

## RPL and Credit Transfer Policy

Version	Approved By	Approval Date	Effective Date
3.0	Operations Manager	May 2026	May 2026

### 1. Purpose

Australian Health and Management Institute (AHMI) is committed to ensuring that students are not required to undertake training and assessment for units or modules in which they have already demonstrated competence. This policy affirms the College's obligation to:

1. Provide credit transfer (CT) where students present valid evidence of previously completed unit/s through a recognised CRICOS RTO or authorised AQF issuing body.
2. Offer recognition of prior learning (RPL) as an assessment pathway that recognises a student's previously acquired knowledge, skills, and experience.

The Standards for RTOs also specify that AHMI is not required to issue certification based solely on units completed at another provider, and that all CT/RPL decisions must be clearly documented.

### 2. Scope

This policy applies to all students enrolled at AHMI, including:

- International students studying on a student visa (subject to ESOS Act 2000 and the National Code 2018),
- Domestic students.

It also applies to all staff and contractors involved in the delivery, support, administration, and management of training and education services at AHMI. It ensures consistent application of responsibilities, standards, and procedures across all operations.

### 3. Policy Statement

#### Credit Transfer

1. CT is only considered based on results from a CRICOS RTO or an Australian higher education CT is considered only for study completed through an Australian CRICOS RTO or higher education provider. Study completed outside Australia is not eligible.
2. A student requesting CT must provide either: A valid Statement of Attainment, Record of Results, or qualification from a CRICOS RTO;

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OR

An authenticated VET transcript from the Student Identifiers Registrar.

3. Documents issued by AHMI are verified. Documents from other RTOs are verified through direct contact with the issuing organisation, USI transcript or through official transcript authentication links.

4. For CT based on Australian higher education provider results, students must submit:

- a. A transcript of results demonstrating successful completion.
- b. Documentation that clearly outlines learning content, outcomes, assessment methods, and rubrics.

5. CT will only be granted when evidence is complete, authentic, and verified. Unverifiable documentation will not be accepted.

6. CT will not be granted for more than 40% of any single qualification to maintain the integrity of qualifications issued by the College.

7. Students are informed of the outcome via email. All CT decisions are recorded in the student file.

8. Credit Transfer (CT) applications should be submitted at the time of enrolment. If a CT application is submitted after the course has commenced, no adjustments will be made to the course fee or duration; however, the CT will still be granted for the relevant Unit(s) of Competency (UoC)

### Recognition of Prior Learning Recognition of Prior Learning (RPL)

Recognition of Prior Learning Recognition of Prior Learning (RPL) provides an assessment pathway for candidates who can demonstrate that their existing skills, knowledge, and experience meet the requirements of a unit or qualification. This process ensures alignment with the Standards for RTOs and supports fair, flexible, and transparent assessment practices.

#### 1. Eligibility for RPL

Applicants may be eligible for RPL if they can demonstrate:

- Relevant industry experience
- Prior formal or informal training
- Evidence of competence aligned to the unit or qualification requirements
- Ability to participate in knowledge and practical assessments where required

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### 2. RPL Application Process

The RPL process typically includes:

1. Enquiry and information
2. Submission of an RPL Application Form
3. Eligibility interview
4. Self-assessment
5. Evidence submission
6. Knowledge interview
7. Practical demonstration (where applicable)
8. Third-party verification (if relevant)
9. Outcome determination or gap training plan

### 3. RPL Timeframes

The standard timeframe for RPL completion is 6–12 weeks, depending on:

- The completeness of evidence
- Assessment scheduling
- Candidate availability

### 4. RPL Outcomes

RPL is granted based only on demonstrated current competency that meets the full requirements of a unit/module.

1. RPL is conducted through a formal assessment process that must:
  - a) Apply the principles of assessment (validity, reliability, fairness, and flexibility), and
  - b) Meet the rules of evidence (validity, sufficiency, authenticity, and currency),
  - c) Be conducted by a qualified assessor.
2. All applicable fees must be paid before any RPL assessment is conducted.

RPL outcomes may include:

- Full qualification
- Statement of Attainment
- Gap training plan (if competency is partially met)

## RPL and Credit Transfer Policy

Definitions and Acronyms	
<b>SRTOs 2025</b>	The Standards for Registered Training Organisations 2025, applicable to domestic training delivery and regulation.
<b>ASQA</b>	Australian Skills Quality Authority
<b>RTO</b>	Registered Training Organisation
<b>International student</b>	Not an Australian or New Zealand citizen, or a permanent resident of Australia, and who is studying in Australia on a student visa issued by the Department of Home Affairs (DHA)
<b>Domestic Student</b>	An Australian citizen, an Australian permanent resident, a New Zealand citizen, or a holder of a visa that entitles them to study in Australia without requiring a student visa.
<b>National Code</b>	the National Code of Practice for Providers of Education and Training to Overseas Students 2018
<b>NVR Act</b>	the National Vocational Education and Training Regulator Act 2011
<b>Trainer</b>	a person engaged by The College as a trainer and/or assessor, including but not only in accordance with the SRTOs
<b>PRISMS</b>	Provider Registration and International Student Management System
<b>RPL</b>	Recognition of Prior Learning (RPL) provides an assessment pathway for candidates who can demonstrate that their existing skills, knowledge, and experience meet the requirements of a unit or qualification