

# Advanced Standing Policy

## 1. Purpose

The purpose of this policy and procedure is to provide students with the opportunity to apply for advanced standing in their enrolled qualification or units of competency. Advanced standing may be granted through recognition of prior learning or credit transfer, acknowledging students' previous studies, skills, and experience. This process ensures that equivalent units of competency or training products already achieved are recognised and appropriately applied toward the student's current course of study.

## 2. Key Definitions

- **Advanced standing**- Advanced standing is the formal recognition of a student's prior learning and achievements that may reduce the time or number of units required to complete a qualification. It is typically granted through Credit Transfer (CT) or through Recognition of Prior Learning (RPL)
- **Assessment** – The structured process of gathering evidence and making judgements about whether competency has been achieved. Assessment confirms that an individual can perform to the standard required in a training package or a VET accredited course.
- **Training Package** – A nationally endorsed document that sets out the competencies required by specific industries and occupations and outlines how these can be packaged into nationally recognised qualifications aligned to the Australian Qualifications Framework (AQF).
- **Training Product** – An AQF qualification, skill set, unit of competency, accredited short course, or module.
- **Recognition of Prior Learning (RPL)** – RPL is a method of assessment that evaluates a student's existing knowledge and skills gained through formal, informal, or non-formal learning to determine whether they meet the assessment requirements of a unit of competency.
- **Credit Transfer (CT)** – The recognition of equivalent training products previously completed by a student, supported by AQF certification documentation or an authenticated VET transcript. Credit transfer allows Units of Competency already achieved to count toward a qualification when those units form part of the requirements
- **Equivalent Unit of Competency** – A current or superseded unit of competency listed on the national training register ([training.gov.au](http://training.gov.au)) as being equivalent to the unit it replaced when a training package and unit was updated.

## 3. Policy Statement

### 3.1 Recognition of Prior Learning (RPL) guidelines

- All students enrolled in a qualification or course at Illoura College are entitled to apply for RPL.
- RPL will only be considered for units of competency or qualifications that fall within Illoura College's current scope of registration.
- Students are encouraged to submit RPL applications prior to commencing their training program. This ensures efficient pathways to competence and avoids unnecessary duplication of training.
- Students who are already enrolled in a training program may apply for RPL at no additional charge
- All RPL assessments must be conducted in accordance with the Principles of Assessment and the Rules of Evidence.

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- RPL may be applied to full units of competency.

### 3.2 Evidence requirements for RPL

All RPL evidence is evaluated against the following rules of evidence. Evidence must be sufficient, meaning it provides enough proof to demonstrate the required competency; valid, meaning it is directly relevant to the unit of competency; **authentic**, meaning it can be verified as the student's own work; and current, meaning it reflects skills and knowledge that are up to date and still applicable in the workplace. For Illoura College, currency is considered evidence that has been developed within 2 years from date of RPL application.

Like assessment, RPL is a process of collecting evidence and making a professional judgement about whether a student has achieved the required competencies. Judgements are based on evidence provided by the student that demonstrates skills and knowledge previously gained through work, study, life, and other experiences. Evidence must also show that the student can transfer or adapt this competence to the context of the intended workplace or industry.

Evidence submitted for RPL may include, but is not limited to:

- Work records;
- Records of workplace training;
- Assessments of current skills and/or knowledge
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these evidence types, on their own, may not be sufficient to demonstrate competence. However, when combined with other forms of evidence, they can build a strong case for competency. We also reserve the right to require students to complete additional practical assessment activities to confirm the currency and validity of their skills and knowledge.

### 3.3 Credit Transfer (CT) Guidelines

- If Illoura College is the issuing RTO, credit will be automatically applied as part of the enrolment process students are not required to submit a separate application.
- Credit transfer will only be considered for units of competency that form part of a qualification or skill set on Illoura College's current scope of registration, and are permitted under relevant licensing, regulatory, and training product requirements.
- Illoura College may grant credit transfer for units completed at another RTO, even where the original qualification or training product is not on Illoura College's scope, provided that:
  - The unit forms part of a qualification or skill set on Illoura College's scope.
  - The credit transfer is applied in line with the packaging rules of that qualification or skill set; and

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- Authentic evidence of achievement is supplied and verified, either through the USI transcript service or a certified copy of the Statement of Attainment/Qualification.
- Students are encouraged to submit applications for credit transfer prior to course commencement (except in cases where credits are applied automatically by Illoura College as above).
- A fee of \$250 applies for processing each credit transfer application for new students.
- No fee is charged for existing Illoura College students seeking credit transfer when progressing from one course to another within the College.
- Credit transfer can only be granted for full units of competency. Partial credit will not be issued.
- Credit transfer may only be issued where the student is enrolled in at least one other unit of competency in which they are undertaking training or seeking recognition. Students may not enroll solely for credit transfer purposes.
- The granting of credit transfer is based solely on the equivalence of units previously awarded. Where a student applies for a unit with a different title or code, Illoura College will confirm equivalence through [training.gov.au](https://training.gov.au) or relevant mapping documentation before granting CT.

### 3.4 Evidence requirements for Credit Transfer

To support a credit transfer application, applicants must provide either electronic or hard copy evidence of previously completed units of competency.

For units awarded prior to 1 January 2015, or where a unit is not yet recorded in the USI system, applicants must present a Statement of Attainment **or** Qualification Record of Results that meets the compliance requirements of Standards 7 and 8 of the Standards for RTOs 2025. These documents must be authentic and either submitted as certified true copies (signed by a Justice of the Peace or equivalent) or presented as originals, from which the College will obtain a certified copy.

### 3.5 Verifying the Authenticity of Credit Transfer Evidence

Verification is done by the following steps:

- Contact the issuing RTO by email and request to authenticate a certificate they have issued. The evidence received via email should be saved in the student's file.
- This evidence together with the certificates and the credit transfer application should be retained securely on the student's file.
- If authentication cannot be achieved, inform the student. Advise the student to contact the RTO directly.
- If the issuing training organisation is no longer registered and cannot be contacted, the College may utilise the national regulator's service to authenticate training products issued by closed RTOs. The admission manager to advise the students on how this service can be accessed at the following link. The student should also be advised that confirmation via this service could take three to four weeks. <https://www.asqa.gov.au/students/student-record>

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### 4. Procedure for RPL

#### 4.1 Inform students of RPL process.

Illoura College's admission team will provide prospective students with sufficient information about opportunities for alternative pathways through Recognition of Prior Learning (RPL) and the processes involved. Information on RPL is made available to students through the Student Handbook and College website.

#### 4.2 Expression of Interest

Students seeking RPL should submit an expression of interest to Illoura college via [admissions@illoura.edu.au](mailto:admissions@illoura.edu.au). The admissions team will assess student's eligibility within 21 Working days. The eligible student will be provided with a RPL application kit and required to submit the supporting evidence.

#### 4.3 Students compile evidence and complete RPL submission.

Students compile RPL evidence using the RPL Kit and submit application.

#### 4.4 Application check and

Admissions team checks RPL submission for completeness and create a student RPL file and provides the student RPL file to the assessor for review.

#### 4.5 Review RPL evidence

The assessor reviews the student's evidence against the requirements of the unit. If any gaps are identified, the assessor may request additional supporting evidence, conduct an interview or verbal questioning, arrange a practical assessment, or recommend targeted gap training to ensure the student meets all competency requirements.

#### 4.6 Notify students of assessment outcome

The assessor will provide the student with written feedback outlining the outcome of the RPL application. This feedback will clearly identify any gaps that were found during the assessment and will also include information about the procedure for lodging an appeal if the student is not satisfied with the outcome.

#### 4.7 Appeal

If not satisfied, the student may lodge an appeal within 21 Calendar days in accordance with the complaints and Appeals Policy

#### 4.8 Record outcome and issue certificate

Record outcome in the student management system. Issue Statement of Attainment or Qualification in accordance with Certification Policy (subject to fees being paid).

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### 4.9 Review RPL process

After completion, assessor reviews RPL process, provides feedback, and raises CIR entry in Illoura College's Quality and Compliance Management System (QCMS) if improvements are required.

## 5. Procedure for Credit Transfer

### 5.1 Provide information to students on credit transfer.

Illoura College's admission team will provide prospective students with sufficient information about Credit Transfer (CT) and the processes involved. Information on CT is made available through the Student Handbook and College website.

### 5.2 Applying for Credit Transfer

To apply for CT, applicants must complete and submit a Credit Transfer Application Form with the enrolment form, along with evidence of their AQF certification documentation or authenticated VET transcript.

Evidence may be provided by:

- Granting the College access to the applicant's USI transcript, or
- Submitting a certified copy of the qualification, record of results, or Statement of Attainment.
- Students are encouraged to submit applications prior to enrolment, however, Illoura College will also accept CT applications after enrolment. In such cases, each application will be reviewed on a case-by-case basis.

### 5.3 Automatic Credit Transfer for Internal Students

Where Illoura College has previously issued the unit(s) of competency, the CT will be automatically applied as part of the enrolment process, without requiring a separate application form from the student.

### 5.4 Determine whether Illoura college can grant credit transfer.

Upon receiving a CT application, Illoura College will verify the student's USI transcript or qualification/statement of attainment to confirm that the units of competency are equivalent on the National Training Register ([training.gov.au](http://training.gov.au)).

CT will only be granted for equivalent units of competency successfully completed at another RTO.

Illoura College may grant CT for units from qualifications not on its own scope, provided that the unit forms part of a qualification or skill set on Illoura College's approved scope, and the credit is applied in line with packaging rules.

All evidence must be thoroughly checked for authenticity before approval.

### 5.4 Save Credit Transfer Evidence.

Copies of the USI transcript and/or verified copies of qualifications and statements of attainment used to grant credit transfer must be securely retained on the student's file as evidence of the decision.

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## 5.5 Sign and Save Credit Transfer Application Form.

The completed credit transfer application form must be signed by the student and Illoura College’s admission manager and retained on the student’s file at Illoura College.

## 5.6 Notify Students of Outcome.

Students will be notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through credit transfer in accordance with certificate issuance policy.

## 6. Related documents and forms

### Related Policies

- Enrolment Policy
- Certificate Issuance Policy
- Complaints and Appeals Handling Policy
- Student support Policy
- Continuous Improvement Policy

### Related Forms

- Credit Transfer Application Form
- Enrolment Form
- RPL Application Kit
- Continuous Improvement Report
- Assessment Appeal Form
- Complaints and Appeals Register
- Appeals Response Letter

### Other documents

- Student Handbook

## 7. Policy Information

Policy Area	Training and Assessment
Policy Version	V 1.0
Date of Effect	July 2025
Review Schedule	July 2026
Applicable Standards	<ul style="list-style-type: none"> <li>• Outcome Standards for RTOs 2025 – Standards - 1.3, 1.4, 1.6, 1.8</li> <li>• National code of practice for Provider of Education and Training to Overseas students 2018- Standards - 2</li> </ul>



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Responsibility	<ul style="list-style-type: none"><li>• Director of Studies</li><li>• Admissions Manager</li></ul>
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