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Recognition of Prior Learning and Credit Transfer Policy

1. Policy Statement

1.1 Recognition of Prior Learning

Aspen Medical Pty Ltd RTO #88188 (Aspen Medical Training) does not offer Recognition of Prior Learning (RPL) for Australian Qualifications Framework (AQF) training products being offered for delivery due to:

- a. The training product being a single unit of competency or a short course, or
- b. The training product Application stating: “Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities”, or
- c. The training product having explicit Assessment Conditions that cannot be able to be met via RPL, or
- d. The RTO has determined that RPL of the training product would have limited value to the student, or
- e. A combination of, or all of the above.

1.2 Credit Transfer

Aspen Medical Training offers students the opportunity to apply for Credit Transfer for Nationally Recognised Training Products in accordance with the Standards for RTOs 2025 and Australian Qualifications Framework (AQF) training product requirements.

2. Policy Principles

The following principles will be applied:

- a. Vocational Education and Training (VET) students are offered the opportunity to seek credit transfer and are made aware of the RTO’s policies for seeking credit transfer.
- b. Each Credit Transfer Application will be reviewed in a timely manner and on a case-by-case basis.
- c. 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).
- d. 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.

- e. An application for Credit Transfer does not guarantee that a Credit Transfer will be granted.
- f. Students must be notified of their suitability for Credit Transfer prior to committing to the Credit Transfer process.
- g. Transparent information regarding RPL and Credit Transfer, including this policy, is made publicly available to all prospective students to review before enrolment.
- h. Decisions relating to Credit Transfer may be appealed in accordance with our “AMTAP08 RTO Complaints and Appeals Policy”.
- i. Students will be notified of changes that affect them as soon as practicable.

3. Definitions and Abbreviations

Abbreviation	Definition
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training.
Assessment	The process by which an NVR registered training organisation, or a third-party delivering services on its behalf, collects evidence for the purposes of determining whether a VET student is competent to perform to the standard specified in the training product.
Credit Transfer	A Credit Transfer is the formal recognition and granting of credit toward a qualification for a unit of competency a student has already successfully completed in another accredited course or qualification.
Trainer/Assessor	A trainer or assessor who delivers nationally recognised courses on behalf of Aspen Medical Training.
Recognition of Prior Learning (RPL)	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.
Registered Training Organisation (RTO)	A provider and assessing institution of nationally recognised training which has been registered by the National VET Regulator under the National Vocational Education and Training Regulator Act 2011 to: <ul style="list-style-type: none"> a. deliver and assess nationally recognised training, b. issue nationally recognised qualifications and statements of attainment, and c. apply for government funding to provide VET services.
Standards for RTO's	The standards made under subsection 185(1) of the National Vocational Education and Training Regulator Act 2011, being the Standards for RTOs 2025.
Student	A person undertaking Vocational Education and Training.

Training product	An AQF qualification, a skill set, a unit of competency, accredited short course or module.
VET	Vocational Education and Training.

4. References

- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025
- National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025
- Australian Qualifications Framework - Recognition of Prior Learning
- Outcome Standards Policy Guidance