



Recognition of Prior Learning (RPL) and Credit Transfer Policy

Policy Name

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Version

1.0

Effective Date

1 July 2025

Review Date

1 July 2026

Policy Owner

Compliance Manager

Related Standards

Outcome Standard 1.6; Compliance Requirements 11–12; Credential Policy 2B, 3A

1. Purpose

This policy outlines how NUA Learn recognises prior learning and formal qualifications to reduce duplication of learning, support learner progression and ensure compliance with national training standards.

2. Scope

This policy applies to all learners and potential learners enrolled in nationally recognised qualifications or units of competency offered by NUA Learn. It also applies to assessors and compliance staff responsible for processing RPL and credit transfer applications.

3. Policy Statement

NUA Learn recognises:

- Valid and sufficient evidence of prior learning acquired through work, life experience or informal training (RPL)
- AQF certification documents issued by other RTOs (Credit Transfer)
- The need to apply a fair, evidence-based and structured process for recognition
- RPL and credit transfer decisions must be recorded and accessible

4. Recognition of Prior Learning (RPL)

4.1 Application Process

- Learners may apply for RPL during enrolment or after commencement
- Learners complete an RPL Application Form and participate in a competency conversation with an assessor
- Evidence must demonstrate current competency, authenticity, sufficiency and validity

4.2 Evidence Requirements

Acceptable forms of RPL evidence include:

- Portfolio of work samples, performance appraisals, job descriptions
- Third-party reports from supervisors
- Observations or challenge tasks administered by an assessor
- Formal qualifications or training that are relevant but not eligible for credit transfer

4.3 Assessment and Decision

- A qualified assessor reviews submitted evidence against unit requirements
- RPL decisions are documented using the RPL Evidence Summary Record
- Learners are notified of outcomes in writing and have a right to appeal

5. Credit Transfer

5.1 Eligibility

- NUA Learn accepts Statements of Attainment and Qualifications issued by other RTOs where the units are equivalent
- Learners must submit certified copies of their transcript or USI-verified records

5.2 Processing

- The Credit Transfer Form is completed by the learner and assessor
- No additional assessment is required if units are deemed equivalent
- Credit Transfer outcomes are recorded in the learner's file and SMS (aXcelerate)

6. Responsibilities

Role	Responsibility
Compliance Manager	Maintain RPL/Credit Transfer policy and review procedures
Trainers/Assessors	Conduct RPL assessments and verify credit transfers
Training Manager	File and record outcomes in SMS and learner records
Learners	Submit accurate and verifiable documentation in a timely manner

7. Monitoring and Review

RPL and Credit Transfer applications and outcomes will be reviewed annually during internal audits. Trends and feedback will inform updates to tools and procedures.

8. Related Documents

- RPL Application Form
- RPL Evidence Log
- RPL Assessment Summary Report
- Credit Transfer Form
- Learner Handbook
- Assessment Validation Schedule
- Complaints and Appeals Policy