albright Institute for the previously completed units;
- 5.7.2. the credit will be applied internally in the Student Management System (SMS) and the Learning Management System (LMS); and

- 5.7.3. no Credit Transfer Application Form is required for internal transfers, however, the student should inform the admin staff members about their eligibility for internal credit transfer. The granting of credit then must be recorded on the student's profile in the SMS and LMS.

## 5.8. Decision and Notification

All decisions to grant or decline Credit Transfer must be:

- 5.8.1. documented in the student's file with the reasons for the decision;
- 5.8.2. communicated to the student in writing; and
- 5.8.3. where credit is declined, accompanied by advice to the student of the reason(s) for the decision and any alternative pathway available (such as RPL or participation in full training and assessment).

## 5.9. Monitoring and Revocation of Credit

- 5.9.1. The granting of Credit Transfer does not confer a permanent or unconditional entitlement; it is subject to ongoing regulatory validity. Albright Institute monitors decisions by ASQA and other relevant authorities and will comply with any directives regarding the standing of qualifications or RTOs.
- 5.9.2. Albright Institute reserves the right, and may be obligated, to revoke previously granted credit if ASQA cancels or revokes the underlying qualification, unit of competency or the issuing RTO's registration.
- 5.9.3. If credit is revoked, Albright Institute will notify the student in writing, providing the reasons and a revised training plan to address the gap through re-training and assessment.
- 5.9.4. Where a student can provide new, robust evidence of current competency, an RPL process may be offered as an alternative to full training.
- 5.9.5. All communications and decisions regarding the revocation of credit will be formally recorded in the student's file.

# 6. RPL (RECOGNITION OF PRIOR LEARNING) – POLICY

## 6.1. Entitlement and Information

Albright Institute will offer all students the opportunity to apply for RPL and will make this policy available to students prior to enrolment. Students will be informed of:

- 6.1.1. their right to have their prior learning recognised (where not prevented by any industry regulator, licensing or accreditation requirements);
- 6.1.2. Albright Institute's RPL policy and the assessment process; and
- 6.1.3. RPL Application Fee (non-refundable) and RPL Assessment Fees.

Current RPL fees are published in Albright Institute's Schedule of Non-Tuition Fees and Charges, available on the Albright Institute website and in the Student Handbook. RPL Assessment Fees applicable to a specific training product will be confirmed to the student in writing before the RPL assessment process commences, and no RPL assessment activity will proceed until the student has confirmed in writing their agreement to pay those fees.

**Note:** Unlike Credit Transfer, an RPL fee is charged for the RPL process. Students will be informed of the applicable fee prior to commencing the RPL process.

## 6.2. Eligibility and Timing

Any current or prospective student may apply for RPL.

Existing Albright students are strongly encouraged to apply before commencing training, as this reduces unnecessary study and helps the student identify the most efficient pathway to completion.

RPL may only be applied for units of competency within a qualification that is currently offered for enrolment by Albright Institute, and RPL may only be awarded for the whole unit of competency.

## 6.3. RPL as an Assessment Process

RPL is an assessment process, not an administrative process. It is subject to the same Principles of Assessment and Rules of Evidence that apply to all other assessment activities conducted at Albright Institute, including, but not limited to:

- **Fairness:** the assessment accommodates the student's needs and individual circumstances, including reasonable adjustments where appropriate;
- **Flexibility:** the RPL process accommodates the variety of experiences and learning pathways students may present;
- **Validity:** RPL evidence adequately demonstrates the student's competence against the requirements of the training product; and
- **Reliability:** RPL decisions are consistent across students and assessors.

In addition to the above principles, all RPL decisions must be transparent, documented, defensible and capable of being explained and justified to the student and to the regulator, in accordance with Standard 1.6(c) of the 2025 Outcome Standards.

RPL assessments must also be conducted by a qualified assessor meeting the requirements of Standards 3.2 and 3.3 of the 2025 Outcome Standards. If any third parties are engaged to conduct RPL assessments on Albright Institute's behalf, Albright Institute is responsible for monitoring and validating the quality of those assessments with the same level of rigour applied to internal assessments.

## 6.4. Evidence Requirements

RPL evidence must satisfy all four rules of evidence:

- **Valid:** directly relevant to the unit(s) of competency being assessed;

- **Sufficient:** of sufficient quality and quantity to enable the assessor to make a sound judgement of competence;
- **Authentic:** verifiably the student's own work; and
- **Current:** demonstrating that the student currently holds the relevant skills and knowledge — evidence must reflect current competence against the training product, current legislative requirements, and current industry practices.

Acceptable forms of RPL evidence may include, but are not limited to:

- statements of attainment, qualifications, or records of results (transcripts);
- workplace records, training journals, position descriptions, and performance appraisals;
- resume/CV and records of relevant work experience (paid or voluntary);
- photos, videos, or other work products demonstrating task completion;
- third-party reports from supervisors or workplace colleagues; and
- results of written or oral questioning, skills assessments, or practical demonstrations.

Original documents must be sighted by an Albright Institute staff member or assessor. Photocopies or scanned copies are only acceptable after the originals have been verified.

### 6.5. Currency of Evidence

Albright Institute will assess the currency of all RPL evidence. Evidence that reflects competence that may no longer be current due to changes in technology, legislation, industry practice, or training package requirements may be insufficient on its own to support a competency judgement. Where currency is in doubt, the assessor may require supplementary evidence or practical demonstration/s (challenge assessment/s).

If the evidence includes any AQF document issued by an RTO whose registration has since been cancelled or the relevant training product has been revoked by ASQA, Albright Institute will not accept it as current and valid evidence.

**Note:** Holding a higher-level AQF qualification in the same industry does not automatically entitle a student to RPL. Each unit must be assessed individually against its competency requirements.

### 6.6. Gap Training

Where an RPL assessment identifies gaps in a student's skills or knowledge, Albright Institute will:

- 6.6.1. advise the student in writing of the specific gaps identified;
- 6.6.2. discuss with the student the amount and nature of gap training required;
- 6.6.3. advise the student of how that gap training will be delivered; and
- 6.6.4. advise the student of any costs associated with the gap training.

Gap training options at Albright Institute may include enrolment in the relevant timetabled unit or completion of a supervised project designed to address the specific competency gap identified by the RPL assessor.

## 6.7. Decision and Notification

All RPL decisions must be:

- 6.7.1. communicated to the student in writing within 10 business days of completion of the assessment;
- 6.7.2. documented in the student's file with the reasons for the outcome;
- 6.7.3. where RPL is not granted in full, accompanied by advice on gap training or alternative pathways; and
- 6.7.4. subject to the Albright Institute's complaints and appeals process.

## 7. DECISION INTEGRITY AND INDIVIDUAL ASSESSMENT

### 7.1. No Automatic Granting

Neither Credit Transfer nor RPL will be automatically granted at Albright Institute. Every application, regardless of the apparent strength of the evidence or the student's qualifications, must be assessed individually against the requirements of the relevant unit of competency and the provisions of this policy.

For Credit Transfer, each unit must be checked individually for equivalence against the National Register of VET, and the supporting documentation must be independently authenticated before any credit is recorded. The fact that a student holds a qualification from a reputable institution, or has been granted credit for similar units elsewhere, does not constitute grounds for automatic approval.

For RPL, each unit of competency must be individually assessed against the rules of evidence by a qualified assessor. Holding a higher-level qualification, extensive industry experience or a related credential does not automatically satisfy the requirements of any unit. Each competency must be demonstrated through evidence assessed on its own merits.

### 7.2. Decision Integrity

All Credit Transfer and RPL decisions made at Albright Institute must:

- 7.2.1. be grounded in evidence directly assessed against the requirements of the relevant training product;
- 7.2.2. be made in accordance with the applicable Principles of Assessment and Rules of Evidence as set out in this policy;
- 7.2.3. be documented in full on the student's file, including the reasons for the decision and the evidence relied upon;
- 7.2.4. be auditable: sufficient records must be retained to allow any decision to be reviewed, verified and defended by Albright Institute at any time; and
- 7.2.5. be consistent: decisions made in comparable circumstances must produce comparable outcomes across all students, regardless of when or where the application was submitted.

Any decision that cannot be supported by documented, evidence-based reasoning will not be recorded as a valid CT or RPL outcome.

## 8. RPL LIMIT AND CREDIT TRANSFER PRINCIPLES

### 8.1. Credit Transfer: No Proportional Cap

Where a student demonstrates prior completion of an equivalent unit of competency through valid AQF certification documentation or an authenticated VET transcript, Albright Institute supports that student in obtaining credit transfer for that unit. Credit transfer will be granted for all units where equivalence is clearly established in accordance with this policy.

The circumstances in which credit transfer may be withheld for an otherwise equivalent unit are where:

- 8.1.1. licensing, regulatory, or professional accreditation requirements prevent it;
- 8.1.2. the training product itself prevents it; or
- 8.1.3. the student's application would result in no units remaining for completion at Albright Institute to complete the qualification, in which case at least one unit in that qualification must be undertaken through direct training or RPL at Albright Institute before credit transfer can be recorded.

### 8.2. RPL: Proportional Limit

Unlike credit transfer, RPL is an assessment process. Albright Institute may limit the proportion of a qualification awarded through RPL alone to ensure that students have sufficient opportunity for training and assessment, engagement and direct validation of competency. As a general principle, Albright Institute will not award RPL for more than 50% of the total units of competency in any single qualification through RPL alone.

This limit exists to protect the integrity of the training product and ensure that competency is genuinely demonstrated, not assumed, throughout the qualification. It reflects Albright Institute's obligation under Standard 1.6 to maintain the same rigour in RPL as applies to all other assessments, and to guard against RPL being used as a shortcut to qualification without adequate evidence of current, sufficient and valid competency.

Where an RPL assessment identifies that a student's evidence genuinely meets the requirements of more than 50% of units, the matter will be escalated to the Academic Manager and CEO for review and documented approval before any RPL outcomes exceeding this threshold are recorded.

### 8.3. Course-Specific Limits: Licensing, Regulatory and Professional Accreditation

This document contains an annexure (Annexure A) that specifies course-specific Credit Transfer and RPL guidelines for specific training products, where applicable. Where any contextual elements apply, such as those imposed by professional accreditation bodies, licensing authorities, or regulatory authorities, specific conditions on the granting of Credit Transfer or RPL, including stricter limits on the proportion of a qualification that may be credited, are outlined in Annexure A. These guidelines apply to the relevant training product and take precedence over the general principles set out in this section.

Any such course-specific limit must be documented in Annexure A with the rationale, approved by the CEO, and communicated to students prior to enrolment.

This section and all course-specific limits in Annexure A will be included in pre-enrolment information and the Student Handbook.

## 9. STUDENT RIGHTS AND OBLIGATIONS

### 9.1. Student Rights

All students have the right to:

- 9.1.1. be informed of their entitlements to apply for Credit Transfer and RPL, and to access this policy, prior to enrolment;
- 9.1.2. apply for Credit Transfer or RPL at any time, including prior to or during their enrolment at Albright Institute;
- 9.1.3. receive a written outcome of their application, including reasons for any decision to decline credit or RPL;
- 9.1.4. receive written notice and a clear explanation if any previously granted Credit Transfer is revoked, together with information about their pathway options and their right to appeal;
- 9.1.5. receive information about alternative pathways (such as RPL, gap training, full training and assessment activities, etc.) where a Credit Transfer or RPL application is declined;
- 9.1.6. appeal any decision relating to Credit Transfer or RPL in accordance with Albright Institute's Complaints and Appeals Policy; and
- 9.1.7. be treated fairly, consistently and without any discrimination throughout the process.

### 9.2. Student Obligations

Students are responsible for:

- 9.2.1. submitting applications for Credit Transfer or RPL following the due process and fulfilling all relevant requirements;
- 9.2.2. providing accurate, adequate, complete and authentic evidence in support of their application;
- 9.2.3. consenting to Albright Institute accessing their USI transcript for verification purposes;
- 9.2.4. collect their own student records directly from ASQA and submit them to Albright as verification evidence, where applicable;
- 9.2.5. engaging honestly and actively with the RPL assessment process;
- 9.2.6. complying with any gap training requirements identified following an RPL assessment; and
- 9.2.7. notifying the Albright Institute immediately in writing if they become aware that any training product submitted in support of their Credit Transfer or RPL application has been revoked or the issuing RTO's registration has been cancelled by ASQA.

## 10. RESPONSIBILITIES

Role	Responsibilities
<b>Chief Executive Officer (CEO)</b>	Overall accountability for policy implementation and review; approval of exceptions to the RPL proportional limit; approval of course-specific limits and conditions in Annexure A; final decision-maker for complex or escalated disputes.
<b>Chief Operating Officer (COO) / Compliance Manager (CM)</b>	Maintains this policy and Annexure A; monitors compliance; conducts periodic review; decides on the cases of credit revocation; liaises with ASQA; ensures staff are trained on regulatory requirements.
<b>Academic Manager (AM) / Academic Department</b>	Oversees all RPL assessments; ensures assessors are qualified; manages gap training arrangements; maintains Annexure A currency; reviews RPL quality.
<b>Student Services Manager (SSM) / Admissions &amp; Enrolment Department</b>	Receives and processes Credit Transfer applications; verifies document authenticity; reviews and monitors ongoing credit validity; calculates course duration and fees post-credit; determines final RPL fees for individual training product; generates CoE adjustments; maintains records.
<b>Trainers / Assessors</b>	Conduct RPL assessments to the standards required by the 2025 Outcome Standards; apply principles of assessment and rules of evidence; document decisions accurately.
<b>All Staff</b>	Ensure students are aware of their right to apply for CT and RPL; direct students to appropriate staff; maintain confidentiality of student records.

## 11. RECORDS MANAGEMENT

The following records must be retained on the student's electronic files across the Student Management System (SMS), Learning Management System (LMS), and relevant SharePoint folder:

- 11.1. completed Credit Transfer Application Form or RPL Application Form (whichever is applicable);
- 11.2. copies of AQF certification documentation or USI transcript used as the basis for credit transfer or as RPL supporting evidence;
- 11.3. evidence of authenticity verification (email, file note, USI access record or ASQA-issued student records) of any AQF document;
- 11.4. written notification to the student of the CT or RPL outcome;
- 11.5. RPL application documents, all evidence documents, and assessment records;
- 11.6. records of any gap training agreed and completed, if applicable;

- 11.7. records of any revocation of previously granted Credit Transfer and written correspondence with the affected student; and
- 11.8. any appeal records relating to CT or RPL decisions.

Credit Transfer and RPL outcomes will be recorded as unit outcomes in the student's profile in SMS and LMS, with the CT/RPL start and end date reflecting the processing dates.

For international students, where Credit Transfer or RPL affects the duration of the student's course, Albright Institute will notify the student in writing of the effect on their CoE and, where applicable, their visa conditions, as soon as practicable after the credit decision is made.

Albright Institute will also retain a written record of any course credit granted, and a copy of the student's written acceptance of that record, for international students for at least two years after the overseas student ceases to be an accepted student, in accordance with Standard 2 of the National Code 2018.

## 12. CREDIT TRANSFER – PROCEDURE

Step	Action	Responsibility
1	Provide all prospective students with information about Credit Transfer entitlements and this policy prior to enrolment, via the Student Handbook and the Albright Institute website.	Admissions & Enrolment
2	Student completes the Credit Transfer Application Form and submits it together with AQF certification documentation and USI access consent.	Student
3	<p>Verify the authenticity of documents in the following order:</p> <ul style="list-style-type: none"> <li>▪ The preferred method is to access the student's USI transcript directly through the registry with the student's written consent.</li> <li>▪ Where the USI transcript is not available or does not capture the relevant units, Albright Institute staff will contact the issuing RTO directly to confirm the document is genuine, retaining a record of that contact on the student's file.</li> <li>▪ Where the issuing RTO is no longer operating or does not respond, Albright Institute staff will inform the student that they need to collect a copy of their student records that verify the relevant training product and submit it to Albright Institute, and advise the student that resolution may take several weeks.</li> </ul> <p>In all cases, check the issuing RTO's registration status and history on the National Register of VET. If the issuing organisation's registration has been cancelled or the competency has been revoked by ASQA, refer the application to the Student Services Manager for further investigation.</p> <p>All verification details must be recorded in the student's file before the application is finalised.</p>	Admissions & Enrolment
4	<p>In case of equivalent units, check the National Register of VET (training.gov.au) to confirm the equivalency status of each unit presented. Equivalency must be confirmed through the National Register of VET only; any unit content analysis or mapping is not an acceptable substitute.</p> <p>If the National Register of VET does not positively confirm equivalence, the unit is not eligible for credit transfer. Refer the student to RPL or other options.</p>	Admissions & Enrolment / AM

5	Calculate the total number of units in the qualification and confirm that at least one unit is remaining to be completed through direct training and assessment activities or RPL. If not, advise the student and seek an amended/corrected CT application.	Admissions & Enrolment / AM
6	Complete the Credit Transfer Working Sheet. Calculate the revised course duration and fees.  If the applicant is a new student, prepare the Letter of Offer adjusted with the Credit Transfer application outcomes.  If the application is successful, prepare an adjusted study plan and, for International students, conduct the appropriate course variation in PRISMS.	Admissions & Enrolment / SSM
7	Upon enrolment, update the student's profile in the SMS and LMS with CT unit outcomes.  For new students, record CT units with the CoE start date as both start and end dates. For international students, generate a CoE reflecting the approved course duration. Add applicable note to the CoE comment.  For continuing and existing students, record CT units with the CT application date as the unit start date and approval date as the unit end date. For international students, generate a CoE reflecting the new course duration. Add applicable note to the CoE comment.	Admissions & Enrolment
8	Prepare and issue a Customised Study Plan (CSP) for the units the student is required to complete at Albright Institute.	Academic
9	Provide the student with written notification of the CT outcome. If any units are not approved, advise the reason and refer the student to RPL or any other applicable options.	Admissions & Enrolment
10	<b>For Education Agents:</b> CT evidence documents must be stamped, initialled, and accompanied by the agent's confirmation that the originals have been sighted.  Verify agent-submitted documents according to step 3 before processing.	Admissions & Enrolment
11	File all CT evidence, verification records, the completed application form and the written outcome notification on the student's electronic file (SharePoint and SMS).	Admissions & Enrolment
12	Before issuing any AQF qualification or Statement of Attainment that includes units granted by Credit Transfer, confirm via the National Register of VET (training.gov.au) and/or ASQA's public register that: the issuing RTO's registration has not been cancelled and/or the relevant training product/s have not been revoked by ASQA. If	Admissions & Enrolment / SSM.

any of these checks fail, notify the Student Services Manager immediately and do not proceed to issue the AQF document. The affected credit will be reviewed and, where confirmed, revoked.

### 13. RPL – PROCEDURE

Step	Action	Responsibility
1	<p>Provide prospective and current students with information on the RPL process and entitlements, the assessment process and all applicable fees, prior to enrolment or at the earliest opportunity.</p> <p>Albright Institute provides the RPL Application Form and Self-Assessment Guide electronically. This policy is also published on the Albright Institute website.</p>	Admissions & Enrolment / Training
2	<p>The student completes the RPL Application Form along with all required supporting evidence and the RPL Self-Assessment Guide to demonstrate whether RPL is a suitable pathway. The student pays the RPL Application Fee (non-refundable) along with the application form and evidence submission.</p>	Student / Admissions & Enrolment
3	<p>Review the RPL Application Form, undertake an initial assessment of the received documents and supporting evidence, determine the final RPL Fee for each training product, prepare a plan for the RPL assessment kit for each training product applied, and conduct a Recognition Assessment Planning Interview between the RPL assessor and the student.</p> <p>The interview must cover: any further requirements for appropriate evidence types; RPL fees; guidance on using the planned RPL assessment kit and other relevant tools; an explanation of the assessment process; and the student's rights, including the right to appeal.</p>	RPL Assessor / SSM
4	<p>Ensure the fee complies with Albright's published Fees and Refund Policy and Procedure. Confirm the RPL fee with the student. Obtain written agreement to proceed. Finalise the RPL Assessment Kit for each training product to provide to the student.</p>	Admissions & Enrolment / SSM
5	<p>Students compile and submit their completed RPL Assessment Kit and all required supporting evidence documents, using the Recognition Evidence Report template, within the one-month submission timeframe. Albright Institute will allow up to two resubmissions of supplementary evidence where required, each resubmission extending the timeframe for ten (10) business days.</p>	Student

	<p>If a student does not submit the required evidence within the specified timeframe without prior notification to the assessor, the assessor will contact the student to confirm whether an extension is being sought. Where no response is received, and no extension has been agreed, the application may be closed.</p> <p>Extensions must be requested in advance and approved by the Academic Manager.</p>	
6	<p>Assessor reviews the completed RPL Assessment Kit and all evidence documents against the units of competency specifications as outlined in the National Register of VET and applies the rules of evidence (valid, sufficient, current, authentic). The assessor must:</p> <ul style="list-style-type: none"> <li>▪ independently review all evidence without relying solely on the student's self-assessment;</li> <li>▪ sight and verify original documents;</li> <li>▪ request additional evidence or a practical demonstration ('challenge assessment') where evidence is insufficient to support a competency judgement;</li> <li>▪ ensures any AQF evidence has not been revoked and the issuing RTO's registration has not been cancelled by ASQA; and</li> <li>▪ assess currency of evidence against current training package requirements and all applicable legislative and regulatory frameworks.</li> </ul>	RPL Assessor
7	<p>Where gaps are identified, the assessor advises the student in writing of: (a) the specific gaps; (b) the gap training required; (c) how the gap training will be delivered; and (d) any costs associated with the gap training.</p> <p>Gap training must be agreed upon between the assessor and the student. If the student disagrees with the identified gap training, they must be advised of their right to appeal the RPL assessment outcome through the Albright Institute Complaints and Appeals process before the application is finalised as unsuccessful.</p> <p>Inform the Academic Team / Academic Manager about the RPL outcome and provide all documentation.</p>	RPL Assessor
8	<p>Issue RPL outcome to the student in writing within 10 business days of completion of the assessment or decline, including:</p> <ul style="list-style-type: none"> <li>▪ units granted RPL;</li> <li>▪ units not granted (with reasons);</li> <li>▪ and gap training pathway (if applicable).</li> </ul>	Academic / Admissions & Enrolment / AM / SSM

9	Update the SMS and LMS with RPL outcomes. Where a qualification or statement of attainment is to be issued as a result of RPL, issue within 28 days of completion of assessment and all appeal processes.	Academic / Admissions & Enrolment / SSM
10	File all RPL documentation (application, evidence documents, assessment records, outcome letter, gap training agreement) on the student's electronic file.	Admissions & Enrolment

## 14. APPEALS

Where the outcome of a Credit Transfer or RPL application is not in the student's favour, and the student disagrees with the decision, the processes below will apply. This section also applies where a student wishes to appeal the revocation of a previously granted Credit Transfer.

- 14.1. The student should first attempt to resolve the matter informally by discussing and consulting with the relevant staff member or assessor who made the decision.
- 14.2. Where the matter remains unresolved following informal discussion, the student may lodge a formal appeal using the Albright Institute Complaints and Appeals Form, available at the Albright Institute website.
- 14.3. All appeals will be managed in accordance with the Albright Institute Complaints and Appeals Policy and Procedure, which ensures procedural fairness, documented outcomes and access to an independent review if required.

**Note:** Students will not be disadvantaged in any way for exercising their right to appeal.

## 15. RELATED DOCUMENTS

- Credit Transfer Application Form
- Credit Transfer Working Sheet
- International Student Application Form
- Domestic Student Application Form
- Complaints and Appeals Form
- Albright Complaints and Appeals Policy and Procedure
- Albright Fees and Refund Policy and Procedure
- Course-Specific Credit Transfer & RPL Guidelines (Annexure A in this document)
- RPL Application Form
- RPL Self-Assessment Guide

- Recognition Assessment Plan
- Recognition Evidence Report Template
- Third Party Report Template

## 16. ANNEXURE A: COURSE-SPECIFIC CREDIT TRANSFER & RPL GUIDELINES

<b>Document Reference</b>	PP-10 Annexure A	<b>Version</b>	1.0 – April 2026
<b>Owner</b>	Academic Manager / Academic Department	<b>Review</b>	As required / when training products are updated in the National Register of VET

Annexure A forms part of this policy and is a controlled section of this document. It contains course-specific Credit Transfer and RPL requirements applicable to individual training products delivered by Albright Institute.

Annexure A may be updated independently of the main policy body to reflect changes to training products, regulatory requirements, or industry expectations. Any updates to Annexure A must be version-controlled in the annexure, approved by the CEO (or delegate), and communicated to relevant staff prior to implementation and inclusion in all relevant pre-enrolment communication.

Changes to this Annexure do not require a full policy revision.

**Note:** The Academic Manager is responsible for ensuring Annexure A is kept current. Any changes must be independently version-controlled and communicated to Admissions and relevant training staff.

Outdated course information must be removed promptly.

### 16.1. A1 – Hospitality Packaged Programs: Internal Credit Transfer Rules

Albright Institute currently offers the following Hospitality Packaged Program:

Package	Qualification	Duration	Prerequisite
Full Program	SIT30821 Certificate III in Commercial Cookery	52 weeks	As per the qualification's Training and Assessment Strategy
	SIT40521 Certificate IV in Kitchen Management	26 weeks (with credits from SIT30821)	Completion of SIT30821 at Albright Institute
	SIT50422 Diploma of Hospitality Management	26 weeks (with credits from SIT30821 and SIT40521)	Completion of both SIT30821 and SIT40521 at Albright Institute

For students enrolling in the full Hospitality Packaged Program, internal Credit Transfer between qualifications will be recorded in the SMS and LMS upon confirmation of successful completion of each prior qualification at

Albright Institute, without the need for a separate Credit Transfer Application Form. However, a Certificate or Statement of Attainment must be issued by Albright Institute before the internal credit is applied.

### 16.2. A2 – Hospitality Qualifications: Credit Transfer from Another Provider

The following rules apply where a student seeks to enrol in an Albright Institute’s relevant SIT (Tourism, Travel and Hospitality) qualification with credit for unit/s completed at another RTO:

Albright Institute Qualification	Accepted Prior Training Product	Notes
SIT30821 Certificate III in Commercial Cookery	The same or equivalent unit/s	Course duration will be adjusted in a Customised Training Plan according to the CT granted.  If no CT is granted as per this policy, the qualification’s duration will be 52 weeks.
SIT40521 Certificate IV in Kitchen Management	The same or equivalent unit/s	Course duration will be adjusted in a Customised Training Plan according to the CT granted.  If no CT is granted as per this policy, the qualification’s duration will be 78 weeks.
SIT50422 Diploma of Hospitality Management	The same or equivalent unit/s	Course duration will be adjusted in a Customised Training Plan according to the CT granted.  If no CT is granted as per this policy, the qualification’s duration will be 104 weeks.

**Note:** As specified in the credit transfer principles in this policy, any elective unit(s) of competency for which credit is sought must be part of the course structure of the respective qualification as delivered by Albright Institute.

*This means the Albright Institute does not swap or replace elective units in its course structures to accommodate different elective units a student may have completed elsewhere.*

### 16.3. A3 – Civil Construction Design Program

Albright Institute currently offers the following Civil Construction Design Program:

Package	Qualification	Duration	Prerequisite
Full Program	RII50520 Diploma of Civil Construction Design	52 weeks	As per the qualification's Training and Assessment Strategy
	RII60520 Advanced Diploma of Civil Construction Design	52 weeks	Completion of RII50520 at Albright Institute

For the Civil Construction Design Program at Albright Institute, the following rules apply regarding Credit Transfer and RPL:

- 16.3.1. The RII60520 Advanced Diploma of Civil Construction Design is not offered as a standalone qualification at Albright Institute. Successful completion of the RII50520 Diploma of Civil Construction Design at Albright Institute is the **only approved entry pathway** into the RII60520 Advanced Diploma of Civil Construction Design at Albright Institute. No other pathway will be considered.
- 16.3.2. Credit Transfer and RPL within this program are strictly **limited to a maximum of 50%** of the total units in each qualification. This limit applies separately to each qualification, i.e., no more than 50% of the units in the RII50520 Diploma and no more than 50% of the units in the RII60520 Advanced Diploma may be credited through any combination of Credit Transfer and RPL. The limit is not calculated across the combined program. No exceptions to this limit will be granted for either qualification in this program.
- 16.3.3. Credit Transfer and RPL are granted **only for units that form part of the Albright Institute delivery structure** of this program, as approved under the Engineers Australia-accredited program for both the RII50520 Diploma and the RII60520 Advanced Diploma. Credit will not be granted for any unit that does not form part of that approved delivery structure, regardless of equivalency.
- 16.3.4. Neither Credit Transfer nor RPL is granted for the unit **RIICWD601E Manage civil works design processes**. This unit must be completed through direct training and assessment activities at Albright Institute in all circumstances as the capstone project of this program.