



# PP8 – Recognition of Prior Learning (RPL) Policy

## 1. Purpose

This policy ensures all students are informed of and supported through the Recognition of Prior Learning (RPL) process, allowing them to have their prior skills, knowledge, and experience recognised towards formal qualifications. It promotes access, fairness, and quality outcomes, while upholding the integrity of the training product.

## 2. Scope

This policy applies to:

- All qualifications and units on the RTO's scope of registration
- All prospective and enrolled VET students
- All RTO personnel involved in marketing, enrolment, training, and assessment

## 3. Definitions

| Term              | Definition                                                                                                                                                                          |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RPL               | Recognition of Prior Learning is the assessment of a person's existing skills and knowledge to determine the extent to which they meet the requirements of a unit or qualification. |
| Competency        | The consistent application of knowledge and skill to the standard of performance required in the workplace.                                                                         |
| RPL Kit           | A qualification or unit-specific guide outlining evidence requirements, process, and templates for RPL application and assessment.                                                  |
| Assessment System | The documented policies and procedures used to develop, deliver, and validate assessment practices within the RTO.                                                                  |

## 4. Legislative Reference

- Standards for RTOs 2025 – Outcome Standard 1.6
- National Vocational Education and Training Regulator Act 2011
- AQF Handbook



- Training package requirements via training.gov.au
- PP3 – Assessment Tools and Systems Policy
- Training package guidance and implementation details

## 5. Policy Statement

The RTO ensures that:

- All students are offered the opportunity to apply for RPL at enrolment and orientation.
- Students are provided with clear, accessible information about the RPL process, timeframes, and expectations.
- **All RPL assessments are:**
  - Based on the Rules of Evidence (valid, sufficient, current, authentic)
  - Conducted by qualified trainers/assessors using documented tools aligned to the training product
  - Recorded and stored in a way that is fair, transparent, consistent, and auditable
- RPL does not compromise the integrity of the qualification and supports the student's progression pathway.

## 6. Procedure – Step by Step

| Step | Action Description                                                                                                                                        | Responsible Person        |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1    | Inform students of RPL options during pre-enrolment, enrolment                                                                                            | Marketing / Admin Officer |
| 2    | Provide the RPL Kit relevant to the student's qualification                                                                                               | Compliance Officer        |
| 3    | Conduct an initial consultation to determine RPL suitability                                                                                              | Assessor                  |
| 4    | Ensure that unit requirements are aligned with the training package and that evidence meets the Rules of Evidence (valid, sufficient, current, authentic) | Trainer / Assessor        |
| 5    | Support the student to gather and submit evidence (e.g. resumes, work samples, references, qualifications)                                                | Student Support Officer   |



|    |                                                                                                                        |                         |
|----|------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 6  | Assess evidence using the RTO's assessment tools; verify with interviews, challenge tasks, or demonstrations if needed | Assessor                |
| 7  | Assessor signs off on the RPL documentation and submits it for processing                                              | Assessor                |
| 8  | Compliance Manager may perform a quality check for consistency across similar cases                                    | Compliance Manager      |
| 9  | Admin updates the Student Management System (SMS) with approved RPL outcomes                                           | Admin Officer           |
| 10 | Notify the student of the outcome and update their training plan accordingly                                           | Admin Officer / Trainer |

## 7. Compliance Indicators

| Outcome Standard | How the RTO Demonstrates Compliance                                      |
|------------------|--------------------------------------------------------------------------|
| 1.6(1)           | Students are aware and supported to apply for RPL                        |
| 1.6(2)(a)        | Enrolment materials, website, and interviews promote RPL opportunity     |
| 1.6(2)(b)        | Evidence is assessed against competency standards by qualified assessors |
| 1.6(2)(c)        | All RPL decisions are documented and applied fairly and consistently     |

## 8. Related Documents

- RPL Kit (customised per qualification)
- PP3 – Assessment Tools and Systems Policy
- RPL Assessment Record Template
- Student Handbook
- Enrolment Form
- Training and Assessment Strategy (TAS)
- Continuous Improvement Register
- Student File Checklist



## Recognition of Prior Learning (RPL) Process



### Inform Students of RPL Options

Marketing/Admin Officer informs students about RPL options.

Compliance Officer provides the RPL kit to students.

### Provide RPL Kit



### Initial Consultation

Assessor conducts an initial consultation to determine RPL suitability.

Trainer/Assessor ensures unit requirements align with training package.

### Align Unit Requirements



### Support Evidence Gathering

Student Support Officer assists students in gathering evidence.

Assessor assesses evidence using RTO's tools.

### Assess Evidence



### Sign Off Documentation

Assessor signs off on RPL documentation.

Compliance Manager performs a quality check.

### Quality Check



### Update SMS

Admin Officer updates the Student Management System.

Admin Officer/Trainer notifies the student of the outcome.

### Notify Student

