

Recognition of Prior Learning (RPL) Policy

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1
Regulatory review	15 September 2026
Applies to	All applicable domestic and international students
Policy owner	CEO / RTO Manager
Next review	15 September 2027

Regulatory framework

- National Vocational Education and Training Regulator Act 2011 (Cth).
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (effective for RTOs from 1 July 2025).
- Australian Qualifications Framework (AQF) and the AQF Qualifications Issuance Policy.

Compliance note: This draft separates and updates the Version 3.1 policy framework against the regulatory position reviewed on 15 September 2026. Applicable legislation, regulatory instruments, registration conditions and formally approved College documents take precedence if a conflict is identified. Final operational approval and implementation evidence remain the responsibility of The Bright College.

Policy and procedure

The Bright College is committed to providing up to date and relevant Credit Transfer and Recognition of Prior Learning (RPL) information to all students at enrolment and whilst enrolled. The Bright College's staff will provide support and guidance regarding RPL and Credit Transfer enquiries in a timely manner.

RPL Procedures

- On receipt of a RPL enquiry The Bright College staff will direct the potential RPL client or enrolled student to the **RPL Application Tool Kit** available from the Training Coordinator.
- The Training Coordinator will ensure that the **RPL Application Tool Kit** contains accurate advice concerning the RPL process, cost and RPL assessment pathway to issuance of statements of attainment or qualifications.
- On receipt of an RPL application The Bright College staff member will issue a receipt for the RPL fee
- The RPL process is as outlined below in Figure 1 The RPL Process

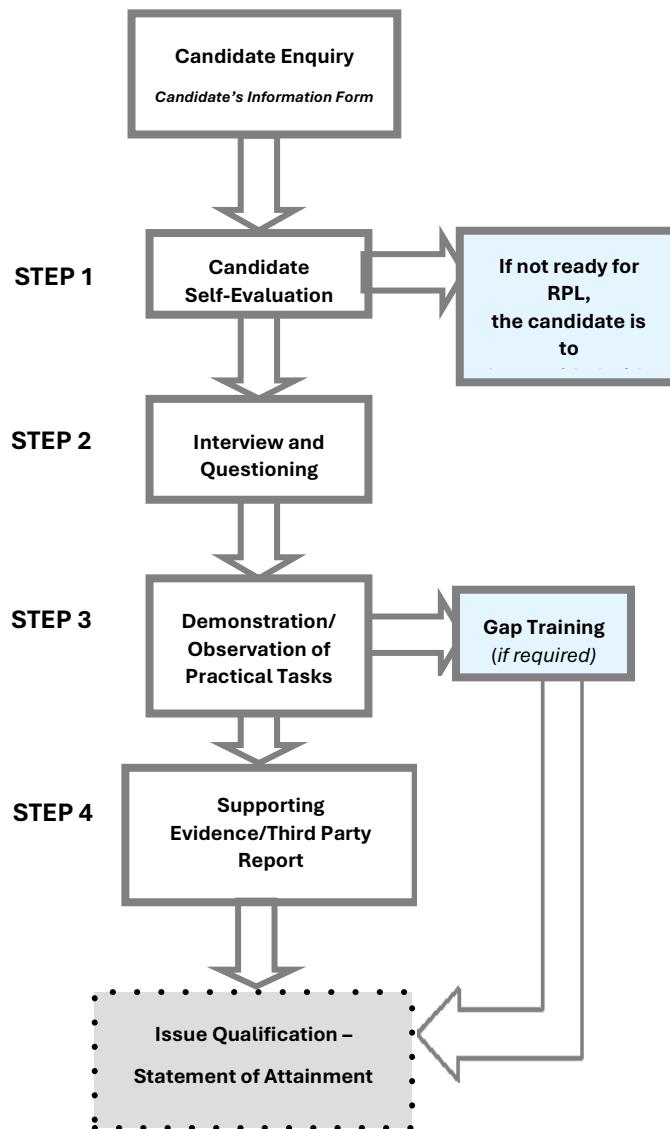


Figure 1 The RPL Process

- The Training Coordinator shall provide copies of completed RPL Evidence guides and place on file in the RPL records cabinet.
- All competent decisions shall be recorded with advice and statements of attainment or qualifications being issued as soon as practicable.

Credit Transfer Procedures

The Bright College recognises statements of attainment and qualifications issued by all Registered Training Organisations.

AQF Credit Transfers

Where student provides a statement of attainment or qualification from an RTO with applicable unit/s to the qualification being applied for, the Training Coordinator will provide a credit (advanced standing) to the student's course enrolment for the applicable unit/s of competency.

Credit transfer applications of Nationally Recognised Training will be reviewed and applied by the Training Coordinator at no cost to the student. This should be recorded in the **Student Record of Results Form**.

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Non AQF Credit Transfers

Where a student has completed informal or formal qualifications that are not recognised within the Australian Qualifications Framework (AQF 2013) the student will be required to submit an academic transcript to the Training Coordinator with a written request for Credit transfer detailing the proposed unit/s of competency for which they wish to apply for credit transfer.

On receipt of a written request for credit transfer the Training Coordinator will consider the comparability and equivalence of the submitted academic transcript to the courses:

- a) Learning outcomes
- b) Volume of Learning
- c) Program of study, including content and
- d) Learning and assessment approaches

Non AQF Course Credit transfer requests will be reviewed by The Bright College at an additional cost which is at the same rate as an RPL application.

Following the completion of the credit transfer review the Training Coordinator shall ensure that a written response providing confirmation of the credit transfer or reason why the credit transfer was refused is provided to the student within 5 working days.