RPL AND CREDIT TRANSFER POLICY

PURPOSE

Mine Safety and Training is committed to providing quality training and assessment in accordance with the requirements of the 2025 Standards for Registered Training Organisations (RTOs). As such, Mine Safety and Training offers Recognition of Prior Learning (RPL) to all learners and implements an assessment system that ensures that RPL complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment and Rules of Evidence.

Mine Safety and Training 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

Mine Safety and Training is committed to providing effective processes for RPL and credit transfer to all current and prospective students.

Mine Safety and Training will ensure that:

- assessment systems, including recognition of prior learning (RPL) complies with the assessment requirements of relevant training packages and VET accredited courses
- RPL is conducted in accordance with the principles of assessment and rules of evidence
- RPL is offered to all students on enrolment
- 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
- it will recognise AQF certification documentation issued by other RTOs
- students will be made aware of their right to apply for a credit transfer
- it complies with the VET Regulator's guidelines in processing and granting credit transfer.

POLICY PRINCIPLES

Recognition of Prior Learning (RPL) Policy Principles

1. 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.

- 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).
- 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).
- Informal learning refers to learning that results from 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).

2. Mine Safety and Training students may apply for a formal recognition of existing competencies against and AQF qualification or accredited course or unit of competency or module that Mine Safety and Training is registered to deliver prior they commence their course study.

3. Mine Safety and Training will provide adequate information to students including the **RPL Kit** that contains the RPL information including:
   - the specific skills and documentation required for the unit of competency where the student wishes to be assessed
   - RPL process and application
   - timeframe for RPL assessment
   - any support that the Mine Safety and Training assessor can provide
   - costs and payment schedule associated with RPL
   - making appeals on all/part of the RPL outcome and associated fees (if applicable).

4. The assessor for the unit of competency being applied for will be the person responsible for providing the RPL Kit and all necessary information to the student in relation to the RPL process.

5. 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:
   - work experiences
   - work product
   - life experiences
   - training programs offered by industry, private or community-based providers which may or may not have been formally recognised
   - training programs undertaken overseas;
   - informal learning programs;
   - certification from another RTO.

6. The RPL assessment decision will comply with the Principles of Assessment and Rules of Evidence as outlined in the 2025 Standards for RTOs and the requirements of the relevant training package and/or VET accredited course.

7. Certification documentation will not be issued unless all relevant fees are paid in full. Certification documentation are issued in accordance with Mine Safety and Training's Certificate Issuance Policy.

8. 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.

9. In cases where a student is not granted RPL and believes the decision it to be reviewed, Mine Safety and Training will follow the procedures outlined in the Appeals Procedure Document.

Mutual Recognition / Credit Transfer

1. Mine Safety and Training will accept and mutually recognise the decisions and outcomes of any RTO or entity in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the certification documentation awarded by other RTO's.

2. Mine Safety and Training will apply credit to all relevant units of competency/modules after conducting a review and verification of validity of AQF certification documentation from other RTOs, and authenticated VET transcripts.

3. Mutual recognition applies when the certification documentation provided by the learner contains the same national competency code as those that form part of the training and assessment program offered by Mine Safety and Training.

4. Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory in order to verify authenticity. Original certification documentation will be returned to the applicant.

5. Mine Safety and Training is not obligated to issue an AQF qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO. (i.e. learner cannot complete all of their training and assessment with another RTO, and requests that Mine Safety and Training issue the qualification under Recognition.)

6. The amount of recognition contributing to the issuance of a certification (i.e. using units/modules completed at other RTOs) will depend on the discretion of Mine Safety and Training.

7. In the event a learner wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then learner will be advised that the completion of the assessment is not necessary however may be offered as an option.

8. 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.

Determining Equivalence

1. In the event the learner wishes to credit units of competency that are not offered by Mine Safety and Training but fulfill the packaging rules for a qualification that Mine Safety and Training offers, Mine Safety and Training 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 Mine Safety and Training scope.

2. In the event the learner wishes to credit units from a superseded course, provisions from Mine Safety and Training's Transition of Superseded Courses Policy may apply on top of the provisions in this Policy.

Verification of Certification Documentation

Before providing credit on the basis of a qualification, statement of attainment, or record of results, the assessor/s for the unit/s of competency being assessed must authenticate the information in the document. This may be done through methods including, but not limited to, gathering feedback from the organisation that issued the document and confirming the content is valid.

MONITORING AND IMPROVEMENT

Mine Safety and Training's Director/Administration Coordinator 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 Director/Administration Coordinator of Mine Safety and Training who will ensure that areas for improvement identified reviewed and acted upon following Mine Safety and Training's Continuous Improvement Policy principles.

10. Alignment to the 2025 Standards for RTOs

COMPONENTS OF THE 2025 STANDARDS FOR RTOs		
Outcome Standards (legislation)		
Quality Area	**Standard (Outcome Standard)**	**Performance Indicator/s**
Training and Assessment	1.6(1)	(2)(a)(b)(c)
	1.7(1)	(2)(a)(b)(c)
Compliance Standards and Fit and Proper Person Requirements		
Requirement		**Area**
Information and transparency		7 - Marketing and adverting

Version Control

Version	Date Effective	Approved by	Amendment	Date of next scheduled review
1.0	1/10/2024	MD	Initial policy and procedure	1/10/2024
1.1	14/06/2025	PN	Alignment to 2025 Standards	14/06/2028
1.2	8/09/2026	PN	Alignment to 2025 Standards	14/06/2028