

## **CREDIT TRANSFER AND RPL POLICY AND PROCEDURE**

Smartlink Training offers Recognition of Prior Learning (RPL) and Credit Transfer. Learners are not required to repeat units (or their equivalents) already achieved and can be recognised for formal and informal learning, skills, and experience.

In certain cases, licensing or regulatory requirements may restrict the use of RPL or Credit Transfer. Where this applies, Smartlink Training will not offer credit or recognition.

Learners are informed of the opportunity to apply for RPL and Credit Transfer during the enrolment process. Pre-Enrolment Information includes relevant guidance and instructions. All decisions regarding RPL and Credit Transfer are fair, consistent, transparent, and evidence-based. RPL decisions uphold the integrity of the training product and align with the Standards for RTOs 2025.

Smartlink Training reviews all AQF certification documentation or authenticated VET transcripts (unless restricted by regulation) and validates them before awarding credit.

Learners applying for RPL are provided with an RPL Kit and relevant support materials. The procedures outlined in this policy guide the application process.

Applicants are notified in writing of the outcome. Where credit results in a reduction of course duration or fees, this is confirmed in writing and reflected in their enrolment documents.

### **CREDIT TRANSFER PROCESS**

1. Check if the learner has indicated an intention to apply for credit transfer on the Application for Enrolment Form. The learner must submit their AQF certification documentation or authenticated VET transcript.
2. Review the submitted documentation to determine if the learner has completed an equivalent unit or training product. Ensure that licensing or regulatory requirements do not prohibit the application of credit.
3. Where AQF certification documentation is submitted, contact the issuing RTO to authenticate the document. If authenticity cannot be verified, contact the learner to discuss.
4. If the documentation confirms successful completion of an equivalent training product, record the outcome in the learner's record within the Student Management System.
5. Notify the learner in writing of the credit transfer outcome, indicating whether it has been approved or declined. If approved, inform the learner of any reduction in course duration or associated fees.
6. Issue a revised Offer Letter that reflects any applicable adjustments to fees and course duration.
7. If the application is made after the course has commenced, follow the same process and issue an updated Offer Letter. Fee adjustments are to be managed in accordance with the Fees Management Policy.

## **RECOGNITION OF PRIOR LEARNING (RPL) PROCEDURE**

### **Overview**

Smartlink Training supports learner access to Recognition of Prior Learning (RPL) as a valid pathway for recognising prior skills, knowledge, and experience gained through formal or informal learning. This approach supports fair access, credential integrity, and recognition of competence.

### **Pre-Enrolment Stage**

- RPL information is provided in the Pre-Enrolment Information Pack.
- Learners may indicate interest in RPL on the Application for Enrolment Form.
- All applicants are informed of:
  - RPL availability
  - Process steps and requirements
  - Applicable fees
  - Required supporting documentation
  - Timeframes and expectations

### **Initial Assessment and Guidance**

- Interested learners should contact Smartlink Training to initiate the RPL process.
- A preliminary review may be conducted to assess the suitability of RPL.
- If eligible, the learner is issued:
  - RPL Application Form
  - RPL Kit
  - Fee schedule and submission instructions

### **Submitting an RPL Application**

- A completed RPL Application Form
- A filled RPL Kit
- Supporting evidence, which may include:
  - AQF Statements of Attainment or Qualifications
  - Resume/work history
  - Third-party reports
  - Employer references
  - Work samples, job descriptions, or testimonials

- Payment of the RPL assessment fee

### **RPL Assessment Process**

- An appropriately qualified assessor will:
  - Evaluate evidence against the Principles of Assessment and Rules of Evidence
  - Ensure decisions are valid, sufficient, current, and authentic
  - Identify training gaps if applicable (additional fees may apply)
- The assessor may also:
  - Conduct interviews, demonstrations, or oral questioning
- All RPL assessments are completed within 20 working days of receiving a complete application.

### **Notification of Outcome**

- Learners are notified of the outcome in writing via email.
- If RPL is granted:
  - Results are recorded in the Student Management System (SMS)
  - A revised Offer Letter is issued
  - Course duration and fee reductions are updated as per the Fee Management Policy
  - The relevant certificate or Statement of Attainment is issued
- If RPL is not granted:
  - A written explanation is provided
  - The learner is informed of the right to appeal under the Complaints and Appeals Policy

### **Recordkeeping and Audit Compliance**

- All RPL documentation is securely retained in the learner's file for audit purposes.
- Outcomes are recorded in the Student Management System.
- All decisions are fully documented to ensure fairness, transparency, and compliance with the 2025 Standards.