

Recognition of Prior Learning and Credit Transfer Policy & Procedure

RTO 22234

1. Policy

1.1 Ashton College maintains a fair and equitable Recognition of Prior Learning (RPL) and Credit Transfer (CT) policy, designed to acknowledge candidates' previous qualifications, skills, knowledge and experiences.

1.2 This policy provides candidates with opportunities to gain formal recognition for competencies obtained through employment, previous formal training, or life experiences.

1.3 All candidates have the right to apply for RPL or CT to potentially reduce their study load and course duration.

1.4 Ashton College recognises qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs).

1.5 Candidates who have successfully completed equivalent units of competency at another RTO are eligible to apply for Credit Transfer.

1.6 The CEO is responsible for policy implementation, ongoing monitoring, and ensuring compliance with relevant regulatory frameworks.

1.7 This policy complies with Standards for Registered Training Organisations (RTOs) 2025 (Standards 1.6, 1.7) and the National Code 2018 (Standard 2, Part B).

2. Recognition of Prior Learning (RPL) Procedure

2.1 Candidates are informed about their right to apply for RPL via the Client Information Handbook, enrolment form and the Ashton College website.

2.2 Applications for RPL require candidates to submit evidence demonstrating competency against the relevant unit's criteria, including skills, knowledge and critical evidence aspects.

2.3 RPL applications are only accepted for current competencies, typically within the past two years.

2.4 The RPL Application Form and guidance documents are available through the Administration Department or via email: admin@ashtoncollege.edu.au. The form clearly outlines evidence requirements for each unit of competency.

2.5 Applicants must complete a Self-Assessment through the Candidate RPL Tool to identify suitability for RPL.

2.6 Administrative staff provide guidance on compiling evidence portfolios. Candidates receive assessor support throughout the process.

2.7 The Administration Department delegates RPL assessments to qualified training and assessment staff.

2.8 RPL applications are assessed against complete units of competency only. Evidence submissions must comprehensively demonstrate competence.

2.9 Ashton College provides candidates access to necessary unit details for application preparation.

2.10 An RPL processing fee applies; details are provided upon initial enquiry.

2.11 Completed RPL forms and supporting documents are submitted to the Administration Department via email: admin@ashtoncollege.edu.au.

2.12 Competency assessments are conducted by qualified staff. Successful evidence submissions result in recognition of competence.

2.13 Assessors hold relevant vocational qualifications and TAE40116 Certificate IV Training and Assessment (or equivalent).

2.14 Candidates receive written outcomes within 20 working days of application submission.

2.15 Assessment results and evidence are securely recorded and stored according to the Records Management Policy.

2.16 The Candidate Management System (SMS) is updated accordingly upon RPL approval.

2.17 Course fees, schedules and durations are adjusted where RPL is approved.

2.18 Candidates may appeal RPL outcomes as per the Complaints and Appeals Policy.

3. RPL Assessment Process

Stage One:

- Initial assessor consultation and provision of industry-standard documents.
- Completion of Self-Assessment by the candidate.
- Candidate indicates units for RPL consideration.
- Ashton College reviews suitability based on Self-Assessment.

Stage Two:

- Suitable candidates proceed with portfolio preparation and submission.
- Assessor reviews portfolios, identifying gaps if applicable.
- Candidates address identified gaps with additional evidence or undergo gap training.
- Final assessment decision communicated clearly and formally.
- Certification documentation provided for successful RPL.

3.1 Evidence considerations include relevance, currency, authenticity, sufficiency and comprehensiveness across all assessment criteria.

3.2 Accepted evidence types include performance appraisals, workplace documents, practical demonstrations, formal training transcripts and third-party reports verified by assessors.

3.3 Assessments comply with assessment principles (fairness, flexibility, validity, reliability) and rules of evidence (validity, sufficiency, authenticity, currency).

3.4 Incomplete submissions result in detailed feedback and opportunities for resubmission. After two unsuccessful attempts, RPL applications are declined.

3.5 Gap training is available where necessary.

3.6 Outcomes, including reasons for refusal, are provided within 10 working days of the final decision.

3.7 Successful applicants receive a Statement of Attainment. Candidates must formally accept RPL outcomes in writing.

3.8 Written acceptance records are maintained for two years post-enrolment.

4. Credit Transfer (CT) Procedure

4.1 Candidates are informed about their right to apply for RPL via the Client Information Handbook, enrolment form and the Ashton College website.

4.2 CT applications require original or authenticated AQF certification documents issued by another Australian RTO or verified through the National Register.

4.3 No fees apply to CT applications.

4.4 Application forms and supporting documents are submitted to admin@ashtoncollege.edu.au.

4.5 Assessments are conducted by qualified trainers/assessors. Results are communicated within 10 working days.

4.6 Outcomes are recorded securely, with the SMS updated accordingly.

4.7 Approved CT results in adjustments to course duration, fees, and CoE updates via PRISMS.

4.8 Appeals against CT decisions are managed under the Complaints and Appeals Policy.

5. Assessment Appeals

5.1 Candidates may appeal assessment decisions if they believe unfair assessment practices occurred.

5.2 Appeals are initially directed to the assessor for review and reconsideration.

5.3 Formal appeals involve submitting a Complaints and Appeals form via feedback@ashtoncollege.edu.au.

5.4 An alternative assessor reviews contested assessments, documenting outcomes and justifications.

5.5 Candidates receive written notification of outcomes within five working days, including the right to access external appeals processes if dissatisfied. Details of how to activate this process are contained in the Complaints & Appeals policy and procedure.

Documentation

- Client Information Handbook
- RPL and CT Application Forms
- RPL Assessment Tool
- Complaints and Appeals Policy
- Relevant competency units
- Student Files

Revision History

All versions are maintained in OneDrive.