



COURSE CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL) POLICY & PROCEDURE

Introduction

The Australian Academy of Commerce (AAC) is committed to providing equitable and transparent processes for Course Credit and Recognition of Prior Learning (RPL) in compliance with the Standards for Registered Training Organisations (RTOs) 2015, the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018. This policy ensures that students' prior learning, qualification and experiences are appropriately recognised to support their educational and career objectives.

Purpose

The purpose of this policy is to provide a transparent, consistent, and equitable framework for the recognition of prior learning (RPL) and granting of course credit at AAC. This ensures that students' existing knowledge, skills, and qualifications are appropriately acknowledged while maintaining compliance with the regulatory standards. The policy supports students' academic and career objectives by facilitating pathways for achieving their qualifications efficiently.

Scope

This policy applies to all prospective and current students (domestic and international) seeking RPL or course credit for qualifications offered by AAC, as well as staff involved in the assessment and administration of course credit and RPL applications.

Policy Statement

AAC is committed to recognising prior learning and granting course credit where appropriate, ensuring students have access to a streamlined and equitable process. AAC ensures that all RPL and credit transfer applications are assessed in line with the principles of assessment and rules of evidence.

AAC will:

- Provide clear information about RPL and course credit during pre-enrolment and orientation.
- Assess all applications in a fair, consistent and timely manner.
- Ensure qualified assessors undertake all RPL assessments.
- Maintain an accurate record of all applications and outcomes.

Definitions

Course Credit	Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of competency currently held.
Credit Transfer (CT)	A process whereby a previously completed course or unit of competency is assessed as equivalent to a unit in the current courses, leading to automatic recognition.
Principles of Assessment	Fairness, validity, reliability and flexibility applied during RPL and credit assessments.
Recognition of Prior Learning (RPL)	An assessment process that evaluates an individual's skills, knowledge and experience gained through work, life or previous training against the learning outcomes of a qualification.



Rules of Evidence	Guidelines ensuring evidence is valid, sufficient, current and authentic when determining competency.
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References

- AQF Framework
- ESOS Act 2000
- ESOS National Code 2018: Specifically, Standard 2
- NEAS Framework: Specifically, QA I5
- NVR Act 2011
- Standards for RTOs 2015: Specifically, Standards 1.8, 1.12 & 3.5

Related AAC Policies and Procedures

- Complaints and Appeals Policy and Procedure
- Fees Management and Refund Policy and Procedure
- Student Enrolment and Admissions Policy and Procedure
- VET Training and Assessment Policy and Procedure

Course Credit and Recognition of Prior Learning (RPL) Procedure

1. Application for RPL and Course Credit

1.1 Recognition of Prior Learning (RPL)

Request for RPL

- Students may request Recognition of Prior Learning by completing the **Request for Recognition of Prior Learning (RPL) Form** available on AAC's website or from Student Services.
- Applications must include a list of supporting evidence, such as work experience records, portfolios or prior qualifications.
- Applications will be reviewed and confirmed by Student Services within 10 business days of submission.
- It is preferred the RPL applications are requested and confirmed prior to enrolment to allow for proper planning and scheduling.

Approval and Briefing

- Once the RPL application is confirmed, the candidate will be enrolled into the RPL process for the relevant unit(s) of competency and asked to schedule a **briefing session** with an assigned Assessor.
- During the briefing session:
 - The RPL process and requirements will be explained in detail.
 - The candidate will receive guidance on evidence gathering and the completion of **AAC's RPL Kit**.

Evidence Collection and Assessment

- The assigned assessor will work with the candidate to support gathering of relevant evidence which may include:
 - Work experience records
 - Job descriptions or references



- Performance, demonstration or skill test
 - Portfolios of previous work
 - Written presentation
 - Interview
 - Case Studies
 - Formal qualifications or certifications.
- The assessor will evaluate evidence against the unit(s) of competency using the Principles of Assessment and Rules of Evidence (validity, sufficiency, authenticity and currency).
 - All documentary evidence must be certified to confirm legitimacy and origin.
 - Additional interviews, skill demonstrations, or workplace verifications may be required.
 - Credit is granted if the evidence confirms equivalence to the required learning outcomes.

Notification of Outcome

- If the candidate is successful, the assessor will formally record the results in the candidate's RPL kit and issued a Statement of Attainment.
- For unsuccessful applications, feedback will be provided, and the candidate may be guided on alternative pathways for achieving competence or opportunity for reassessment.

1.2 Credit Transfer (CT)

Request for Credit Transfer

- Students must submit the **AAC Credit Transfer (CT) Application Form** available on the AAC's website or from Student Services and attach certified copies of academic transcripts or Statements of Attainment from other providers.
- Applications for course credit can be submitted any time before the relevant unit's start date.
- For credit transfer, authenticated copies of transcripts and Statements of Attainment are verified before credit is granted.

Assessment

- Applications are reviewed by a qualified assessor within 10 business days of submission.
- Credit is granted if the evidence confirms equivalence to required learning outcomes.
- Automatic credit is given for identical units listed on an authenticated Statement of Attainment.

Notification of Outcome

- Applicants are informed of the decision in writing within 10 business days of submitting all required documentation.
- Approved credit or RPL is documented in the student's academic record.

2. Adjustments to Course Duration

2.1 Impact on Course Duration

- Any Credit Transfer or RPL application made after the commencement of study will not affect the payment details specified on the enrolment application form.
- If the approved credit results in a shortened course duration;



- For International students, AAC will report this change to the Department of Home Affairs (DHA) via PRSIMS, as required under Section 19 of the ESOS Act 2000.
- Domestic students will have their course completion date adjusted but must continue meeting course progression and attendance requirements.

2.2 Maintaining Full-Time Study Requirements

- All students, regardless of status must meet full-time study requirements even when granted credit.
- International students must either:
 - Enrol in another CRICOS-registered course, or
 - Depart Australia immediately unless authorised by the DHA to remain in the country.
- Domestic students may either:
 - Progress to further studies, or
 - Exit the course upon completion, as per their academic and career plans,

2.3 Reduced Study Load

- When a student's study load is reduced due to credit, they are required to:
 - Attend full-time by enrolling in additional units offered on rotation (if applicable).
 - Ensure that the additional units align with the qualifications in which they are enrolled.
- Student unsure about the appropriate units to attend must seek guidance from the Student Services Officer (SSO) to ensure compliance with academic and course progression requirements.

3. Appeals

- Unsuccessful applications are provided feedback and can appeal the decision through AAC's *Complaints and Appeals Policy*.

4. Recording and Reporting

- All course credit and RPL outcomes are recorded in the student management system.
- Variations to course duration for international students are updated in PRISMS to ensure compliance with CoE requirements,

5. Fees and Charges

- Fees for RPL assessments are communicated during the application process.
- Credit transfer applications are processed free of charge.

Roles and Responsibilities

Role	Responsibility
CEO	Approve resources and oversee implementation of the RPL and credit transfer framework.
Compliance Officer	Ensure the RPL and course credit process complies with regulatory requirements and is reviewed annually



Student Services Officer (SSO)	Provide guidance on the application process for RPL and course credit, ensuring all required documents are submitted.
Trainers and Assessors	Conduct fair, consistent, and evidence-based assessments of RPL and credit transfer applications.
Students	Submit complete applications with supporting evidence, attend required sessions, and comply with course progression requirements.

Monitoring and Review

AAC reviews the RPL and Course Credit processes annually to ensure compliance and effectiveness. Staff involved in RPL assessments receive regular training to maintain best practice.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2025	Policy re-developed from Course Credit Policy and Procedure	CEO	10 Feb 2025	Compliance Team	Jan 2026

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