EVANTAA INSTITUTE

ENROLMENT & FEES

Credit & Skills Recognition

Policy & Procedure

Recognising prior study and experience through credit transfer and RPL.

VERSION	EFFECTIVE	PROVIDER
4.0	June 2026	RTO 45866 · CRICOS 04025C

1. Purpose

This policy establishes a structured framework for managing credit and skills recognition at Evantaa Institute Ltd (Evantaa Institute). It ensures that students' prior learning, qualifications, and competencies are recognised in a fair, transparent, and consistent manner.

This policy is developed to ensure compliance with the Standards for Registered Training Organisations 2025, specifically Standards 1.6 and 1.7, ensuring that Evantaa Institute appropriately recognises prior learning, including recognition of prior learning (RPL) and credit transfer (CT), and that students are not required to repeat units of competency where competency has already been demonstrated or previously achieved.

- Evantaa Institute recognises credit and skills recognition as essential mechanisms to support flexible learning pathways, reduce learning duplication, and enable efficient progression through qualifications, while maintaining the integrity of the training product.

2. Scope

This policy applies to all prospective and enrolled students undertaking nationally recognised training delivered by Evantaa Institute Ltd (Evantaa Institute), as well as to all staff involved in the administration, assessment, and decision-making processes related to credit and skills recognition. It covers both Recognition of Prior Learning (RPL), where a student's existing skills, knowledge, and experience are assessed against the requirements of a unit of competency, and Credit Transfer (CT), where previously completed units of competency or qualifications are recognised based on verified AQF certification documentation or authenticated VET transcripts.

3. Policy

Evantaa Institute adopts the following principles in relation to credit and skills recognition:

- Evantaa Institute will provide all prospective and enrolled students with the opportunity to apply for recognition of prior learning and credit transfer prior to enrolment and throughout their course.
- Evantaa Institute will ensure that students are informed of the availability of recognition processes, including application requirements, evidence expectations, timelines, and outcomes.
- Evantaa Institute will recognise AQF certification documentation issued by other RTOs or authorised issuing organisations and will not require students to repeat units where competency has already been achieved, unless restricted by licensing or regulatory requirements.

- Evantaa Institute will ensure that credit transfer is granted based on verified evidence of successful completion of equivalent units of competency, including authenticated VET transcripts or AQF certification documentation.
- Evantaa Institute will ensure that credit transfer is applied only to whole units of competency that meet the packaging rules of the qualification and will not grant partial credit.
- Evantaa Institute will ensure that students granted credit transfer are not required to undertake additional training or assessment for those units of competency.
- Evantaa Institute will ensure that recognition of prior learning is conducted as a formal assessment process that evaluates a student's prior skills, knowledge, and experience against the requirements of the unit of competency.
- Evantaa Institute will ensure that RPL decisions are based on sufficient, valid, authentic, and current evidence and are conducted in accordance with the assessment system.
- Evantaa Institute will ensure that students are provided with appropriate guidance and support throughout the recognition process, including assistance in identifying and gathering suitable evidence.
- Evantaa Institute will ensure that all recognition outcomes are documented, recorded, and communicated clearly to students.
- Evantaa Institute will ensure that granting of credit or RPL is reflected in training plans, course duration, and fee structures where applicable.
- Evantaa Institute will ensure that any reduction in course duration for international students is managed in accordance with regulatory requirements, including updating PRISMS where applicable.
- Evantaa Institute will ensure that recognition processes are applied consistently and fairly across all students.
- Evantaa Institute will use credit and recognition processes as part of continuous improvement to support flexible learning pathways and enhance student outcomes.

4. Procedures

1 Information and Application

- Administration staff must inform students of the availability of credit transfer and RPL during pre-enrolment and enrolment processes.
- Students must submit a completed Credit and Skills Recognition Application Form along with relevant supporting documentation.
- Administration staff must ensure that students are provided with clear guidance on application requirements and evidence expectations.

- Administration staff must review applications for completeness and request additional information where required before processing.
- Administration staff must review applications for completeness within five (5) working days of receipt and request additional information where required.

2 Credit Transfer Verification and Assessment

- Administration staff must verify the authenticity of all documentation, including AQF certification documentation and authenticated VET transcripts.
- Administration Staff must assess the equivalence of units based on unit codes, titles, and training package requirements.
- Where equivalence is unclear, staff must conduct mapping or seek further clarification.
- Credit transfer must only be granted for full units of competency that meet the packaging rules of the qualification.
- Administration staff must ensure that credit is not granted where licensing or regulatory requirements prevent recognition.

3 Recognition of Prior Learning (RPL)

- Students must indicate their intention to apply for RPL and provide relevant supporting evidence.
- Trainers or assessors must provide guidance on RPL requirements, including evidence expectations and timelines.
- Qualified and authorised assessors must conduct RPL as a formal assessment process in accordance with the assessment system.
- Assessors must review evidence and may use additional methods such as questioning or competency discussions where required.
- Assessors must make competency decisions based on the evidence provided and document outcomes clearly.
- Assessors must ensure that all RPL assessments comply with the principles of assessment and rules of evidence.
- Where competency is not demonstrated, the assessor must provide feedback and advise on further training or assessment options.

4 Outcome and Communication

- Administration staff must notify students in writing of the outcome of their credit or RPL application, including units granted or not granted and reasons where applicable.
- Administration Staff must ensure that outcomes are reflected in the student's Training Plan and enrolment records.

- Administration staff must ensure that any impact on course duration and fees is communicated clearly to the student.
- For international students, administration staff must ensure that PRISMS is updated where required.
- Administration staff must notify students of the outcome of their credit transfer or RPL application within ten (10) working days of receiving a complete application.
- Students must be informed of their right to appeal the outcome in accordance with Evantaa Institute's Complaints and Appeals Policy and Procedure.

5 Recording and Documentation

- Administration staff must ensure that all credit transfer and RPL outcomes are accurately recorded in the Student Management System and student files.
- Staff must ensure that records are securely maintained and comply with record- keeping requirements.
- Documentation must be available for audit and regulatory review.

6 Continuous Improvement and Monitoring

- The Campus Manager must review credit and recognition processes regularly to ensure consistency, fairness, and compliance.
- Staff must identify and record any issues, trends, or opportunities for improvement in the Continuous Improvement Register.
- Management must monitor the effectiveness of recognition processes and implement improvements where required.

5. Variations

Evantaa Institute reserves the right to modify this policy as necessary to comply with legislative changes or organisational needs.

Document Control

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