

Recognition of Prior Learning (RPL) & Credit Transfer Guide

Your Guide to Gaining Credit for What You Already Know

Policy Reference

This information is provided in accordance with the RTO Standards 2025 (Clauses 1.12-1.13), the ESOS Act 2000, National Code 2018 (Standard 7), and the Australian Qualifications Framework (AQF). Brighton Institute of Technology (BIT) is committed to recognising all prior learning and providing fair, consistent, and evidence-based assessment of RPL and credit transfer applications.

Part 1: Overview

1.1 What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is a formal assessment process that evaluates the skills and knowledge you have gained through your work experience, life experience, informal learning, and/or previous training — regardless of where or how that learning took place.

If you can demonstrate that you already meet the required competency standards for a unit or qualification, you may not need to complete the full training program. RPL gives you credit for what you already know and can do.

1.2 What is Credit Transfer?

Credit Transfer (CT) is a formal process that provides students with credit towards their current course based on the successful completion of identical or equivalent units of competency from a nationally recognised qualification completed at a Registered Training Organisation (RTO) in Australia.

Credit Transfer is based on documentary evidence of previously completed qualifications or statements of attainment. Unlike RPL, Credit Transfer does not require a new skills assessment — it is a direct recognition of prior formal study.

1.3 Key Differences at a Glance

Feature	RPL	Credit Transfer
Based on	Skills, knowledge, and experience	Prior formal qualifications / statements of attainment
Evidence required	Portfolio, demonstration, interview	Certified transcript or statement of attainment
Where learning happened	Anywhere (work, life, informal)	An Australian RTO (nationally recognised)
Assessment involved	Yes — competency assessed by a trainer	No — administrative verification only
Cost	Application fee may apply (inquire at office)	No charge

Feature	RPL	Credit Transfer
Processing time	Up to 20 business days	Up to 10 business days

Part 2: Recognition of Prior Learning (RPL)

2.1 Who Should Apply for RPL?

You may be a strong candidate for RPL if you:

- Have worked in the automotive, hospitality, cookery, or a related industry for 2 or more years
- Have completed informal or non-accredited training (e.g. workplace training, industry workshops)
- Hold overseas qualifications that are not directly equivalent to an Australian qualification
- Have life experience that has built competency relevant to your course units
- Have previously studied a qualification but did not complete it or cannot obtain records

2.2 What Can RPL Be Applied To?

RPL can be applied to one or more units of competency within any qualification offered by BIT, including:

- Certificate III and IV in Automotive Body Repair Technology (AUR32120, AUR40720)
- Certificate III in Light Vehicle Mechanical Technology (AUR30620)
- Certificate IV in Automotive Mechanical Diagnosis (AUR40216)
- Diploma of Automotive Management (AUR50116)
- Certificate III in Commercial Cookery (SIT30821)
- Certificate IV in Kitchen Management (SIT40521)
- Diploma and Advanced Diploma of Hospitality Management (SIT50422, SIT60322)

2.3 The RPL Application Process

BIT follows a structured, fair, and transparent RPL assessment process aligned with the Standards for RTOs 2025. The process has five stages:

Stage 1: Initial Enquiry and Self-Assessment

Contact BIT's Student Services or speak with a trainer to discuss your RPL eligibility before formally applying. You will be provided with a Self-Assessment Checklist for each unit you wish to apply RPL against. This checklist maps your experience against the unit's performance criteria and allows you to gauge your readiness before committing to a formal assessment.

Stage 2: Submit Your RPL Application

Complete and submit the RPL Application Form (available on our Forms & Policies page or at reception). Your application must include:

- Completed RPL Application Form
- Completed Self-Assessment Checklist for each unit
- Evidence portfolio (see Section 2.4 for guidance on evidence types)
- Copies of any relevant certificates, licences, or qualifications (certified copies required)
- Current resume/CV detailing your work history

Applications are submitted to the Student Services Officer at reception or emailed to info@bit.edu.au with the subject line 'RPL Application (Your Name) — (Course Name)']'.

Stage 3: Assessor Review and Gap Analysis

A qualified assessor will review your application and evidence and conduct a gap analysis to identify which units of competency your evidence fully covers, partially covers, or does not cover.

You will be contacted to discuss the outcome of the gap analysis and, where gaps exist, you may be offered:

- A practical demonstration or work skills assessment
- A structured interview or professional conversation
- Supplementary written questions
- Observation of your practical skills in the workshop or kitchen

Stage 4: RPL Assessment Decision

Following the assessment, the assessor will make a competency decision for each unit: Competent (C) or Not Yet Competent (NYC). You will receive a written outcome letter within 20 business days of submitting a complete application.

Stage 5: Outcome and Enrolment Adjustment

If RPL is granted for one or more units, your study plan will be adjusted accordingly. You will only be required to enrol in and complete the units for which RPL was not granted. Your qualification will be issued on the same basis as any other student — there is no distinction on the certificate between units completed by RPL and units completed by standard training.

2.4 Types of Evidence You Can Submit

Evidence must be Valid (relevant to the unit), Sufficient (enough to demonstrate full competency), Authentic (genuinely yours), and Current (generally within the last 1-3 years, though older evidence may be accepted case by case). Acceptable evidence types include:

Evidence Type	Examples
Employment records	Payslips, employment contracts, position descriptions, letters from employers
Work samples	Photos of completed work, logbooks, job cards, customer records, menus you have designed
Licences & certificates	Trade licences, food handler certificates, first aid certificates, industry awards
References	Statutory declarations or detailed references from supervisors or employers
Overseas qualifications	Certified translations and copies of transcripts from overseas institutions
Third-party reports	Written reports from supervisors or colleagues observing your work performance
Interview / demonstration	Practical demonstration of skills in BIT's workshop or kitchen environment

2.5 RPL Fees

Important — No Fee for Initial Self-Assessment

The initial self-assessment consultation and guidance is provided free of charge. A fee may apply for the formal RPL assessment process depending on the number of units assessed. Please contact BIT's Student Services for the current RPL fee schedule. RPL fees are not covered by your course tuition and are payable at the time of application.

2.6 Outcome — What Happens If RPL Is Not Granted?

If your RPL application is unsuccessful for a unit or units, you will be required to complete those units through standard training and assessment at BIT. You are not disadvantaged by having applied — your application is treated as part of a supportive learning process.

You have the right to appeal any RPL decision. See Section 4: Appeals for details of the appeals process.

Part 3: Credit Transfer

3.1 Who Should Apply for Credit Transfer?

Credit Transfer may be available to you if you have:

- Previously completed a unit of competency at an Australian RTO that is identical to a unit in your current BIT course
- A Statement of Attainment from an Australian RTO listing one or more relevant nationally recognised units
- A Certificate, Diploma, or Advanced Diploma from an Australian RTO that includes units relevant to your BIT course

3.2 How to Apply for Credit Transfer

Applying for Credit Transfer is straightforward. You must submit your application before or at the time of enrolment to ensure your study plan is adjusted correctly. Follow these steps:

1. Obtain a certified copy of your original Certificate, Diploma, or Statement of Attainment from the RTO that issued it.
2. Obtain a certified copy of your official academic transcript or record of results showing the specific units of competency you completed and the outcome (Competent).
3. Complete BIT's Credit Transfer Application Form (available on our Forms & Policies page or at reception).
4. Submit the completed form and certified documents to reception or email to info@bit.edu.au with the subject line 'Credit Transfer Application — (Your Name) — (Course Name)'.
5. BIT will verify your documents against training.gov.au and determine equivalency within 10 business days.
6. You will receive a written outcome confirming which units have been granted Credit Transfer and how your study plan has been adjusted.

3.3 What BIT Looks For

BIT's assessment of a Credit Transfer application considers:

- Whether the unit code and unit title match exactly between the previous qualification and the current course
- Whether equivalent units (same competency, different code due to re-packaging) may be applicable — BIT will consult training.gov.au superseded units register
- Whether the issuing organisation was a registered RTO at the time of completion — BIT will verify this via training.gov.au
- The currency of the qualification — most units are accepted regardless of when completed, however BIT reserves the right to request a currency assessment for technical units where industry standards have changed significantly

3.4 No Fee for Credit Transfer

Credit Transfer is Free of Charge

BIT does not charge any fee for processing a Credit Transfer application. This is your right as a student under the RTO Standards 2025 and the Australian Qualifications Framework. Any student who believes they have previously completed relevant study should apply — there is no cost, and you may reduce the length and cost of your course.

3.5 International Qualifications and Credit Transfer

Credit Transfer can only be granted for qualifications completed at an Australian Registered Training Organisation (RTO). Overseas qualifications are not eligible for Credit Transfer.

If you hold overseas qualifications or overseas work experience, you may still be eligible for RPL. See Part 2 for details. BIT can assist you to determine the most appropriate pathway.

Part 4: Appeals and Complaints

If you are not satisfied with the outcome of your RPL or Credit Transfer application, you have the right to appeal. BIT's appeals process is fair, transparent, and free of charge.

4.1 How to Lodge an Appeal

7. Submit a completed Complaints and Appeal Form (available on our Forms & Policies page) within 20 business days of receiving your RPL/Credit Transfer outcome.
8. Clearly state the grounds for your appeal and include any additional evidence you wish BIT to consider.
9. Your appeal will be reviewed by a person not involved in the original decision.
10. You will receive a written outcome within 20 business days of lodging the appeal.
11. If you remain dissatisfied after BIT's internal appeal process, you may escalate your complaint to ASQA (for domestic students) or the Overseas Students Ombudsman (for international students), free of charge.



External Body	Contact
Australian Skills Quality Authority (ASQA)	www.asqa.gov.au 1300 701 801
Overseas Students Ombudsman (International students)	www.ombudsman.gov.au/oso 1300 362 072
Tuition Protection Service (TPS)	www.tps.gov.au 1300 813 583

Part 5: Contact and Further Information

For any enquiries about RPL or Credit Transfer, please contact BIT Student Services:

Contact Method	Details
In person	Reception — Level 5, 255 William Street, Melbourne VIC 3000
Email	info@bit.edu.au (subject: RPL Enquiry or Credit Transfer Enquiry)
Phone	+61 3 9642 1770 (Monday to Friday, 9:00am – 5:00pm)
Forms & Policies	www.bit.edu.au/form-and-policies.php

Useful External Resources

training.gov.au — Search for units of competency and qualifications by code or title
myskills.gov.au — Find and compare training providers across Australia
asqa.gov.au — Australian Skills Quality Authority (national regulator)
ombudsman.gov.au/oso — Overseas Students Ombudsman (international student complaints)
tps.gov.au — Tuition Protection Service

Version 1.0 — Mar 2026 | Next review: May 2027 | Authorised by: Chief Executive Officer