

Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy

Purpose

Agri Training Solutions is committed to recognising existing skills and knowledge where appropriate, while ensuring the integrity of training products and safety-critical outcomes. This policy outlines how Recognition of Prior Learning (RPL) is applied in accordance with the **Standards for RTOs 2025** and ASQA practice guidance.

As a provider of first aid and machinery safety training **torural and remote agricultural communities**, Agri Training Solutions applies RPL cautiously and only where it is appropriate to the training product and industry expectations.

Scope

This policy applies to:

- all learners seeking recognition for prior learning
- all trainers and assessors involved in RPL assessment
- all training products on the RTO's scope of registration

Policy Statement

Agri Training Solutions is committed to ensuring that:

- RPL decisions are based on **valid, sufficient, authentic, and current evidence**
- RPL is conducted with the same rigour as any other assessment method
- learner and workplace safety is not compromised
- RPL is applied only where it supports genuine competency outcomes

RPL is not offered for single-unit first aid courses as these units require current, practical demonstration of time-critical and safety-critical skills (e.g. CPR performance) that must be assessed directly by the trainer and assessor.

RPL may be considered for machinery and safety-related units where prior learning and workplace experience can be reliably evidenced and assessed.

RPL Eligibility and Application

- Learners are informed of RPL options during enrolment.
- RPL applications must be submitted prior to commencement of training where possible.
- Each application is assessed individually by a qualified and authorised assessor.
- Where evidence is insufficient, learners may be required to undertake gap assessment or training.

Evidence Considered for RPL

When assessing RPL for machinery and safety units, Agri Training Solutions may consider evidence including, but not limited to:

Workplace Evidence

- Employer log books detailing machinery operation hours and tasks

- Statements of service or competency from current or previous employers
- Verified workplace competency records or induction sign-offs
- Job descriptions outlining relevant duties and responsibilities

Training and Certification Evidence

- Statements of Attainment or qualifications from other RTOs
- Records of industry training, licences, or tickets (where applicable)

Practical Evidence

- Workplace observations (where feasible)
- Photographic or video evidence of machinery operation (where appropriate and safe)
- Third-party reports verifying competence

Supporting Evidence

- Maintenance or safety check records completed by the learner
- Risk assessments or safe work method statements prepared or followed by the learner
- Supervisor or industry referee interviews

All evidence must be:

- current
- directly relevant to the unit requirements
- verified for authenticity

RPL Assessment Process

1. Learner submits RPL application and supporting evidence
2. Assessor reviews evidence against unit requirements
3. Assessor verifies evidence authenticity (e.g. employer contact, document checks)
4. Gap assessment conducted where required
5. Assessment outcome determined and documented
6. Learner notified of outcome in writing

Assessment Integrity and Safety

- RPL decisions will not be granted where safety-critical skills cannot be adequately evidenced.
- Where practical demonstration is required to confirm competence, learners must complete those components.
- RPL outcomes are recorded in the **Learning Management System (LMS)** in accordance with recordkeeping requirements.

Independence of RPL Assessment

Agri Training Solutions ensures that Recognition of Prior Learning (RPL) assessments are conducted objectively and

independently, even within the context of a small organisation with two trainers.

To maintain assessment integrity:

- A trainer will **not assess RPL evidence for a learner they have directly trained, supervised, or mentored** where practicable.
- Where both trainers are competent in the relevant unit, RPL applications are assessed by the **trainer who has not had direct involvement with the learner's training or workplace supervision**.
- If independence cannot be achieved internally due to operational constraints, Agri Training Solutions will engage a **qualified external assessor or industry subject matter expert** to review the RPL evidence and assessment decision.
- External assessors engaged for RPL assessment will:
 - hold relevant vocational competency and assessment expertise
 - have no conflict of interest with the learner or the organisation
 - provide documented assessment outcomes and recommendations

All RPL decisions, including how independence was achieved, are **documented and retained** in the learner record and reviewed as part of validation and continuous improvement activities.

This approach ensures that RPL assessments remain fair, defensible, and compliant with the **Standards for RTOs 2025**, while remaining practical for a small RTO structure.

Roles and Responsibilities

Directors

- Ensure RPL practices comply with the Standards for RTOs 2025.
- Monitor RPL outcomes for consistency and integrity.

Trainers and Assessors

- Assess RPL applications objectively and in line with unit requirements.
- Verify evidence and document assessment decisions.
- Maintain assessment integrity and learner safety.

Administrative and Compliance Staff

- Support learners with RPL enquiries and documentation.
- Maintain RPL records in the LMS.

Monitoring and Continuous Improvement

- RPL decisions and outcomes are reviewed as part of validation and continuous improvement processes.
- Trends, issues, or risks identified through RPL are addressed and documented.
- This policy is reviewed **annually** or when scope or regulatory requirements change.

Evidence of Compliance

The following records are retained as evidence of compliant RPL practices:

- RPL applications and supporting evidence
- assessor assessment records and decisions
- evidence verification notes
- LMS records of outcomes
- validation and continuous improvement records

Credit Transfer

Agri Training Solutions recognises AQF qualifications and Statements of Attainment issued by other Registered Training Organisations through **Credit Transfer**, in accordance with the **Standards for RTOs 2025**.

Learners may apply for Credit Transfer at enrolment or at any time during training. Credit Transfer may be available for **single units of competency** where the unit code and title are **identical or deemed equivalent**. Learners are informed of Credit Transfer options through the Student Guide and enrolment process.

Evidence and Verification

Learners must provide verifiable evidence, such as:

- an AQF qualification or Statement of Attainment
- a verified USI transcript

Agri Training Solutions verifies the authenticity of the issuing RTO and the equivalence of the unit. No assessment is required for Credit Transfer.

Single-Unit Context

As Agri Training Solutions primarily delivers **single units of competency**, Credit Transfer opportunities may be limited. Where granted, learners are not required to undertake training or assessment for that unit.

Recording and Appeals

All Credit Transfer decisions are recorded in the LMS and reported in AVETMISS where required. Learners may appeal Credit Transfer decisions through the **Complaints and Appeals Policy**.

Related Policies and Documents

[Training and Assessment Policy](#)

[Enrolment Policy](#)

[Validation Policy](#)

[Record Keeping Policy](#)

[Access and Equity Policy](#)

[Complaints and Appeals Policy](#)