

	Australian International Aviation College RPL CT Policy & Procedure AIAC-RTO-PP-022-023_v1	Page 1
		VERSION: 1
		27-Nov-2026

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

1. Purpose

This document advises students on how to apply for RPL and CT for a course at AIAC and how this is assessed. It ensures clear, consistent processes aligned with national standards and aviation regulatory requirements.

Quick Guide for Learners - Policy Summary

What is RPL?

Recognition of Prior Learning (RPL) lets you use your previous skills, training, or work experience to get credit in your course.

What is Credit Transfer (CT)?

CT gives credit for units you have already completed at another RTO, without repeating them.

How to apply:

1. Submit your RPL/CT application with your enrolment.
2. Include all supporting evidence (certificates, transcripts, logbooks, etc.).
3. Pay the required fees.
4. Attend a flight assessment or interview if needed.

Outcome:

You will be informed in writing within 14 working days.

Any changes to your course duration, fees, or schedule will be provided in writing

Full Policy

2. Scope

Applies to students enrolling in nationally accredited aviation courses, including:

- AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane)
- AVI50519 Diploma of Aviation (Instrument Rating)

Includes CRICOS courses.

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3. Responsible Parties

Role	Responsibility
RTO Officer (RO)	Provide RPL/CT applications & revise enrolment packs
Operations Manager (OM)/Head of Operations (HOO)	Assess RPL/CT applications, Decision on RPL, flight assessment, syllabus mapping, gap analysis review
Finance Manager	Consult on revised schedule of fees for RPL/CT students
Flying Instructors	Provide input on practical assessments

4. Definitions

- **Recognition of Prior Learning (RPL):** Assessment-only process recognising previously acquired skills, knowledge, or experience. Usually requires demonstration through evidence or practical assessment.
- **Credit Transfer (CT):** Recognition of previous qualifications or units of competency completed at another RTO. Only whole units can be granted unless a superseded UOC requires gap training.
- **Unit of Competency (UOC):** A discrete component of the National Training Package.
- **Professional Standard:** Performance level required for the RTO's aviation courses (e.g., Commercial Pilot standards).

5. Policy Statements

- RPL and CT provide learners the opportunity to reduce course duration and avoid unnecessary repetition of skills or knowledge.
- The RTO recognises AQF Qualifications, Statements of Attainment, and CASA-certified achievements from other RTOs.
- Life or work experience is generally not applicable to flight skills, except in specific areas (e.g., Fatigue Management).
- Applications must be submitted **at enrolment**. Late applications are not accepted.
- RPL/CT cannot reduce the student's study load below **20 contact hours per week**.

	Australian International Aviation College RPL CT Policy & Procedure AIAC-RTO-PP-022-023_v1	Page 3
		VERSION: 1
		27-Nov-2026

- The RTO ensures all applications are assessed fairly, transparently, and in compliance with the **Standards for RTOs 2025**, CASA requirements, ESOS Act, and the National Code.

6. Procedures

6.1 Submitting an RPL/CT Application

1. Complete the RPL/CT application form **with enrolment**.
2. Provide supporting evidence:
 - Certificates / Qualifications
 - CASA licences / ratings / logbooks
 - Workplace documents / performance appraisals
 - Third-party references
 - Other relevant records (volunteer work, projects, assessments)
3. Pay the non-refundable RPL fee

6.2 Processing Applications

1. **RO**
 - Reviews documents
 - Confirms compliance with professional standards
2. **HOO/OM**
 - Conducts flight assessment and RPL interview.
 - Reviews gap analysis and provide recommendations.
 - Makes final RPL/CT decisions.
3. **Communication**
 - Notify student in writing within **14 working days**.
 - If outcomes require changes to course duration or fees, the student signs acceptance.
 - Document all changes in the student file.

If unforeseen delays occur, the student will be notified in writing of the reason for the delay and provided with an expected decision date. All RPL assessments will be conducted by assessors who hold the relevant vocational qualifications, current industry experience, and assessor competency. The Head of Operations will review and sign off all practical RPL decisions to ensure consistent and professional judgement.

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	Australian International Aviation College RPL CT Policy & Procedure AIAC-RTO-PP-022-023_v1	Page 4
		VERSION: 1
		27-Nov-2026

6.3 RPL Rules

- RPL applies only to whole units of competency (no partial exemptions).
- Superseded UOCs may be granted with gap training for new elements.
- Flight assessments determine credit for flying skills.
- CASA exams: only valid if completed within 2 years.
- Evidence older than 10 years is generally not accepted.

6.4 Credit Transfer Rules

- CT is only granted for units on AIAC's scope of registration.
- Superseded units may be recognised without mapping if deemed equivalent, but gap training may apply.
- Graduates of AVI50222 (CPL) may automatically receive CT for 4 UOCs when enrolling in AVI50519 (Instrument Rating).
- CRICOS students' CoE must reflect course duration adjustments if credit is applied.

7. Evidence Requirements

Evidence must be:

- **Authentic:** Student's own work
- **Valid:** Directly related to current unit requirements
- **Reliable:** Shows consistent competence
- **Current:** Demonstrates up-to-date ability
- **Sufficient:** Covers all elements and four competency dimensions (task skills, task management, contingency management, job/role environment skills)

Supporting evidence can include certificates, licences, logbooks, resumes, awards, workplace records, and third-party reports. A verification checklist will be maintained for each application to ensure all evidence meets these standards. RPL evidence older than 10 years will only be accepted if verified as current and applicable to the qualification.

8. Complaints and Appeals

Students may appeal RPL decisions through the internal Appeals Process outlined in the Complaints & Appeals Policy. Appeals will be acknowledged in writing within 5 working days and resolved within 20 working days. If the student is unsatisfied with the internal outcome, they may access an independent external review body.

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	Australian International Aviation College RPL CT Policy & Procedure AIAC-RTO-PP-022-023_v1	Page 5
		VERSION: 1
		27-Nov-2026

9. Notes for Aviation Compliance

- RPL/CT is rarely granted for flight skills unless professional CPL standards are met.
- CASA hours and theory may be transferred, but practical flying assessments are required.
- International students must complete the course within their CoE timeframe.
- All assessments comply with CASA Part 61 & CASA Part 61 MOS requirements and relevant National Training Package standards.
- For international students, all RPL and assessment outcomes will be managed in accordance with the ESOS Act and National Code requirements. Any changes impacting enrolment status will be promptly reported to PRISMS within required timeframes, ensuring compliance with visa conditions.

10. Record Keeping

All RPL records, including applications, evidence, assessor notes, decisions, and appeals, will be securely stored and retained for a minimum of 7 years (or as required by legislation). Access is restricted to authorised personnel only, ensuring confidentiality and compliance with data protection requirements.

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