

Recognition of Prior Learning (RPL) Policy

1. Purpose

This policy ensures that all domestic and international students are informed of their right to apply for Recognition of Prior Learning (RPL) and are supported throughout the process. It ensures that all RPL decisions preserve the integrity of the training product, comply with training package requirements, and meet the obligations under the Standards for RTOs 2025 and National Code 2018 – Standards 2.3 to 2.5 (RPL only).

2. Scope

This policy applies to:

-  All nationally recognised qualifications and units on the RTO's scope of registration
-  All prospective and enrolled domestic and international VET students
-  All RTO staff involved in student recruitment, enrolment, training, assessment, and compliance

3. Definitions

Term	Definition
Recognition of Prior Learning (RPL)	The process of assessing a student's existing knowledge, skills and experience against the requirements of a unit of competency or qualification.
Competency	Consistent application of knowledge and skill to the level required in the workplace.
RPL Kit	A structured guide and set of tools used by assessors and students for preparing and completing the RPL process.
Training Plan	A formal plan outlining unit delivery and any exemptions (including RPL) tailored to each student.
Course Credit	A broader term which includes RPL. For clarity, in this RPL policy, RPL and course credit are used distinctly.
PRISMS	Provider Registration and International Student Management System – used to report changes to a student's enrolment.
CoE	Confirmation of Enrolment – the official document issued to international students for visa purposes.

4. Legislative References

-  Standards for RTOs 2025 – Outcome Standard 1.6
-  National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standards 2.3, 2.4, 2.5

- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ AQF Qualifications Issuance Policy
- ✚ Training.gov.au – Training Package Guidelines

5. Policy Statement

The RTO is committed to recognising prior learning in a way that is:

- ✚ Transparent, fair, and consistently applied
- ✚ Supported by a structured process with clear guidance for students and assessors
- ✚ Based on valid, sufficient, current, and authentic evidence (Rules of Evidence)
- ✚ Only conducted by qualified assessors using RTO-approved tools
- ✚ Compliant with National Code 2018 where applicable to international students

International Students – RPL Specific Clauses (National Code 2018):

- ✚ A written RPL outcome letter is issued and accepted by the student.
- ✚ The record is retained for 2 years after the student ceases to be enrolled.
- ✚ If RPL shortens the course duration:
 - ✚ The revised CoE is issued for the shorter duration.
 - ✚ Any change in course length is reported to PRISMS.

6. Procedure – Step-by-Step

Step	Action	Responsible Person
1	Promote RPL Opportunities RPL information is provided through: ✚ Website and pre-training review and orientation sessions	Marketing Officer / Admin Officer
2	Provide RPL Kit RPL Kit tailored to the qualification is provided to the student including: ✚ Unit mapping ✚ Evidence requirements ✚ Application form	Compliance Officer
3	Initial Suitability Consultation ✚ Conduct interview with the student ✚ Confirm unit alignment and evidence type/volume ✚ Confirm student understanding of RPL process	Trainer / Assessor

Step	Action	Responsible Person
4	Receive RPL Application Application submitted with resume, work samples, employment references, previous qualifications, and other supporting documents.	Student
5	Evidence Assessment - Assess evidence against unit requirements - Use assessment instruments to support decisions - Conduct verbal questioning, observations or challenge tasks if needed - Ensure evidence meets: Validity, Authenticity, Currency, Sufficiency	Trainer / Assessor
6	Quality Check of Evidence - Conduct internal moderation of borderline or high-risk cases - Confirm assessor qualifications and consistency of judgement	Compliance Manager
7	RPL Decision Finalisation - Document the outcome (Competent / Not Yet Competent) - Sign RPL Assessment Record - File all supporting documents in student record	Assessor / Compliance Manager
8	Notify the Student - Issue formal RPL Decision Letter - Include unit codes and decisions - For international students: retain signed copy for 2 years post-enrolment	Admin Officer
9	Adjust Training Plan & CoE (if applicable) - Update Training Plan - If course duration shortens: revise CoE and update PRISMS - Ensure updated training plan reflects RPL decisions	Training Coordinator / Admin Officer
10	Update Student Records - Update SMS with RPL unit status - Tag files for audit traceability - Link to the student's USI where applicable	Admin Officer

Step	Action	Responsible Person
11	Log into CI Register (if needed) Any process issues or improvement opportunities are logged for future review	Compliance Manager

7. National Code 2018 – RPL Compliance Summary

Clause	Requirement	RTO Compliance Mechanism
2.3	RTO has and implements a documented policy for RPL	This RPL Policy and Procedure form part of the RTO's compliance documentation
2.4	Written RPL decision accepted by student; record kept for 2 years	 Signed RPL Outcome Letter  Retained in student file and file checklist
2.5.1	CoE updated for reduced course duration if RPL granted	 Admin Officer updates PRISMS  Issues revised CoE
2.5.2	Course duration change update in PRISMS	 Admin ensures prompt PRISMS reporting  Compliance monitored by CEO

8. Validation Criteria

All RPL outcomes must:

-  Be based on valid, sufficient, current, and authentic evidence
-  Be assessed by qualified assessors using mapped tools
-  Be traceable in the training plan, student file, and SMS
-  Be consistent with training package rules
-  Preserve the integrity of the qualification

9. Related Documents

-  RPL Kit
-  RPL Assessment Tool
-  RPL Outcome Letter Template
-  Student Handbook
-  Enrolment Form
-  Training Plan

-  PRISMS Reporting Log
-  Continuous Improvement Register
-  Student File Checklist

10. Flow Chart

Recognition of Prior Learning (RPL) Process

