

1. PURPOSE

The policy outlines The Quality Training and Hospitality College's, trading as Quality College of Australia (QCA), commitment to supporting students with prior skills, knowledge, and qualifications by providing accessible and fair processes for Recognition of Prior Learning and Credit Transfer. These processes are designed to facilitate progression through training products while maintaining the integrity of qualifications issued.

2. SCOPE

This policy applies to all current and prospective students/candidates enrolled in nationally recognised training products delivered by QCA, as well as to employees involved in the delivery, assessment, and administration of these training products.

3. PROCEDURE

3.1 Recognition of Prior Learning (RPL)

QCA recognises that many candidates possess valuable skills, knowledge, and competencies gained through formal and informal learning experiences. QCA supports these candidates by offering RPL to acknowledge their prior achievements.

- All candidates are provided with clear information about the opportunity to apply for RPL at enrolment and throughout the course.
- QCAs RPL procedures and guidance are made available in the Student Handbook, on the QCA website, and via consultation with trainers and the administration team.
- RPL is granted based on valid, sufficient, current, and authentic evidence of the candidates prior learning, skills, or experience.
- Candidates will be provided with an RPL Kit containing the relevant documentation and instructions to complete the RPL process.
- Candidates will be supported to understand the evidence required and may request guidance from QCA staff in compiling an adequate portfolio.
- Candidates will be assessed for RPL before commencing the part of the course for which they are seeking RPL.
- Candidates seeking RPL must demonstrate that they have acquired relevant skills and knowledge through formal training, workplace experience, professional development, community participation, volunteering, or other learning experiences that are relevant to the units of competency being assessed.
- Evidence submitted for RPL may include resume/CV, candidate statements, employment contracts, job descriptions, plans/schedules/rosters, photographs, videos, workflows, menus, production lists, stock control records, supplier order forms, performance appraisals, customer reviews, awards, prizes, commendations, certificates or formal qualifications, referee statements and third-party reports. Any experience that has provided the candidate with the knowledge and skills to achieve the stated competency can be used as evidence.
- Assessment of RPL is conducted by qualified assessors in accordance with the training products requirements and the 2025 Credential Policy.
- Assessors must determine that the candidate currently possesses the skills, knowledge and application required by the unit of competency and that competency can be demonstrated consistently in accordance with workplace and industry expectations.
- Assessors will evaluate whether evidence reflects current industry practices, technologies, legislation and workplace requirements relevant to the unit of competency.
- Assessors may conduct competency conversations or interviews to clarify evidence, confirm underpinning knowledge, and verify the candidate's ability to apply skills in workplace contexts.
- Where third-party reports or employer references are used, QCA will verify the identity, position and relationship of the person providing the evidence and may contact the organisation directly to confirm the authenticity and accuracy of the information supplied. Industry consultation may also be undertaken where the occupational relevance or recency of experience is unclear.
- Where the evidence provided is insufficient to demonstrate all requirements of a unit of competency, the assessor may require additional assessment activities, including practical demonstrations, workplace observations, simulated workplace tasks, challenge assessments, knowledge testing and supplementary

evidence collection. RPL will only be granted where all requirements of the unit of competency have been demonstrated.

- Assessors will document how the evidence meets the unit requirements and provide justification for RPL decisions, including consideration of industry currency.
- QCA will retain documented evidence of the RPL process, including assessor decisions, mapping to competency standards, and any third-party involvement or industry consultation where applicable.
- RPL decisions are:
 - Based on nationally endorsed industry competency standards,
 - Documented in detail, including the basis for the decision and the evidence reviewed, and
 - Communicated clearly to the candidate.
- For a candidate to receive more than 50% RPL in any qualification with QCA, the RPL documentation must first be assessed and approved by the Managing Director. The Managing Director's review does not replace the assessor's competency decision and is limited to quality assurance and compliance oversight.
- Where RPL is granted, the time required for a candidate to achieve the qualification may be reduced.
- Candidates may appeal RPL decisions. Refer to QCA's Feedback, Complaints and Appeals Policy and Procedure.

3.2 Credit Transfer (CT)

QCA recognises qualifications and statements of attainment issued by other RTOs under the Australian Qualifications Framework (AQF). Credit transfer enables candidates to receive recognition for equivalent units previously completed, reducing duplication of learning.

- All candidates are informed of their right to seek CT during the enrolment process and via ongoing support.
- Information regarding CT is made available during enrolment, in the Student Handbook, and on the QCA website.
- CT is granted upon presentation of authentic AQF certification documentation or authenticated VET transcripts from the USI registry.
- Recognition is provided unless limited by licensing, regulatory, or training package conditions.
- Where CT is granted, the time required for a candidate to achieve the qualification may be reduced.
- All CT decisions:
 - Are made by authorised personnel based on valid documentation,
 - Maintain the integrity of the training product and QCAs RTO obligations, and
 - Are recorded in the student management system (aXcelerate).
- Candidates may appeal CT decisions. Refer to QCA's Feedback, Complaints and Appeals Policy and Procedure.

3.2 Additional Information for International Students

- Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an RPL Toolkit where required.
- All Credit Transfer and RPL decisions for international students must be documented and retained for audit purposes in accordance with the ESOS Act and National Code requirements.
- Where Credit Transfer or RPL is granted prior to visa issuance, the reduced course duration will be reflected on the Confirmation of Enrolment (CoE).
- Where Credit Transfer or RPL is granted after visa issuance, the revised course duration will be reported via PRISMS within 14 working days, and a new CoE will be issued.
- Students must submit a completed Credit Transfer application and/or RPL Toolkit for the application to be formally assessed.
- Certificates or Statements of Attainment will not be issued until all outstanding fees have been paid.

4. ROLES AND RESPONSIBILITIES

Managing Director: Oversee the integrity and consistency of the RPL/CT process across the organisation. Review and approve RPL applications where a candidate is seeking more than 50% RPL in a qualification.

Compliance Manager: Oversee implementation of this policy and review alignment with national standards.

Administration Team: Provide information and support for candidates applying for RPL or CT.

Trainers/Assessors: Assist candidates in understanding RPL/CT options; assess RPL applications.

Candidates: Submit timely and complete documentation for RPL or CT applications.

5. DEFINITIONS

Credit transfer (CT) is an administrative process to recognise and award credit for prior successful completion of an equivalent unit of competency or module.

Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which they meet the requirements specified in the training product.

6. RELATED DOCUMENTS

- VET Quality Framework
- SA Skills Commission Legislative Framework
- NSW Smart and Skilled Legislative Framework
- Assessment and Validation Policy and Procedure
- Feedback, Complaints and Appeals Policy and Procedure

Document: RPL & Credit Transfer Policy_V1.1 June 2026	Next Review Date: June 2027
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