

Credit Transfer and Recognition of Prior Learning Policy

Document Owner	Chief Executive Officer		
Responsible Officer	RTO Manager		
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Related Documents	<i>Assessment and Evidence Collection Policy</i> <i>BTS Credit Transfer and RPL Register</i> <i>Credit Transfer Application Form</i> <i>RPL Application Form</i> <i>RPL Kit</i>		
Version	Authorised by	Approved	Effective Date
1.0	Chief Executive Officer	18/03/2025	24/03/2025

1. Context

This policy outlines Barrington Training Services' (BTS) approach to offering Credit Transfer (CT) and Recognition of Prior Learning (RPL) for vocational education and training (VET) students, under the Standards for Registered Training Organisations.

The policy ensures that students with prior skills, knowledge, and competencies receive clear information about their options to gain CT for existing units of competency and/or RPL based on previous formal or informal education, work experience, or other relevant activities. Additionally, it provides the necessary support to help students with prior skills, competencies and knowledge progress efficiently through their training programs.

This policy also details the process that students should follow to apply for CT or RPL.

2. Definitions

Refer to the *Explanation of Terms* document.

3. Scope

This policy applies to all students and prospective students enrolled in a Nationally Recognised Training (NRT) product with BTS, as well as trainers, assessors, and administrative staff involved in the CT and RPL processes.

4. Principles

BTS is committed to ensuring that Credit Transfer and Recognition of Prior Learning processes uphold the following principles:

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- **Equity and fairness:** All students have equal access to CT and RPL opportunities, with decisions made impartially.
- **Transparency:** Students are provided with clear information about CT and RPL processes, criteria, and outcomes.
- **Integrity of Qualifications:** The quality and integrity of the training product are maintained through rigorous and valid assessments.
- **Efficiency:** Students are supported to progress efficiently by recognising prior learning and avoiding unnecessary repetition of training.
- **Compliance:** All CT and RPL decisions comply with the Standards for RTOs and regulatory requirements.
- **Student-centered approach:** The process is designed to be supportive, accessible, and beneficial to student progression.

5. Policy details

- a) BTS is committed to providing fair, consistent, and transparent opportunities for students to have their prior learning, qualifications, and relevant work experience recognised.
- b) Any application for Credit Transfer (**CT**) or Recognition of Prior Learning (**RPL**) must be submitted using the designated form. It is the student's responsibility to provide the necessary evidence to BTS, in the required format, demonstrating how their skills, competencies, and experience meet the criteria of the unit of competency in the BTS qualification. For RPL applications, students should refer to the specific RPL Kit for their course for detailed information.
- c) When CT or RPL is granted, it will reduce the study requirements, thereby shortening the time required to complete the BTS qualification.
- d) BTS will document CT and RPL applications and outcomes in the **BTS Credit Transfer and RPL Register**.
- e) Fees are payable for any RPL application, and these are published in BTS's Schedule of Administrative Fees, which is included in the enrolment application form and available on the BTS website.
- f) The applicable fees for the assessment of the RPL application are non-refundable regardless of the outcome of the application.

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5.1. Credit Transfer

- a) CT is the awarding of credit for a unit (or units) of competency attained by the student from another RTO, where the unit of competency is the same as one in a BTS training product.
- b) BTS will accept and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) provided these are evidenced by Australian Qualification Framework (AQF) certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts issued by the Registrar.
- c) CT is granted where the unit of competency is determined to be equivalent.
- d) Any unit of competency for which CT is granted will be recorded as a 'Credit Transfer' on any AQF certification documentation subsequently issued by BTS, including the student's assessment record.

5.1.1. Process for applying for Credit Transfer

- a) Students are informed about CT opportunities and the related policy during the pre-enrolment and enrolment process.
- b) To apply for CT, students must grant BTS permission to access their USI transcript through the USI Register and complete the *Credit Transfer Application Form*.
- c) If a student, or BTS, finds that their USI transcript does not accurately reflect their results, including any recently completed units, they should include a certified copy of the AQF certification documentation that lists the units of competency for which they are seeking credit transfer (CT).
- d) The AQF certification documentation submitted in support of an application must be certified. Please see Section 5.3 below for details on the requirements for certification. Any documentation submitted that does not meet requirements is unable to be accepted as evidence.
- e) BTS aims to provide a decision on any CT application **within 10 business days** after receiving all required evidence. Students will be informed of the outcome of their CT application by email.

5.2. Recognition of Prior Learning

- a) BTS supports students in seeking RPL to reduce unnecessary formal training where they can demonstrate competency against the relevant training product.

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- b) RPL is an assessment-only pathway of determining the competence of a person, which has been acquired through:
 - i. formal learning e.g. structured program of learning that leads to the attainment of an AQF certification documentation;
 - ii. non-formal learning e.g. structured program of learning but does not lead to the attainment of an AQF certification documentation i.e. professional development courses;
 - iii. informal learning e.g. learning through work experience and/ or leisure, social or hobby activities.
- c) BTS will only grant RPL where it is satisfied that the evidence supports an assessment of the competency of the student, taking into account the requirements of the particular unit/s of competency.
- d) A student may obtain up to 100% of their BTS course requirements via RPL, however, BTS may (at its sole discretion) require the student to complete additional assessment/s to ensure competency can be demonstrated before issuing any AQF certification documentation.
- e) Where RPL is not appropriate, the rationale will be documented and communicated to the student.

5.2.1. Process for applying for RPL

- a) Students are informed about RPL opportunities and the related policy during the pre-enrolment and enrolment process.
- b) To apply for RPL, students must submit the *RPL Application Form* and attach the required information and evidence for the initial assessment.
- c) Students must complete the relevant **RPL Kit** provided by BTS for their specific course.
- d) Detailed information is provided in the course-specific RPL Kit as to the evidence of the skills and knowledge needed to meet the requirements of the unit/s of competency that the student is seeking RPL for, and the instructions to complete the RPL assessment process. Section 5.2.2 below provides some additional guidance on evidence requirements.
- e) BTS's assessor may request additional information from the student to support the RPL application.
- f) The assessment of the RPL application and evidence will be conducted following the BTS's assessment system and the **Assessment and Evidence Collection Policy**.

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- g) BTS will endeavour to provide an outcome for any RPL application **within 20 business days** after receipt of all evidence in the required form and payment of the RPL application fee. Students will be informed of the outcome of their RPL application by email.

5.2.2. RPL Evidence

- a) The student is responsible for clearly identifying which elements of the unit/s of competency their evidence relates to i.e. all evidence provided must be mapped to enable for appropriate assessment.
- b) Examples of evidence that can be collected and provided to BTS assessors are:
- i. General employment documents:
 - Up-to-date Resume or work history
 - Position Descriptions
 - Performance Reviews
 - Evidence of Professional Development (in-house/online courses, workshops, seminars, orientation or induction sessions)
 - References/letters from previous employers/supervisors
 - ii. Education, workplace and other documents:
 - Certificates/results of assessment
 - Certificates/results of assessment – interstate/overseas
 - Certificates/results of assessment – universities
 - Diaries/task sheets/job sheets/logbooks
 - Membership in relevant professional associations
 - Hobbies/interests/special skills outside work
 - References/letters from previous employers/supervisors
 - Industry awards
 - Workplace documents/evidence you have produced
 - Videos or photos of work performance
 - Any other documentation that may demonstrate relevant industry and workplace experience
- c) Evidence must be:
- Valid (aligned with training package requirements)
 - Sufficient (demonstrates full competency)
 - Authentic (verified as the candidate's own work)
 - Current (reflects recent experience)

- d) In making an application for RPL the student is warranting that the evidence submitted is the student's own work. BTS reserves the right to reject any application for RPL where it is determined that the work submitted is not the student's work.
- e) In conducting its assessment of the student's RPL application, BTS may carry out several activities to verify the information provided, including contacting nominated persons, workplaces and/ or academic bodies.
- f) Any AQF certification documentation or other documentation formally issued by a body and submitted in support of an application must be certified. Please see Section 5.3 below for details on the requirements for certification. Any documentation submitted that does not meet requirements is unable to be accepted as evidence

5.2.3. RPL exemptions

RPL may not be offered for certain training products such as short or low-cost courses where assessment is not efficient or practical and may result in inefficient use of the student and RTO's time and resources. In such cases, students are informed before enrolment of the rationale behind this decision.

5.3. Certified documents

- a) A certified copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.
- b) BTS will accept documents certified by a person who is authorised as a witness for statutory declarations under Statutory Declarations Regulations 1993– Schedule 2. This schedule provides a wide range of authorised occupations and office holders who may certify a document.

5.4. Verification of Qualifications and Statements of Attainment

- a) BTS ensures the integrity of the Credit Transfer (CT) and Recognition of Prior Learning (RPL) process by verifying the authenticity of any qualification or Statement of Attainment submitted as evidence.
- b) BTS administrators must verify the validity of the credential by either contacting the issuing RTO or AQF authorised issuing organisation directly via phone or email or by accessing the individual's Unique Student Identifier (USI) transcript. The USI transcript acts as an official record, confirming that the qualification was issued by a recognised Australian RTO. This

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verification process preserves compliance with regulatory requirements and upholds the credibility of BTS's recognition practices.

6. Breaches

If a staff member or student is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant Code of Conduct and Misconduct Procedure.

7. Appeals

Appeals concerning any decision taken in relation to this Policy, specifically to the outcome of a CT or RPL application, should be made under the relevant Complaints and Appeals Policy, which can be accessed from the BTS website.

Document History:

Version	Date	Author	Reason	Sections
0.1	11/03/2025	Ivan Negro	Document Creation	All
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This document is UNCONTROLLED once printed.