

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

1. Purpose

This policy and procedure support Standards 1.6 and 1.7 of the Standards for RTOs 2025, ensuring the delivery of high-quality education and training services that are valid, reliable, and focused on student outcomes.

The purpose of this policy and procedure is to ensure quality, integrity, and consistency in recognising and assessing prior learning and competencies, using either the Credit Transfer or the Recognition of Prior Learning Process.

The College of Business Management Pty Ltd t/a The College of Business Management (herein referred to as “CBM”) has implemented a documented policy and process for assessing and recording Recognition of Prior Learning (RPL), granting and recording course credit, if it intends to assess RPL or grant course credit.

This policy implements the procedures for the Institute to process student’s applications for course credit and document the results, including student verification of the outcome.

It will provide a process that ensures that the students will receive written verification of the outcome of the course credit application and records are kept with the student’s files.

2. Scope

This policy applies to all students applying to study a vocational course with The College of Business Management Pty Ltd (CBM).

3. Responsibility

The CEO or Administration Manager will be responsible for the implementation of this policy and ensure that staff members and students at The College of Business Management Pty Ltd (CBM) are aware of its application and that the staff implement its requirements.

The College of Business Management Pty Ltd (CBM) will accept and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evident by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar (authenticate the information by directly accessing the USI transcript online or by contacting the organisation that issued the document to confirm the content is valid)

4. Definitions

Accredited Course: A course that is recognised under the Australian Quality Framework (AQF) and is registered with one of the two main regulatory agencies, being TEQSA (Tertiary Education Quality Standards Authority) for Higher Education and ASQA (Australian Skills Quality Authority) for Vocational courses. An accredited course is one that leads to the conferral of a degree or the award of a certificate or diploma.

Assessment: A systematic process for evaluating student learning. It includes design, development and implementation of tasks and the evaluation and recording of student’s performance against the set criteria.

Australian Qualifications Framework (AQF): The AQF is the national policy for regulated qualifications in Australian education and training system www.aqf.edu.au.

Documentary Evidence: Certified transcripts, portfolios, references, work statements, photographs, Curriculum Vitae, referees

Formal learning: The attainment of formal competencies or qualifications achieved through study at an accredited education provider within the Australian Qualification Framework

Recognition of Prior Learning: The assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Student: An individual who has enrolled in an accredited course.

Credit: Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Credit Transfer (CT) - The granting of exemption or credit by a Registered Training Organisation (RTO) to students for units of competency completed under an accredited training.

Definition of credit transfer: Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on the identified equivalence in the content and learning outcomes between the matched qualifications.

Such as:

1. Unit/module is the same, i.e., same code and title.
2. Unit/module has been reviewed, and this results in minor changes to the unit/module code, e.g., B to C. This indicates that the learning outcomes of the unit/module have remained the same.
3. Unit/module has been transferred from another training package/curriculum and recorded; however, the learning outcome remains the same.

Credit Transfer

Students who have completed identical units to those in the course they are beginning at other institutions can be given recognition/credit on presentation of a verified transcript, Award or Statement of Attainment issued by any other RTO or AQF authorised issuing organisation.

According to Standard 1.7 on the Standards for RTOs 2025, CBM demonstrates:

- a. VET students are offered opportunities to seek credit transfer and are made aware of the organisation's policies for seeking credit transfer.
- b. Decisions relating to credit transfer are based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product); and
- c. Decisions relating to credit transfer are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.

Procedures

CBM ensures compliance with Standard 1.7 through the following procedures:

- All prospective and enrolled students are informed of the opportunity to apply for credit transfer (CT) at multiple stages, during course inquiries, enrolment, orientation, and via the Student Handbook and website.
- Students wishing to apply for CT must complete a Credit Transfer Application Form, listing previously completed units, date of completion, and issuing RTO.
- Students are required to provide AQF certification documentation (testamur and transcript), or an authenticated VET transcript from the USI portal. All documents will be verified with the issuing RTO or through the USI Registry system as applicable.
- Credit will only be granted where equivalence is confirmed through mapping of unit codes, titles, and content in line with the relevant training package. If equivalence is not established, students are informed of the outcome and offered alternative options such as Recognition of Prior Learning (RPL) to demonstrate competency.
- CT decisions are made by qualified staff, documented in the student management system, and recorded in the student's file.
- CBM ensures CT decisions are made in a manner that is fair, transparent, consistent, and do not compromise the integrity of the qualification or training product.
- If CT is granted:
 - Course duration is adjusted, and the student is issued a revised study plan and timetable
 - The Confirmation of Enrolment (CoE) is updated accordingly. Students are advised to contact the Department of Home Affairs for guidance on any potential impact to their visa, as CBM staff are not authorised to provide immigration advice.
 - Students are also advised to contact the Department of Home Affairs if their visa status may be affected, as CBM staff are not authorised to provide immigration advice.
 - Students must continue to meet full-time study requirements (20 hours per week), including participation in other scheduled activities such as practical sessions, independent learning, or industry placement
 - All decisions and communications regarding CT are retained in the student's file in accordance with regulatory and audit requirements.
- Where licensing or regulatory conditions apply to the training product, these requirements are carefully considered before granting any credit transfer. **Note** - While these conditions do not currently apply to CBM's existing scope of qualifications, this policy remains in place should such conditions become relevant in the future.
 - All Credit Transfer (CT) decisions are made in a transparent and consistent manner.
 - Decisions are based on verified equivalency of training products, documented and recorded within the Student Management System (SMS), and applied consistently across all applicants.
 - The process is conducted fairly and in a timely manner, ensuring the integrity of the training product is maintained at all times.

An application for credit transfer must be submitted in writing. Application forms and more information about credit transfers (Credit transfer and RPL policy) are available on our website or can be obtained from The College of Business Management Pty Ltd (CBM) reception.

Please Note: According to the Standards for RTOs 2025, when a student presents a superseded unit of competency for credit transfer, which is recognised as equivalent under the relevant training package, CBM may grant credit transfer without the need of mapping. However, as a best practice, especially where a unit has been superseded two or more times, CBM will conduct a mapping analysis to ensure the assessment and existing competencies remain current and valid.

Recognition of Prior Learning (RPL) - In accordance with Standard 1.6 of the Standards for RTOs 2025, CBM offers all vocational education and training (VET) students the opportunity to apply for Recognition of Prior Learning (RPL). This involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior

learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. To support this type of application, evidence of where and how the skills were obtained is required.

The College of Business Management Pty Ltd (CBM) recognises the prior learning of students based on:

- previous training,
- formal study and acquisition of a qualification and statements of attainment from another RTO.
- practical experience in a work environment.
- projects undertaken; and
- Life experience.

According to Standard 1.6 on the Standards for RTOs 2025, CBM demonstrates:

- a. VET students are offered opportunities to seek recognition of prior learning and are made aware of the organisation's policies for seeking recognition of prior learning.
- b. Decisions relating to recognition of prior learning are based on evidence of prior skills, learning and experience, and are undertaken in accordance with the organisation's assessment system; and
- c. Decisions relating to recognition of prior learning are documented and decided in a way that is fair, transparent, consistent amongst vet students, and maintains the integrity of the training product

CBM's RPL processes are designed and implemented with the same rigour as all formal assessments. This includes ensuring:

- All evidence is mapped against the current unit of competency criteria from the relevant training package.
- RPL outcomes maintain the quality and standards of nationally recognised training.
- Adherence to the Principles of Assessment and Rules of Evidence (as outlined in Standard 1.4): Fairness, Flexibility, Validity, Reliability, Authenticity, Currency and Sufficiency.

Students at The College of Business Management Pty Ltd (CBM) are informed of their right to apply for Recognition of Prior Learning (RPL) during the Pre-Training Review (PTR), through marketing materials such as the Student Handbook and The College of Business Management Pty Ltd (CBM) website. Additionally, the option for RPL is also discussed at the time of initial inquiry

To support students in understanding and navigating the RPL process, the Institute provides a clear explanation of how RPL works, along with access to the RPL Application Form and the RPL Kit. The RPL Kit outlines the required evidence, assessment steps, and expectations.

Procedures

When a student indicates prior learning or work experience relevant to their course, the following steps are taken:

- Students with potential for RPL complete an RPL Application Form (available on The College of Business Management Pty Ltd website www.cbm.edu.au), detailing previous relevant experience, informal and formal learning, dates, and employers or institutions. Students are required to submit evidence such as employment records, formal qualifications, supervisor references, work samples, or testimonials. All submitted evidence must be current, authentic, valid, and sufficient to meet the requirements of the unit of competency.
- A qualified RPL assessor (meeting the requirements of Standards 3.2 and 3.3) conducts an RPL information session and initial interview to guide the student through the process.
- The assigned assessor reviews the submitted evidence against the relevant unit(s) of competency. If any gaps are identified, the student is informed and provided with a clear explanation of the gap, recommendations for gap training, details on how the training will be delivered, and information about any associated costs.

- RPL decisions are made in accordance with CBM's Assessment Policy and Procedures, ensuring that the integrity of the training product is maintained.
- All RPL outcomes (approved or declined) are clearly documented, with supporting evidence and assessor rationale, and stored in the student management system (SMS) and/or the student's file.
- Students are issued a revised study plan and timetable, ensuring pre-requisites are respected and a continuous learning pathway is maintained.
- Students are advised that RPL may reduce the overall course duration and that their Confirmation of Enrolment (CoE) will be adjusted accordingly, while ensuring full compliance with visa and course delivery requirements.
- Students are also advised to contact the Department of Home Affairs if their visa status may be affected, as CBM staff are not authorised to provide immigration advice.

The College of Business Management Pty Ltd (CBM) ensures that all staff involved in RPL processes understand that granting inappropriate or unsupported Recognition of Prior Learning (RPL) can compromise public safety, diminish industry confidence, and negatively impact the reputation of the VET sector. Application form for RPL can be obtained from the website or from The College of Business Management Pty Ltd (CBM) reception. More information on RPL is available on The College of Business Management Pty Ltd (CBM) website www.cbm.edu.au. Students can also speak to The College of Business Management Pty Ltd (CBM) Staff for enquiries.

Verification of vocational/academic competence for an RPL or Course Credit

- The College of Business Management Pty Ltd (CBM) will endeavour to verify all academic qualifications & vocational competence by assessing overseas qualifications via the interview process if required.
- All overseas qualifications achieved will be reviewed and assessed through the Australian Education International (AEI), the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines to check its relevance and its standards within the Australian Education Framework.
- Students applying for RPL into The College of Business Management Pty Ltd (CBM) training package units will have to provide a verified overseas qualification, a transcript and a detailed breakdown of the curriculum covered under the units that the student is claiming RPL for. The College of Business Management Pty Ltd (CBM) will employ a suitably qualified assessor to conduct the assessment of the RPL request. The College of Business Management Pty Ltd (CBM) will advise the students of the result of the RPL application within 2 weeks from the date the application is received.

Granting RPL or Course Credit

The College of Business Management Pty Ltd (CBM) will notify the students by giving a written record of the decision to the overseas student if RPL or Course Credit is granted.

Students are requested to accept and retain the written record of acceptance for two years after the student ceases to be an accepted student.

If RPL or Course Credit is granted that reduces the overseas student's course length, students will be informed of the reduced course duration following the granting of RPL and ensure that the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.

Similarly, if RPL or Course Credit is granted that reduces the overseas student's course length, The College of Business Management Pty Ltd (CBM) will report any changes in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.