

Credit Transfer and Recognition of Prior Learning (RPL) Policy

Document Code / ID:	POL-DTECH-006
Target Qualification:	TLI41225 Certificate IV in Motor Vehicle Driver Training
Applicable Standards:	National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 - Quality Area 1, Division 3: - Standard 1.6 - Recognition of Prior Learning (RPL) - Standard 1.7 - Credit Transfer Read in conjunction with the: National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025. [legislation.gov.au], [dewr.gov.au]
Owner / Approver:	Chief Executive Officer / Director
Release Date:	September 2026
Review Cycle:	Annual (Next Scheduled Review: September 2027)

1. Purpose & Scope

D-Tech Instructor Training Pty Ltd recognizes the national principle of mutual recognition across all Australian Registered Training Organisations (RTOs). This policy provides transparent, equitable, and rigorous mechanisms for granting Credit Transfer (CT) and assessing Recognition of Prior Learning (RPL) for candidates undertaking TLI41225 Certificate IV in Motor Vehicle Driver Training.

2. Credit Transfer (CT) Principles & Verification

- National Recognition:** Credit Transfer is granted for equivalent units of competency successfully completed at another RTO, verified via authentic AQF documentation (testamurs, transcripts, or authenticated USI transcripts).
- Primary Source Verification:** All submitted academic transcripts are validated by D-Tech Instructor Training with the issuing RTO or verified directly via the USI Registry System prior to granting credit.
- Fee Free Credit Transfer:** No tuition or administrative fee is charged for processing or awarding Credit Transfer.
- SMS & AVETMISS Reporting:** Units awarded via Credit Transfer are recorded in the SMS with national outcome identifier '60 - Credit Transfer' and reflected on academic statements accordingly.

3. Recognition of Prior Learning (RPL) Framework

- Competency-Based Evaluation:** RPL evaluates prior formal, non-formal, and informal learning against the Performance Criteria, Knowledge Evidence, Performance Evidence, and Assessment Conditions of TLI41225 units.
- Evidence Standards (VACS Rule):** All RPL evidence must meet the national rules of evidence: Validity, Authenticity, Currency (typically within the last 2–3 years of driving instruction/transport operations), and Sufficiency.
- RPL Process & Tools:** Candidates complete an RPL Candidate Portfolio Kit including a self-assessment, workplace driving logs, third-party reports, video demonstrations, and undergo a structured competency conversation and practical in-car demonstration.



D-Tech Instructor Training Pty Ltd

ACN: 700 951 962

19 Bromus Street, Marsden Park NSW 2765

Web: www.dtechinstructortraining.com.au

Email: admin@dtechinstructortraining.com.au

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- All RPL assessments are conducted in accordance with the Principles of Assessment (Fairness, Flexibility, Validity and Reliability) and the Rules of Evidence (Validity, Sufficiency, Authenticity and Currency).

4. Timelines & Determination

Credit Transfer and RPL applications are formally determined within 10 to 14 business days of receiving full verified documentation. Unsuccessful applicants are provided written reasons and may appeal under POL-DTECH-001.



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Appendix A: Credit Transfer & RPL Application Form

Submit this completed application with certified copies of transcripts to: admin@dtechinstructortraining.com.au.

Student Full Name:	
Student USI & ID:	
Application Type:	☐ Credit Transfer (Direct Equivalence) ☐ Recognition of Prior Learning (RPL)
Target Qualification:	TLI41225 Certificate IV in Motor Vehicle Driver Training
Units Applied For:	1. _____ 2. _____ 3. _____
Assessor Determination & Sign-off:	☐ Approved ☐ More Evidence Required ☐ Not Approved Assessor Name: _____ Date: ____/____/20__ Signature: _____