

Recognition of Prior Learning and Credit Transfer Policy

1. Purpose

The purpose of this policy is to outline the framework governing Recognition of Prior Learning (RPL) and Credit Transfer (CT) at Greystone College Australia, ensuring compliance with relevant Australian Government regulations.

2. Scope

This policy applies to all VET programs delivered by Greystone College Australia.

3. Policy Statement

ILSC Greystone College is committed to recognising students' prior skills, knowledge, and experience through its Recognition of Prior Learning (RPL) and Credit Transfer (CT) processes. The College ensures all applications are assessed fairly, consistently, and transparently in accordance with the Standards for RTOs 2025 and ESOS Act requirements for international students. RPL and CT outcomes are recorded accordingly, and any impact on course duration or student visa obligations is appropriately managed.

4. Definitions

Recognition of Prior Learning (RPL): A process that formally recognises a student's prior skills, knowledge, and experience – gained through work, training, volunteering, or community activities – towards achieving a qualification.

Credit Transfer (CT): A process that provides credit for units of competency previously completed and evidenced through an authenticated Statement of Attainment or USI transcript.

Candidate Kit: A structured document used during the RPL process that contains self-evaluation (Part A) and evidence submission requirements (Part B)

Confirmation of Enrolment (COE): An official document issued through PRISMS to confirm a student's enrolment on a CRICOS-registered course. It is required for the student visa application process and reflects any changes to study duration.

Provider Registration and International Student Management System (PRISMS): The secure online system used by CRICOS-registered providers to issue, update, and manage COEs in compliance with the ESOS Act.

5. Recognition of Prior Learning (RPL)

RPL is available to all students. Applications for RPL must be submitted:

- Before enrolment, or

- Within the first six (6) weeks of course commencement.

RPL applications will only be accepted if:

- Students are enrolled in an approved course; and
- The appropriate fee has been paid; and
- The application is made in the first six (6) weeks of the course commencement.

If the student changes course, their RPL will be reviewed to ensure its continued relevance.

5.1 Fee and Academic Outcomes

- Tuition fees to the value of granted RPL (up to a maximum of 25% of the total course cost) will be deducted.
- RPL applications are charged at **75% of the full unit price** for individual units not forming part of a whole course enrolment.
- Additional cost exemptions may be granted at the discretion of the Director; however, the maximum reduction remains 25%.
- The fee applies regardless of the assessment outcome, due to the complexity of the process.
- RPL granted will be recorded on the student's academic transcript and result history.

5.2 Key Steps in Initiating an RPL Application

- Required Documentation
 - Current resume and relevant certifications as outlined in the *GC AUS Candidate RPL Application Form*
 - Complete RPL documents, including:
 - GC AUS Candidate RPL Application Form
 - GC AUS RPL Candidate Kit

5.3 Assessment Process

- Students may be required to attend one or more interviews with an assessor
- The RPL assessment process may take 2-4 weeks to complete
- There is no guarantee that RPL will be granted, as all evidence must meet the required assessment standards

5.4 Additional Provisions

- **Evidence Requirements**

Students must provide sufficient, valid, authentic, and current evidence to demonstrate competence against the relevant unit(s) of competency. Evidence may include:

- Work samples, portfolios, and project reports

- Third-party reports or employer references
- Certificates or qualifications (with verification if required)
- Interviews or practical demonstrations
- **Assessment Standards**
All RPL assessments are conducted in accordance with the *Principles of Assessment* (fairness, flexibility, validity, reliability) and *Rules of Evidence* (validity, sufficiency, authenticity, currency).
- **Impact on Enrolment and COE (for student visa holders):** Where RPL reduces the total duration of study, this will be reflected in the student's Confirmation of Enrolment (COE) in PRISMS. Students are advised that the granting of RPL may affect their visa duration or study load.
- **Record Keeping:** All RPL applications, supporting evidence, assessor notes, and outcomes will be retained in the student's file in accordance with regulatory record-keeping requirements.

6. Credit Transfer (CT)

Credit Transfer applies when a student holds a Statement of Attainment for a unit of competency that can be credited towards the qualification they are currently enrolled in.

6.1 Eligibility and Documentation

Students must provide evidence of prior learning through:

- Academic Transcript or Statement of Attainment
- USI Transcript
- Letter from the issuing provider verifying the authenticity of the transcript

CT is granted for equivalent units of competency and will be applied where the same unit forms part of the student's enrolled qualification. If the student changes course, previously granted CT will be reviewed to determine whether the approved unit(s) are included within the new qualification.

6.2 Fee and Academic Outcomes

- CT does not incur a fee
- Units granted through CT are recorded on the student's academic transcript and records.
- CT may reduce the total duration of study; for student visa holders, this will be reflected in the COE in PRISMS.

6.3 Attendance and Student Visa Requirements

Where CT is granted for one or more units of competency:

- Students are expected to continue attending all scheduled classes and training sessions for the duration of their enrolled course unless otherwise approved by Greystone College.

- Attendance will be recorded in accordance with Greystone College's attendance monitoring and compliance requirements.
- Students who have been granted CT are not required to complete or submit assessments for the unit(s) for which credit has been awarded.
- Prior to accepting a CT outcome, students will be advised in writing of any attendance requirements and the potential impact of CT on their course duration and COE.
- International students remain responsible for complying with all conditions of their student visa, including course attendance and enrolment obligations where applicable. Greystone College is not responsible for any consequences arising from a student's failure to meet their visa conditions.

7. Procedures

7.1 RPL Procedure

This procedure outlines the process for assessing and granting RPL for students enrolled at Greystone College Australia.

- Students may apply for Recognition of Prior Learning at the time of enrolment or within six (6) weeks of course commencement. Applications must be submitted using the RPL Application Form and must include a resume and relevant certifications.
- Following receipt of the application, Academic Management will conduct a preliminary discussion with the student, either face-to-face or online, to assess the suitability of RPL. If the application is deemed unsuitable, the student is advised to continue with formal training.
- Suitable candidates will be issued with the Candidate Kit (Part A) together with the RPL Application Form for each unit applied for. The student completes Part A and returns it to the Academic/Administration Team.
- Academic Management reviews Part A. Where approval is granted, an invoice is issued for the RPL assessment fee (75% of the unit fee, capped at a maximum of 25% of the overall course fee).
- The student is then provided with the Candidate Kit (Part B) and meets with an assessor to discuss evidence requirements. The student completes Part B and collects the required evidence.
- The student submits Part B with supporting evidence. The assessor verifies the evidence and may request additional documentation where necessary.
- The assessor finalises and signs the assessment decision. All evidence is filed, and the completed RPL Candidate Application is forwarded to the Administration Team.
- The student is notified in writing of the outcome, including details of units granted or not granted, applicable fees, and any implications for enrolment or student visa conditions. Records are updated in the Student Management System, Moodle, and PRISMS where an adjustment to the CoE is required.
- The assessment and decision-making process should be completed within reasonable timeframes: preliminary suitability discussions within one (1) week of enquiry, review of Part A within one (1)

week of receipt, and final outcome notification within two (2) business days of the assessment decision.

7.2 CT Procedure

This procedure outlines the process for assessing and granting CT for students enrolled at Greystone College Australia.

- Students may apply for Credit Transfer at the time of enrolment or within six (6) weeks of course commencement. Applications must be submitted using the official CT Application Form and supported with appropriate documentation, such as an Academic Transcript or Statement of Attainment, a USI transcript, or an official letter from the issuing provider.
- Upon receipt of the application, the GC Administration Team will review and verify the authenticity of the submitted documents. Where required, additional documents may be requested to confirm eligibility.
- Once verified, the application is forwarded to the National Director (or delegate) for final review and approval. Both the application form and supporting evidence are signed as part of the approval process.
- Where CT is approved, the student will be advised in writing of:
 - The unit(s) for which CT has been granted
 - Any attendance requirements;
 - Assessment exemptions for the approved unit(s); and
 - any implications for course duration, COE, and student visa obligations.
- The student is informed in writing of the outcome of their application. If the Credit Transfer is approved, the relevant units are recorded in the Student Records System. All supporting records are stored in the student file.
- For international students, where the granting of Credit Transfer reduces the course duration, the CoE will be updated in PRISMS accordingly.
- All steps in this procedure must be completed within reasonable timeframes: verification and decision-making are to be finalised within five to seven (5–7) business days, and students must be notified of the outcome within two (2) business days of the final decision.

8. Related Legislation and Standards

- Standards for RTOs 2025
- National Code 2018
- ESOS Act 2000
- Australian Qualifications Framework (AQF)
- Student Identifiers Act 2014

9. Policy Review

This policy will be reviewed at least every year, or earlier if required, to ensure alignment with changes in legislation, regulatory standards, compliance requirements, or organisational operations. Earlier reviews may be undertaken in response to audits, incidents, or identified opportunities for improvement.

9.1 Details

Policy Title		Greystone College Australia RPL and CT Policy		
Approved by		Vice President Australian Operations / Director Quality Assurance		
Next Review Date		July 2027		
Version	Date	Effective Date	Comment/Note	Author/Reviewed by
2.0	August 2024	August 2024	Review of RPL Kit and addition of policy flowchart	National Director, Greystone College
3.0	16-Sep-2025	16-Sep-2025	Updated to reflect Standards for RTOs 2025 requirements and restructured document template (formatting changes).	Quality Assurance Deputy Director
4.0	09-Jul-2026	16-Jul-2026	Updated Credit Transfer policy and procedure to clarify attendance requirements, assessment exemptions for approved CT units, and student visa obligations.	Director of Quality Assurance, National Director-Greystone College

Appendix – Process Map for RPL

Process map for RPL

