



RPL and Credit Transfer Policy

1. Purpose

This policy outlines Hats Qld Pty Ltd T/A AA Academy's approach to the fair and consistent recognition of prior learning (RPL) and credit transfer (CT), in compliance with Clauses 1.12–1.13 and 3.5 of the Standards for RTOs 2015.

2. Scope

This policy applies to all prospective and enrolled students of AA Academy, as well as all staff involved in assessing RPL and processing CT applications.

3. Recognition of Prior Learning (RPL)

3.1 Overview

- RPL is offered for all nationally recognised qualifications and units of competency.
- RPL assessments will be based on a portfolio of evidence submitted by the student.

3.2 Evidence Requirements

- Relevant and current evidence must be provided such as: resumes, certificates, work samples, employer references, or logbooks.
- Evidence must meet the *Rules of Evidence*: valid, sufficient, current, and authentic.

3.3 RPL Procedure

Step	Action	Responsible
1	Student requests RPL application	Admin Officer
2	Provide RPL Kit and explain requirements	RTO Manager or Trainer

3	Student submits portfolio of evidence	Student
4	Assessor reviews evidence and conducts competency conversation	Trainer/Assessor
5	Decision is documented and signed	Assessor
6	Feedback and outcome shared with student	Admin
7	Outcome recorded in SMS and student file	Admin

4. Credit Transfer (CT)

4.1 Overview

- Credit transfer is the formal recognition of completed identical units from another RTO.
- No fees apply for CT applications.

4.2 Evidence Requirements

- Original or certified copies of Statements of Attainment or transcripts
- Verification through the USI registry or contact with issuing RTO

4.3 CT Procedure

Step	Action	Responsible
1	Student completes Credit Transfer Form	Student
2	Submit evidence of prior study	Student
3	Admin verifies qualification and forwards to assessor	Admin Officer
4	Assessor verifies units, documents outcome	Trainer/Assessor
5	CT outcome signed and recorded	Trainer + Admin
6	Student advised of result	Admin

5. Responsibilities

Role	Responsibility
Trainers/Assessors	Conduct RPL assessments; verify CT evidence
Admin Officer	Process applications; manage records
RTO Manager	Oversee fairness and compliance

6. Supporting Documents

- RPL Kit and Application Form
- Credit Transfer Application Form
- Student Handbook
- USI Access Guideline
- Documented evidence logs and verification templates