IET Education Group Pty Ltd T/A Immaculate Education and Training

RTO No. 46361 | ABN 73 677 538 402

RPL and Credit Transfer: Student Policy

Student Policy

Document ID	IET-SP-03
Version	4.0
Approved by	Chief Executive Officer
Applies to	All prospective and enrolled students
Related documents	Internal policy IET-POL-16 Recognition of Prior Learning and Credit Transfer; Student Handbook Section 3.4

1. Why This Matters

You should not have to repeat learning you have already done. If you have already completed units with another RTO, or you have gained skills and knowledge through work, life or other study, IET can recognise them. This can shorten your course and reduce the training you need to do. There are two ways we can do this.

	Credit transfer	Recognition of prior learning (RPL)
What it is	Recognising a unit you have already completed with any RTO	Assessing skills and knowledge you have gained through work, life or other study
Is it an assessment?	No	Yes
What you provide	A certified copy of your certificate and record of results or statement of attainment, or access to your USI transcript	Evidence of your skills, plus practical observation and questions with an assessor
Cost	Free	A fee applies, as shown in your Schedule of Fees and Charges
Result	Unit recorded as credit transfer	Competent or Not Yet Competent for each unit

You can ask about RPL and credit transfer at your pre-training interview or at any time during your course.

2. When You Can Apply

We will tell you about RPL and credit transfer at your pre-training interview, before you start your course. You can apply before your course starts or at any time during your course. Applying early is best, because it lets us adjust your training plan and timetable before you start the units. If you are not sure which option suits you, ask us and we will help you work it out.

3. Credit Transfer

To apply for credit transfer, give us a certified copy of your qualification and record of results or statement of attainment, or give us permission to view your USI transcript. The USI transcript is the easiest option because it comes straight from the national record.

We will check that your document is genuine, that the unit is identical to the unit in your course or listed on training.gov.au as equivalent, and that the name on the document matches your identity documents. Where needed, we will contact the RTO that issued it. Credit transfer is free.

If a unit is not identical or equivalent, we cannot give credit transfer, but you may be able to apply for RPL instead. Some units must have been completed within a set time to be accepted, and we will tell you if this applies. Units granted through credit transfer are not reassessed.

We will tell you the outcome in writing within 10 business days of receiving your complete evidence, and your training plan and timetable will be adjusted for any units granted.

4. RPL

Anyone who believes they already have the skills and knowledge for one or more units can apply for RPL. For example, experienced aged care workers enrolling in the Certificate IV in Ageing Support, or experienced security staff enrolling in the Certificate II in Security Operations.

Evidence you can use includes work samples and workplace documents (with any personal information about clients or residents removed), position descriptions, references from employers, reports from your supervisor, qualifications and short courses, and licences and certificates. The assessor will also usually watch you perform practical tasks in our simulation laboratory or in your workplace, and ask you questions about your work.

How RPL works:

1. You receive an RPL kit explaining the process, the evidence you need, the fee and the timeframe.
2. You complete a self-assessment against the units.
3. You meet an assessor, who tells you whether RPL is likely to work for each unit and what evidence you need.
4. You collect and submit your evidence.
5. The assessor reviews your evidence against the unit requirements.
6. The assessor fills any gaps by watching you perform tasks and asking you questions.
7. The assessor may contact your referees or supervisor to confirm your evidence.
8. The assessor makes a decision for each unit. The Training Coordinator checks the file and the CEO approves the result before it is recorded.
9. You receive a written decision for each unit, with reasons.
10. For any unit not granted, you are offered training and assessment for the gaps.

Your evidence must show the skills you have now. If your evidence is several years old, the assessor will ask you to show your current skills through practical tasks or questions. All evidence must be your own, and the assessor will check this, including by contacting your referees.

Some units require you to show your skills in a real workplace, such as units that include work placement. If you currently work in the industry, your workplace evidence may cover this. If it does not, you will need to complete the work placement for those units.

The RPL fee is shown in your Schedule of Fees and Charges, and we will confirm it before you apply. If you need gap training after RPL, we will explain any costs before you agree to it.

5. Your Responsibilities

Please give us complete, genuine and honest evidence, remove any private information about other people from workplace documents, and tell us if you cannot provide the evidence we ask for so we can talk about other options. Giving false or misleading evidence is a breach of our Code of Conduct and Academic Integrity policy and may lead to your RPL or credit transfer being refused or cancelled.

6. How Your Results Are Recorded

Units granted through credit transfer or RPL count towards your qualification in the same way as units you complete in class. They are recorded in our student management system and reported using the correct national codes, and your certificate and record of results will show all the units you have achieved.

7. Your Privacy

We use your evidence only to assess your application. It is stored securely and kept in line with our Privacy and Records Management policies. We will only contact your referees or employer about your evidence with your knowledge.

8. Help With Your Application

If you need help putting your evidence together, or you need a reasonable adjustment (for example because of a disability, or language, literacy or digital skills needs), talk to the Training Coordinator and we will help you.

9. If You Disagree

You can appeal an RPL or credit transfer decision within 20 business days of receiving it, using the Appeal Form. See the Complaints and Appeals: Student Policy.

10. Contact

Training Coordinator, through Administration: 0400 173 510, info@iet.edu.au.

This document is reviewed at least annually, and earlier where there is a change to legislation, the Standards, a training package, IET's scope of registration or IET's operations, or where a review, complaint, audit or validation outcome identifies the need for change. Changes are recorded in the Continuous Improvement Register.