

Recognition of Prior Learning and Credit Transfer Policy



Purpose

The purpose of this policy is to provide information about the availability of RPL and Credit Transfer applications for students of ICETS and outline evidential requirements.

This policy was developed in accordance with the Standards for Registered Training Organisations 2015 and the *National Vocational Education and Training Regulator Amendment (Strengthening Quality and Integrity in Vocational Education and Training No.1) Act 2024* .

Scope

This policy applies to current and prospective students of Investigation Compliance & Enforcement Training Systems (ICETS).

The scope of the policy includes both the Recognition of Prior Learning (RPL) and Credit Transfer applications.

Recognition of Prior Learning (RPL)

RPL is an assessment of skills and knowledge acquired through previous training, work or life experience which may be relevant to available ICETS delivered units of competency or qualification. RPL is a process that assesses existing competency against the requirements of the course.

Students can apply for RPL for one unit or several units of competency by completing an application form and submitting evidence that demonstrates capacity and competence. A non-refundable RPL application fee may apply.

One piece of evidence may be used for more than one unit. The evidence must be:

- **Authentic** (your own work)
- **Reliable** (is consistent with evidence required by other assessors)
- **Sufficient** (is it enough to demonstrate competence)
- **Current** (the evidence must be suitable to support a claim for competency today – this is typically within the last 5 years or industry standard)
- **Valid** (must be relevant to what is being assessed)

Evidence can be direct or supplementary:

Direct evidence – this evidence will consist of your own work, for example:

- Reports you may have written
- Assessments of clients you have completed
- Programs you may have developed
- Videos of you demonstrating your skills.

Supplementary evidence – this is evidence about you that is provided by others, for example:

- References
- Documents relating to units of competency
- Statutory declarations Authenticity of qualifications will be verified in accordance with the Verbal Verification of Qualification Procedure.

The RPL Assessor will provide written feedback on the results of an application. Any queries or a request for review of the assessment must be submitted in writing within five (5) working days of the result being issued.

Credit Transfer (CT) or National Recognition

Credit Transfer is recognition a student has previously completed a unit of a course through VET or higher education. Credit Transfer is the transfer of credit from a previously completed unit of competency to the same unit of competency.

ICETS supports and endorses the credit of units attained from other accredited training to the Training Package offered at this RTO. Students, where applicable, will be given Credit Transfer or National Recognition for accredited training units which have been successfully completed with another registered training organisation.

Credit Transfers can be granted under any of the following circumstances:

Under the principles of National Recognition, a student is granted an automatic credit for any unit that they have successfully completed at any other RTO.

When the unit has the same code and title, even if it is not from the same Training Package. Authenticity of qualifications will be verified in accordance with the Verbal Verification of Qualification Procedure.

To receive a credit transfer student are required to provide formal evidence of completion of the unit or a unit which matches in content and outcome. Formal evidence can be a qualification certificate or transcript, statement of attainment or USI transcript. When credit is recognised, a student is not required repeat training or assessment for that unit.

Version History

Version	Date	Author	Summary of Changes
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1.0	14/05/2025	COO	Created as individual policy (removed from student handbook)