

## RPL AND CREDIT TRANSFER POLICY

### PURPOSE

Go Educate Institute is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2025. As such, Go Educate Institute offers Recognition of Prior Learning to all learners and implements an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment and Rules of Evidence. Likewise, Go Educate Institute has a process in place and provides a clear instruction and guidance on granting credit transfers to students for previously completed and formally assessed learning.

### SCOPE

Go Educate Institute is committed to providing effective processes for Recognition of Prior Learning (RPL) and Credit transfer to all current and prospective students.

Go Educate Institute will ensure that:

1. assessment systems, including recognition of prior learning (RPL) complies with the assessment requirements of relevant training packages and VET accredited courses;
2. RPL is conducted in accordance with the principles of assessment and rules of evidence;
3. RPL is offered to all students on enrolment;
4. adequate information and support are provided to learners in order to understand the RPL process and the requirement to gather reliable evidence to support their recognition claim;
5. it will recognise AQF certification documentation issued by other RTOs;
6. students will be made aware of their right to apply for a credit transfer;
7. it complies with the VET Regulator's guidelines in processing and granting credit transfer.

### POLICY PRINCIPLES

#### CREDIT TRANSFER

As a component of the Pre-Enrolment Review process, Go Educate Institute ensures students who have previously completed an equivalent training product are supported to have their training recognised.

**Credit transfer** means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

Students are offered opportunities to seek credit transfer and are made aware of the organisation's policies for this. Please refer to the **Information Provision Policy** for further information.

Decisions related to credit transfer are:



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- Based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product), and
- Documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.

Where a student provides suitable evidence, they have successfully completed a unit or module at any RTO, Go Educate Institute provides credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

Go Educate Institute is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO.

Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

Go Educate Institute recognises authenticated AQF certification documentation from other Registered Training Organisations and authenticated VET transcripts issued by the USI Registrar. This applies to all cases, including students seeking credit transfer for previous study and personnel documentation.

Before providing credit on the basis of a Qualification Certificate, Statement of Attainment, Record of Results or VET Transcript, Go Educate Institute authenticates the information in the document.

### Student Request for Credit Transfer

If a student wishes to apply for credit transfer, it is mandatory that they complete the **Credit Transfer / RPL Application Form** and include appropriate evidence to support the credit transfer application.

All credit transfer applications must be supported by the appropriate evidence. This may be in the form of AQF certification documentation *Qualification or Statement of Attainment* indicating exactly the same code and title as those included in the student application, or other documents of equivalence.

Go Educate Institute's personnel processing credit transfer results must:

1. Ensure the unit codes on the previous AQF certification documentation / VET transcript are highlighted as the unit codes being sought for credit transfer,
2. Where the documentation includes results, ensure that satisfactory result outcomes are listed, and
3. Where unit of competency are deemed 'equivalent,' attach the relevant screen printout from the National Register ([www.training.gov.au](http://www.training.gov.au)) or mapping page from the official training package / curriculum list where equivalency has been noted.

Where appropriate evidence is provided with the credit transfer application Go Educate Institute must grant the credit transfer. Where credit transfer is granted, the student will be advised within five (5) working days of completion of processing and the training program adjusted accordingly.

Where credit transfer is not granted, the student will be notified in writing of the outcome within five (5) working days of completion of processing. The written communication to the student includes a reason for refusal, and information on how to lodge a complaint or appeal if desired.

In all cases, a copy of the credit transfer application and verified copies of the relevant documentation evidence is retained in the student's file.

Go Educate Institute ensures the consistent application of credit transfer through structured processes, personnel training and quality assurance measures. Monitoring activities and internal audits verify consistency. Continuous monitoring and student feedback help refine the process, ensuring fairness, transparency and compliance. In the event a learner wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then the learner will be advised that the completion of the assessment is not necessary, however, may be offered as an option.



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Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the learner will only be enrolled in the additional units required to complete the new qualification. In such cases, fees will reflect reduced learning load.

When Go Educate Institute grants course credit to an overseas student, Go Educate Institute will give a written record of the decision to the overseas student to accept

Go Educate Institute will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student

## DOCUMENT VERIFICATION PROCEDURE

When verifying documentation, Go Educate Institute personnel are required to implement the following procedures:

### Identity Documents

1. Sight the original Identification document.
2. Take a copy of the original Identification document.
3. Verify the copy of the Identification document by writing the following statement on the copy:

"I confirm that I have sighted the original ID and this is a true and accurate copy"  
With inclusion of the Representative's Name, Representative's Signature and Date.

### AQF Certification Documentation

1. Receive a copy of the AQF certification documentation being used,
2. Confirm the authenticity of the document by contacting and confirming authenticity with the relevant issuing registered training organisation,
3. Verify the copy of the AQF certification documentation by writing the following statement on the copy:

"I confirm that I have authenticated this document with the issuing organisation"  
With inclusion of the Representative's Name, Representative's Signature and Date.

### VET Transcripts

Authentication to be conducted by a representative that has USI Organisation Portal access.

1. Ensure the student has given Go Educate Institute permission to see their transcript online.
2. Access the student's VET transcript (via the USI Organisation Portal) and print off a copy of transcript.
3. Verify the copy of the VET Transcript by writing the following statement on the copy:

"I confirm that I have authenticated this VET Transcript via the USI Organisation Portal"  
With inclusion of the Representative's Name, Representative's Signature and Date.

## RECOGNITION OF PRIOR LEARNING

**Recognition of Prior Learning (RPL)** means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.



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Students with prior skills, knowledge and competencies are supported to seek RPL to progress through the training product.

Students are offered opportunities to seek recognition of prior learning and are made aware of the RTO's policies for this. Please refer to the **Information Provision Policy** for further information.

RPL is based on evidence of prior skills, learning and/or experience, and is conducted in accordance with Go Educate Institute's assessment system. Please refer to the **Assessment Policy** for further information.

Go Educate Institute decisions about RPL are robust, fair, consistent and transparent, maintain the integrity of the training product, and are documented.

### Where RPL is not Appropriate

It is recognised that enabling recognition of prior learning might not be appropriate or practical in all circumstances. For example, it may not be an efficient use of a student's time or Go Educate Institute resources to undertake assessment of prior competencies for short, low-cost courses. However, in this case, Go Educate Institute is transparent with students about the policies for RPL and is able to justify why recognition of prior learning is not appropriate where it is not made available.

### RPL EVIDENCE

Recognition of Prior Learning (RPL) refers to an assessment process that assesses the competencies an individual may have acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a. Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).
- b. Non-formal learning refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business).
- c. Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

### RPL Process

The processes used to assess RPL applications may take several forms, but generally require participation in exactly the same or modified versions of the assessment a student would be required to complete as part of the full course. The assessment approach may incorporate:

- Assessment based on a portfolio of evidence,
- Direct observation of demonstration of skill or competence or through provision of video and photo evidence,
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification,
- Provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence,
- Testimonials of learning, skill or competence, and
- Combinations of any of the above.
- The burden will be upon the candidate to demonstrate competence to the assessor(s), including the provision of certification documentation. Competency may be derived from many sources, including, but not limited to:



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- a. work experiences;
- b. work product;
- c. life experiences;
- d. training programs offered by industry, private or community-based providers which may or may not have been formally recognized;
- e. training programs undertaken overseas;
- f. informal learning programs;
- g. certification from another RTO.

Go Educate Institute ensures that trainers and assessors remain current in their continuing professional development and in their knowledge and understanding of issues related to recognition.

As a component of the Pre-Enrolment Review process, Go Educate Institute implements a robust RPL process to ensure that:

- The uptake of RPL is encouraged and RPL processes are reviewed to streamline the RPL application process,
- Where possible, the student is able to complete the qualification in less time,
- RPL information is provided to applicants prior to enrolment, and students prior to commencement of formal training delivery in a course program,
- RPL processes offered provide adequate information, support and opportunities for students to engage in the RPL process,
- RPL decisions are made prior to the commencement of the course, subject or unit for which the RPL is being claimed, and
- RPL assessment processes and procedures meet the same delivery and quality assurance requirements as all other assessment arrangements.

To achieve RPL, students must:

- Apply for RPL,
- Provide appropriate RPL evidence (including documents, demonstrations and interviews as may be relevant), and
- Have this evidence assessed as meeting all of the requirements of the entire Unit of Competency.

Where students have gaps, or require additional mentoring and support, RPL is not applicable. In these cases, *learning* is occurring, and a '*Competent*' result is achieved on completion of assessment.

### RPL Applications

It is mandatory that students wishing to achieve RPL with Go Educate Institute complete a **Credit Transfer RPL Application Form** and provide this form with their evidence submission for assessment. This application form ensures:

- The Application for RPL is recorded effectively,
- The start date for each Unit of Competency is correctly identified, and
- The appropriate declarations of authenticity of prior work are recorded.

### RPL KIT

Go Educate Institute will provide adequate information to students including the **RPL Kit** that contains the RPL information including:



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- a. the specific skills and documentation required for the unit of competency where the student wishes to be assessed;
- b. RPL process and application;
- c. timeframe for RPL assessment;
- d. any support that the Go Educate Institute assessor can provide;
- e. costs and payment schedule associated with RPL;
- f. making appeals on all/part of the RPL outcome and associated fees (if applicable).

### Start Dates

The official start date for a Unit of Competency through RPL is determined (by NCVER) as the date that the student submitted their evidence portfolio for assessment. This is the start date that all Go Educate Institute personnel are to record on the student's training and assessment plan (actual start date section for each unit).

This date is critical for compliance in cases where financial subsidies are being received for the student's course.

The RPL result date is the final date that the student provided all evidence required and was deemed to have achieved the unit '*RPL-Granted*' result.

### Financial Regulatory Implications

All Go Educate Institute personnel must ensure they are aware of RPL implications with regard to financial regulatory impacts in their region and projects. RPL in some jurisdictions is:

- Fully subsidised,
- Partially subsidised, or
- Not subsidised.

Depending on the region, when students are applying for RPL, it is critical that Go Educate Institute personnel understand any financial implications that may apply and discuss correct fees and charges with the student concerned.

### RPL ASSESSMENT DECISION AND CERTIFICATION

1. The RPL assessment decision will comply with the Principles of Assessment and Rules of Evidence as outlined in the SRTOs 2015 and the requirements of the relevant training package and VET accredited course.
2. Certification documentation will not be issued unless all relevant fees are paid in full. Certification documentation are issued in accordance with Go Educate Institute's Certificate Issuance Policy.
3. Students are informed in writing of the RPL assessment outcome within the timeframes specified in the RPL Kit. Where RPL is not granted for any unit of competency the written notification will include the reason for the decision.
4. In cases where a student is not granted RPL and believes the decision it to be reviewed, Go Educate Institute will follow the procedures outlined in the Appeals Procedure Document.



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5. When Go Educate Institute grants RPL to an overseas student, Go Educate Institute will give a written record of the decision to the overseas student to accept
6. Go Educate Institute will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student
7. When Go Educate Institute grants the overseas student RPL or course credit that reduces the overseas student's course length, Go Educate Institute will:
  - a. inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
  - b. report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

## DETERMINING EQUIVALENCE

1. In the event the learner wishes to credit units of competency that are not offered by Go Educate Institute but fulfill the packaging rules for a qualification that Go Educate Institute offers, Go Educate Institute will refer to the National Register to determine if the unit of competency that the learner wishes to credit is equivalent to any of the units that is within Go Educate Institute scope.
2. In the event the learner wishes to credit units from a superseded course, provisions from Go Educate Institute's Transition of Superseded Courses Policy may apply on top of the provisions in this Policy.

## MONITORING AND IMPROVEMENT

Go Educate Institute's Training Manager is responsible for the RPL and credit transfer process and ensuring that all trainers and assessors make consistent judgements when conducting RPL assessments and that admin staff consistently verify certification documentation prior to credit transfer grants.

All RPL and credit transfer activities are monitored by the Training Manager of Go Educate Institute. The Training Manager will ensure that areas for improvement are identified reviewed and acted upon following Go Educate Institute's Continuous Improvement Policy principles.





## ANNEX A Principles of Assessment

<b>Fairness</b>	<p>The individual learner's needs are considered in the assessment process.</p> <p>Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.</p> <p>The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.</p>
<b>Flexibility</b>	<p>Assessment is flexible to the individual learner by:</p> <ul style="list-style-type: none"><li>• reflecting the learner's needs;</li><li>• assessing competencies held by the learner no matter how or where they have been acquired; and</li><li>• drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.</li></ul>
<b>Validity</b>	<p>Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.</p> <p>Validity requires:</p> <ul style="list-style-type: none"><li>• assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;</li><li>• assessment of knowledge and skills is integrated with their practical application;</li><li>• assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and</li><li>• judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.</li></ul>
<b>Reliability</b>	<p>Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.</p>

## Rules of Evidence

<b>Validity</b>	<p>The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.</p>
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<b>Sufficiency</b>	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
<b>Authenticity</b>	The assessor is assured that the evidence presented for assessment is the learner's own work.
<b>Currency</b>	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.



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## VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
23/09/2021	Document creation	360RTO Solutions	v. 1.0	07/03/2023	06/03/2023
24/03/2025	Added Cricos number into head of document	Go Educate	v. 1.1	24/03/2025	24/03/2026
12/05/2025	Update of policy following 2025 Standards for RTO update.	Go Educate	v 2	01/07/2025	01/07/2026

## RTO INFORMATION

Document Name	RPL and Credit Transfer Policy v2
RTO/Company Name	Go Educate Institute
RTO Code	45980
Manager	Training Manager