

Policy Classification:	RT0011
Document Owner:	Compliance Manager
Approved by:	RTO Manager

Version 1.0:	8.04.2025
Review Date:	8.04.2026

Recognition of Prior Learning and Course Credit Policy

Policy Overview

This policy outlines the processes and requirements for Recognition of Prior Learning (RPL) and Course Credit at St George and Sutherland Community College (SGSCC). It ensures that students' prior learning, both formal and informal, is recognized appropriately, and that course credit is granted where applicable, ensuring compliance with regulatory standards.

Purpose and Rationale

The purpose of this policy is to provide a clear framework for assessing and granting RPL and course credit, ensuring that students' previous learning experiences are recognized and valued. This policy aligns with Standards for RTOs 2025 – particularly standard 1.6, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, ensuring that all RPL and course credit processes are conducted transparently, fairly, and consistently.

Procedures and Implementation

1. Application Process

- Students must submit an RPL or course credit application before commencing their course or within the first term of study.
- The application must include evidence of prior learning, such as certificates, transcripts, work samples, and references.
- Applications should be submitted to the SGSCC – RTO Admin through the VETEnrol Portal or email.

2. Assessment of RPL and Course Credit

- An assessor, who holds the relevant qualifications, will review the application and evidence provided.
- The assessment will be based on whether the prior learning aligns with the competencies in the enrolled qualification.
- If additional evidence is required, the assessor will request it from the student within a specified timeframe.

3. Outcome Notification

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- The student will be informed in writing of the outcome of their RPL or course credit application within 10 working days of submission.
- If RPL or course credit is granted, the student's course duration and enrolment details may be adjusted accordingly, and a new Confirmation of Enrolment (CoE) will be issued if applicable.

4. Appeals Process

- Students have the right to appeal the decision if their application for RPL or course credit is denied.
- Appeals must be lodged in writing within 20 working days of receiving the outcome.
- The appeal will be reviewed by an independent panel, and a final decision will be provided within 15 working days of the appeal submission.

5. Recording and Reporting

- All RPL and course credit decisions will be recorded in the student's academic record on Student Management System (VETTRAK)
- For overseas students, any reduction in course duration resulting from RPL or course credit will be reported to the Department of Home Affairs via the Provider Registration and International Student Management System (PRISMS).

Applicability and Responsibilities

This policy applies to all students enrolled in SGSCC courses, including domestic and international students. It is the responsibility of the Student Services team to manage the RPL and course credit process, ensuring compliance with the policy and relevant regulations.

References

- SRT0 2025 Outcome Standards (particularly Standard 1.3)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students (ESOS) Act 2000
- Australian Qualifications Framework (AQF)
- This policy ensures that SGSCC maintains the integrity of its courses while recognizing the diverse experiences and prior learning of its students.

RPL Assessment Process:

