



CANBERRA VALLEY INSTITUTE

Document: Recognition of Prior Learning (RPL) Policy and Procedure
(Aligned to RTO Standards 2025)

Approved by: CEO	Version: 5.0	Date: 09/12/2025	Review date: 08/12/2026
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Recognition of Prior Learning (RPL) Policy and Procedure

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1. Overview

This policy guarantees that learners have fair, consistent, and equitable access to Recognition of Prior Learning (RPL). RPL allows existing skills, knowledge, and experience to be formally assessed and recognized in accordance with:

- Standards for Registered Training Organisations (RTOs) 2025
- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Education and Training Providers Serving Overseas Students 2018.

2. Scope

This policy applies to all learners seeking RPL for nationally recognized training provided by the Canberra Valley Institute (CVI), as well as staff involved in advising, assessing, approving, and recording RPL applications.

3. Definitions

For this policy document, Canberra Valley Institute (CVI) has recognized the need to define the following terms:

Recognition of Prior Learning (RPL) - An assessment process that recognises a learner's existing skills, knowledge, and experience—gained through formal, non-formal, or informal learning—against the requirements of a unit of competency or qualification.

Credit Transfer (CT) - The formal recognition of prior study where a learner has successfully completed an identical or equivalent unit of competency or qualification with another Registered Training Organisation or authorised issuing body.

Evidence - Documents or other materials provided by a learner to demonstrate competency, which must be valid, sufficient, authentic, and current.

4. Policy and Procedure

Canberra Valley Institute (CVI) will grant Credit Transfer for units that are:

- Identical in unit code and title; or
- Determined to be equivalent through training.gov.au mapping information

Key principles include:

- No fees are charged for Credit Transfer
- Decisions are consistent, transparent, and evidence-based
- Students are not required to repeat training or assessment already completed

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For overseas students, where CT results in a reduced course duration, the Canberra Valley Institute (CVI) will:

- Adjust the Confirmation of Enrolment (CoE); and
- Report changes to PRISMS in accordance with National Code Standards 2.3 and 2.4

4.1 Information and Application

- Credit Transfer information is provided through course brochures, pre-enrolment materials, and the student handbook
- Students may apply before enrolment or during their course by submitting a Credit Transfer Application Form with certified evidence.

4.2 Evidence Requirements

Acceptable evidence includes:

- Statements of Attainment, Testamurs, or Records of Results issued by the Canberra Valley Institute (CVI); or
- Verified USI transcripts

Authenticity is confirmed by:

- Verifying Canberra Valley Institute (CVI) details and scope on training.gov.au; and
- Confirming certification details or contacting the issuing Canberra Valley Institute (CVI) where required.

4.3 Assessment of Equivalence

The Training Manager or delegated staff will assess equivalence by reviewing:

- Unit codes and titles
- Mapping information for superseded units
- Qualification packaging rules

Where equivalence cannot be confirmed, students may be advised to apply for RPL instead.

4.4 Decision and Recordkeeping

- Students receive written notification of the outcome within 10 working days
- Approved Credit Transfers are recorded in the SMS and training plan
- Copies of verified evidence are retained in the student file for audit purposes.
- AVETMISS reporting uses outcome code 60 (Credit Transfer)

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- Records are retained for a minimum of two years after course completion or withdrawal

4.5 Notification to Overseas Students and Fee Charges

Where Credit Transfer reduces course duration:

- A revised CoE is issued (prior to or after visa grant, as applicable).
- Changes are reported through PRISMS in line with National Code requirements.
- No fees are charged for Credit Transfer.
- Where RPL assessment is required, the applicable RPL fee will apply.

4.6 Appeals

Students may appeal Credit Transfer decisions according to the Canberra Valley Institute (CVI) Complaints and Appeals Policy within 10 business days of receiving notification.

5. Responsible person

- Student Support Officer
- Chief Executive Officer (CEO)
- Trainers/Assessors
- Students

6. Review of Policy

Canberra Valley Institute (CVI) will review the *Recognition of Prior Learning (RPL) Policy and Procedure* annually or as needs basis (whichever occurs first).