

AMS RTO Recognition of Prior Learning (RPL) and Credit Transfer Policy

Purpose

Aerodrome Management Services Pty Ltd (AMS) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations 2025, including Division 3 – Recognition of Prior Learning and Credit Transfer (Standards 1.6 and 1.7).

In line with these standards, AMS ensures that students enrolled in Nationally Recognised Training have access to Recognition of Prior Learning (RPL) and Credit Transfer. This policy outlines the AMS process for applying for and assessing RPL and Credit Transfer.

Policy Statement

AMS will:

- Inform prospective and enrolled students that RPL and Credit Transfer are available,
- provide students with access to the relevant policy, process and application forms,
- assess RPL applications through the AMS assessment system,
- assess Credit Transfer applications based on valid evidence of prior completion,
- document all decisions fairly, transparently and consistently,
- maintain records of all applications and outcomes,

Recognition may reduce the amount of training a student needs to complete. Where Credit Transfer is granted, the student will not be required to complete further training or assessment for the recognised unit or module, unless licensing or regulatory requirements prevent this.

AMS ensures that the Recognition of Prior Learning and Credit Transfer processes are fair, transparent and consistently applied.

1 Policy Principles

1.1 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that recognises a learner's existing skills, knowledge and experience gained through formal, non-formal or informal learning.

A student may apply for RPL for any unit(s) of competency or module within a training product that AMS is registered to deliver.

AMS ensures that:

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- AMS implements an assessment system for Recognition of Prior Learning that addresses the assessment criteria for relevant unit(s) of competency.
- RPL assessments are conducted in accordance with the Principles of Assessment (Fair, Flexible, Valid and Reliable).
- Evidence used in RPL must meet the Rules of Evidence (Valid, Sufficient, Authentic and Current).

The AMS Recognition of Prior Learning (RPL) process is as follows:

1. AMS informs prospective students of the availability of Recognition of Prior Learning (RPL) and Credit Transfer prior to enrolment and provides information on how to apply.
2. Students who wish to apply for RPL must complete the relevant application form and submit supporting evidence of their skills, knowledge and experience.
3. A qualified assessor will review the evidence provided and may conduct additional assessment activities where required to determine whether the student meets the requirements of the relevant unit(s) of competency.
4. The assessor will assess the evidence against the requirements of the relevant unit(s) of competency.
5. Students will be advised of the outcome of their RPL application, and the decision will be recorded in the student management system.

1.2 Credit Transfer

Credit Transfer is the process of recognising prior successful completion of an equivalent unit of competency or module. Where prior completion of an equivalent unit or module is demonstrated by AQF certification documentation or an authenticated VET transcript, Credit Transfer will be granted, unless licensing or regulatory requirements prevent this.

The AMS Credit Transfer process is as follows:

1. Students are informed of the availability of Credit Transfer prior to enrolment and during the enrolment process.
2. Students who wish to apply for Credit Transfer must submit certified copies of AQF certification documentation, such as a Statement of Attainment, Qualification, or an authenticated VET transcript obtained through the USI VET system.
3. The RTO will verify the authenticity of the certification provided through the issuing RTO or the Student's USI VET transcript.
4. Where the unit code and title match those listed on the National Register (training.gov.au) and are included on AMS's scope of registration, Credit Transfer will be granted for the relevant unit(s) of competency.
5. Where Credit Transfer is granted, the student will not be required to undertake further training or assessment for the recognised unit(s).
6. Students will be advised of the outcome of their Credit Transfer application, and the decision will be recorded in the student management system.

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Fees

Where fees apply for RPL or Credit Transfer, AMS will advise the student of the applicable fees, costs and charges before enrolment or before payment is required.

Appeals

Students have the right to appeal to RPL or Credit Transfer decisions in accordance with the AMS Complaints and Appeals Policy.

Access and Equity

Students have fair and equal rights to assessment, including Recognition of Prior Learning (RPL) and Credit Transfer Opportunities.

Records Management

Documentation from recognition processes is maintained in accordance with AMS RTO Records Management Policy.

Monitoring and Improvement

Recognition practices are monitored by RTO & Training Lead. Opportunities for improvement will be recorded in our Continuous Improvement and reviewed regularly.

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