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Student Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy and Procedure

Overview

This document explains how you can seek recognition for your existing skills and qualifications through **Recognition of Prior Learning (RPL)** and **Credit Transfer (CT)** at Builders Academy Australia (BAA). These pathways can help you avoid repeating what you already know and move more efficiently through your course.

- **RPL** allows your work experience, informal learning, or past study to be assessed against the requirements of your current course.
- **CT** is available if you've already completed the **same unit** with another registered training organisation.

While both options are designed to support your learning, it's important to understand that **RPL and CT are subject to rules** — including limits on how much of your course can be recognised, and how recognition may affect your enrolment or training delivery.

This guide explains:

- How to apply for RPL or CT
- What evidence you'll need
- When RPL or CT may affect your eligibility to enrol
- What to expect if additional training is required

We recommend reading the full guide and speaking with your course advisor if you have questions about your eligibility or the best pathway for your goals.

How to Get Started

You can apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT) at any time during the enrolment process—ideally before your course begins. If you have not already submitted an RPL application, BAA will ask about your prior experience and previous training during the enrolment process. If it seems like RPL may be suitable based on this information, we will discuss this option with you and guide you through the next steps.

We encourage you to express your interest in CT and RPL early so we can ensure the best support and most efficient pathway for your training.

Please also read the sections below, which explain the key rules and conditions for CT and RPL, including:

- When RPL or CT may limit your eligibility for enrolment
- How CT affects RPL limits (for some funded programs)
- The importance of experience and evidence when applying for RPL
- Attendance expectations when RPL applies only to part of a clustered module

We'll assess your eligibility for **Credit Transfer (CT) first** and then explore **Recognition of Prior Learning (RPL)** for any remaining units that aren't covered by previous formal study. You may enrol in a course and also seek RPL assessment at the same time for eligible units.

Understanding Credit Transfer (CT)

Credit Transfer (CT) is a straightforward process — it doesn't require additional training or reassessment.

Credit Transfer allows you to get credit for units you've already completed with another Registered Training Organisation (RTO) or other recognised provider.

- If you've previously completed the same unit (exact same code and title) that appears in your current course, you are eligible for CT for that unit.
- If you've completed a superseded and equivalent unit you may be eligible for CT. BAA uses a CT form that lists the superseded and equivalent unit of competency available for CT. Providing CT for units superseded (and equivalent) more than once is at management discretion and this is reflected by the units listed on the CT form.

However, CT isn't always without limitations — especially if you've already completed a large portion of a qualification this way. You'll find important rules below about how CT might affect your eligibility for enrolment or RPL.

- CT is granted where valid evidence is provided
- CT may affect whether you're eligible for additional RPL in some courses
- If you've completed **most of a qualification** through CT, we may not be able to enrol you — especially if there aren't enough units left for meaningful training, or we're unable to offer those remaining units individually

You'll find more detail about this in the sections below or by speaking to your course advisor

Important Notes:

- CT results will appear on your student record and are included in your final outcome for the qualification
- There are **no fees** for applying or being granted CT
- CT won't be granted for units that have been superseded by non-equivalent versions or deleted from the National Training Register

- CT is usually assessed during your **enrolment** or **Pre-Training Review (PTR)** — we recommend submitting evidence early to avoid repeating units

Understanding RPL

Recognition of Prior Learning (RPL) allows you to have your previous work experience, informal learning, or formal education assessed against the requirements of your current course. Please note that fees apply for RPL assessment. If successful, you may be granted RPL for one or more units based on your experience — which means you won't need to complete the full training or assessment for those units.

However, RPL isn't automatic — there are some important rules to be aware of:

- We have set minimum experience benchmarks and can discuss these with you
- There may be limits on how much of your course can be completed through RPL (particularly for students in apprenticeships or traineeships)
- You'll need to provide strong evidence of your past experience
- In some cases, it might be easier or more appropriate to complete the unit through training — especially where RPL applies only to part of a cluster of units
- Where a unit has pre-requisite unit requirements you must satisfy those requirements prior to applying for RPL assessments unless the pre-requisite unit is included in your RPL assessment.

You can find full details below or speak with your course advisor to discuss your eligibility.

The Credit Transfer (CT) Process

We'll verify your documentation through the issuing organisation or the USI system. If the unit is an exact match, CT will be granted.

1. **Identify eligible units** — you or your course advisor will check which units from your previous study match those in your new course
2. **Provide documentation** — this could be an official transcript or a USI-authorised release
3. **Verification** — we'll confirm your records through the issuing RTO or USI Portal
4. **Outcome** — once verified, CT is granted for approved units (no reassessment required)
5. **Records updated** — your CT will be documented in your training plan and student file. These CT results will also appear on your student record and contribute toward completion of your qualification.

If you're unsure whether you're eligible for CT, talk to your course advisor. We're here to help you avoid repeating what you've already successfully completed.

The RPL Assessment Process

BAA uses a streamlined digital platform to support students through the RPL process. The journey is structured into the following key steps:

Step 1 –

Guided Registration

If you let us know you are interested in enrolling in RPL we'll send you a **RPL Evidence Guide & Questionnaire** to complete which helps us understand your experience and what units you may be able to apply for. We'll call you to complete your registration.

Register Online (Fee for Service students only)

You can begin your RPL journey by registering through VETenrol. You'll need to provide your details and complete a qualification-specific RPL Self-Assessment which helps us understand your experience and what units you may be able to apply for. We'll call you to assist with the next steps.

Step 2 – Course Advisor Review

A Course Advisor will go over your self-assessment, explain the RPL Assessment process in more detail, and identify which units are suitable for RPL Assessment. They'll also discuss your motivation and explain any applicable fees.

Step 3 – Pre-Training Review

If you choose to proceed, your Course Advisor will conduct a Pre-Training Review, which includes reviewing your experience and education. They'll confirm the units you'll proceed to have assessed via RPL, check your eligibility for funding, and explain any additional training requirements and fees.

Step 4 – Finalise Enrolment

Our Enrolments Team will collect your documents, issue your Program Services Agreement and invoice, and finalise your enrolment. Once complete, you'll be given access to our Learning Management System (Canvas) with your RPL units ready to begin.

Step 5 – Induction in Canvas

When you first log in to Canvas, you'll watch induction videos that explain how to navigate the platform and complete your RPL units, including how to upload **evidence**.

Step 6 – Upload Resume

Submit a current resume to help confirm your industry experience and support your application.

Step 7 – Add Referees

Provide at least two referees who can verify your experience and the evidence you provide. You'll also be asked to give permission for BAA to contact them.

Step 8 – Upload Evidence

For each unit, you'll upload supporting evidence such as documents, photos, videos, and written responses. You'll also be given tools like checklists and video guides to assist.

Step 9 – Assessor Review

Your assessor will review all submitted evidence and contact you for a competency conversation and may request more evidence. If any competency gaps are identified, we'll determine whether gap training or full unit delivery is required and discuss the next steps with you.

Step 10 – RPL Outcome and Qualification Issued

After all assessments are finalised, you'll be told the outcome for each unit. If you've completed all required units for your qualification, you'll receive a certificate. If not, you'll get a statement showing the units granted.

Guidance is provided through an evidence checklist and video instructions.

Step 8 – Assessor Review

A qualified assessor will review all submitted materials. You may be asked to provide further evidence or participate in a discussion about your experience.

Throughout the process, you will have the support of a dedicated Student Success Coach who can answer your questions and help you stay on track.

RPL and Credit Transfer Rules

To maintain the integrity of training and assessment, ensure consistent delivery, and meet funding and contractual obligations, the following rules apply to the use of Recognition of Prior Learning (RPL) and Credit Transfer (CT).

When You May Not Be Able to Enrol Due to Credit Transfer

If you've already completed a large part of a qualification through **Credit Transfer (CT)**, we may not be able to enrol you into the full course. This applies whether you're applying for a government-funded place or a fee-for-service (FFS) enrolment.

We may not be able to proceed with your enrolment if:

- There wouldn't be enough training or assessment left for us to deliver in a meaningful way;
- Your CT covers **most of the qualification** (for example, more than 80%), leaving only a few units to complete;
- The remaining units are delivered as part of a group or **cluster** and can't be delivered individually.

If this applies to you, we'll discuss your options. In some cases, we may offer a **fee-for-service enrolment** instead of a funded place — especially if enrolling in a funded program could impact your **future eligibility** for government-subsidised training.

If you're an **apprentice or trainee**, you may be given more flexibility, since your training contract requires completion of the full qualification. We'll take this into account and explore alternative options with you.

We make these decisions carefully, considering the course structure, delivery options, and funding and compliance requirements — and always with your best interests in mind.

RPL Limitation – Apprenticeships, Traineeships, and Funded Students

If you’re completing your course as part of an **apprenticeship, traineeship, or a government-funded program** (such as Skills First), there are limits on how much of your qualification we will recognise through RPL.

To maintain the integrity of training and ensure active participation, our policy limits RPL to a **maximum of 50% of the qualification** for these students.

Application Rules:

- **Credit Transfer (CT)** must be granted in full where valid AQF certificates are provided — even if that puts your total recognition over 50%.
- **Any CT you receive will reduce the amount of RPL we can grant.** For example, if CT makes up 20% of your course, RPL is limited to a maximum of 30%.
- If your CT already covers **50% or more** of the qualification, we can’t approve any additional RPL.
- **For Apprentices/Trainees, RPL is only available for experience gained before your current apprenticeship or traineeship** — we can’t grant RPL for experience gained while completing your current training contract.

Example – CT and RPL Combinations

The table below shows how Credit Transfer (CT) counts toward the 50% maximum allowed for recognition. CTs are granted in full, and any RPL awarded must fit within the remaining portion of that 50%.

CT Granted Max RPL Allowed Total Recognition RPL Permitted?

20%	Up to 30%	50%	<input checked="" type="checkbox"/> Yes
45%	Up to 5%	50%	<input checked="" type="checkbox"/> Yes
50%	0%	50%	<input checked="" type="checkbox"/> No RPL
60%	0%	60%	<input checked="" type="checkbox"/> No RPL

Exceptional Circumstances

In some cases, we may consider granting RPL above 50%, such as when:

- You have substantial, recent, and relevant experience clearly aligned with the qualification; and
- The rules of the training package, funding contract, or licensing authority allow it.

We assess these situations on a case-by-case basis and will only approve them where there’s strong evidence and a valid reason.

RPL Evidence Requirements and Discretion

To apply for Recognition of Prior Learning (RPL), you’ll need to show that you already have the skills and knowledge covered by the units in the course. This is done by providing clear, valid, and current **evidence** — like examples of your work, qualifications, references, or records from the job site.

For most qualifications, this means you need a **strong level of industry experience**. For example, if you're applying for full RPL in **CPC30220 Certificate III in Carpentry**, you'll usually need at least **5 years of relevant experience**.

If you don't have enough experience, it's unlikely you'll be able to provide the type or amount of evidence needed — and we want to make sure you don't invest in a process that may not lead to a successful result.

That said, we know every learner is different. We'll look at each application individually and may consider other factors, like the **recency of your work**, **how broad your experience is**, and the **strength of the evidence** you provide.

Clustered Delivery – RPL Rules and Participation Requirements

If your course is delivered in **clusters or modules**, this means multiple units are taught and assessed together as part of a single integrated learning experience — even if you've received CT for some of the units.

Tip: It's completely fine to receive **Credit Transfer (CT)** for some units in a cluster — this won't cause any issues. But if you apply for **RPL** for only some clustered units, you may end up doing extra work: attending training for the remaining units and completing the RPL process in addition to attending classes.

If you apply for RPL for **some units in a cluster**, and plan to complete the remaining units through full unit delivery, the following rules apply:

- You must attend **all scheduled training sessions** for the entire cluster to complete the remaining units.
- You must complete all assessments for the entire cluster to complete the remaining units.

For this reason, we strongly recommend that you **only apply for RPL for clustered units if you're eligible for all units in the cluster (via RPL or CT)**. This helps avoid extra attendance requirements and ensures the delivery model works as intended. Your course advisor will let you know if your RPL unit selection is impacted by clustering.

If this doesn't suit your situation, please speak to your **course advisor**. In some cases, there may be a **non-clustered delivery option** (like self-paced or online learning) that lets you complete the remaining units individually — without attending full clustered delivery.

If you are seeking an RPL only pathway however you do not need to apply for full clusters as you will not be attending or completing assessments for remaining units.

What if I have not provided enough evidence for RPL

Following the assessor's review, if there are gaps in your evidence for one or more units, your assessor has some further options before finalising your results.

Your trainer can request more evidence and then reassess you, offer you gap training or suggest enrolment in full unit delivery.

Request More Evidence

If there are gaps in your knowledge or skills evidence your trainer will first give you an opportunity to provide further evidence. They will discuss this option with you and reassess your RPL once you have provided it. There is no fee to accept the opportunity to provide more evidence and you can still achieve RPL if you submit the evidence required.

Offer Gap Training

Gap training is offered when your assessor identifies that you have demonstrated some, but not all, of the required skills or knowledge for a unit of competency. It is designed for small, specific gaps where you are very close to meeting the full requirements for the unit. Gap training is a way to help you fill the gap and then conduct reassessment.

You may be eligible for gap training if:

- You meet most of the unit requirements but need minor training to close specific gaps
- The total time to address these gaps is less than 3 hours
- No more than 40–50% of the unit needs to be addressed
- A competency conversation and evidence review show your gaps are limited to one or two areas (e.g. a missing skill, document, or knowledge point)
- BAA can offer the required training via short delivery options (e.g. coaching, simulation, site support)

Gap training is not suitable if:

- Your evidence does not align with a significant portion of the unit
- You have little or no valid evidence
- The training required is extensive and equivalent to full unit delivery

If you are eligible, BAA will prepare a personalised Individual Gap Training Plan (IGTP) that outlines the specific competencies you need to develop. This plan will also specify how the training will be delivered and what evidence will be collected.

You will be asked to review the proposed plan and select one of the following options:

- Proceed with gap training
- Decline gap training and withdraw your RPL application

If you decline gap training your RPL assessment is completed without granting RPL in the unit where there is a gap.

You may choose to reapply for RPL later after gaining more experience, or you may seek enrolment in full unit delivery, if it is available, to complete the competency through structured delivery.

Fees for gap training are:

- Proportional to the scope and duration of identified training
- Confirmed in writing before training begins
- Not eligible for additional Skills First funding if RPL funding was already applied

Full Unit Delivery

You may be offered full unit delivery where RPL was not granted. This means you will complete the full unit of competency through structured training and assessment activities with BAA.

Full unit delivery may be recommended when:

- Your RPL evidence does not meet a significant portion of the unit requirements
- The training needed would take longer than 3 hours or cover more than 50% of the unit
- Your assessor determines that you require more comprehensive support to achieve competency
- BAA offers the unit in a suitable format for your enrolment type

You will be provided with information about what the training involves, the time commitment, and the applicable tuition fees. Before proceeding, you will be asked to confirm your enrolment and agree to the delivery plan.

Please note:

- Non-apprentices and non-trainees are not eligible for full unit delivery in courses delivered exclusively via apprenticeship or traineeship arrangements.
- Undertaking a unit via our self-paced program is also considered full unit delivery.

Fee Information

There are no fees for Credit Transfer (CT) Applications. Fees apply to RPL Assessment as per the below. Refer to the Fees, Charges and Refunds Policy for information on refunds.

You may be eligible for government subsidised training through the Skills First program. This subsidy contributes to RPL Assessment but does not cover all expenses. Students are responsible for remaining fees and any applicable charges.

Refer to the published Fees Listing on our website: buildersacademy.edu.au/fees.

Fee Type	Description
RPL Assessment Fee – Fee For Service	Charged per unit or full qualification. The full qualification fee and per unit fee is published in the Fees Listing on our website. Fees are subject to change and will be confirmed with you at enrolment.
RPL Assessment Fee – Skills First Funded	Charged per unit. Calculated at a \$ per nominal hours rate which is published in the Fees Listing on our website. The total fees payable will be confirmed with you at enrolment. Dependant on the qualification, the subsidy may cover the entire RPL Assessment Fee or you may have a balance to pay.
Reassessment Fees	May apply if additional assessment is needed after initial review.
Gap Training Fees	Quoted based on the amount of training required once RPL Assessment is completed. For refund purposes Gap Training Fees are considered to be tuition fees.

Fees may be refundable as per the *Fees, Charges and Refunds Policy*.

Reference Documents

This document should be read alongside the BAA Fees, Charges and Refunds Policy and the BAA Entry Procedure. These documents provide important details about your financial obligations, eligibility for subsidised training, the enrolment process, and your rights and responsibilities as a student.

To request a copy or learn more, please contact us or view the policies on this webpage: buildersacademy.edu.au/baa-academy-links-and-documents