



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

1. Purpose

The purpose of this policy is to ensure that learners are provided with fair and equitable opportunities to have their existing skills, knowledge, and experience formally recognised through Recognition of Prior Learning (RPL), in line with the requirements of the *Standards for RTOs 2025*.

2. Scope

This policy applies to:

- All learners applying for RPL across nationally recognised training delivered by the RTO.
- All staff involved in advising, assessing, and processing RPL applications.

3. Policy Statement

1. The RTO is committed to ensuring that:
 - Learners' prior learning (formal, non-formal, and informal) is fairly assessed against the requirements of the relevant unit of competency or qualification.
 - RPL processes meet the principles of assessment (validity, reliability, flexibility, fairness).
 - RPL outcomes are supported by sufficient, authentic, current, and valid evidence.
2. RPL results are treated the same as any other assessment decision and contribute to the learner's overall competency outcome.
3. Successful RPL outcomes will be:
 - Recorded in the learner management system,
 - Reflected in AQF certification documentation (testamur/record of results/statement of attainment), and
 - Reported through AVETMISS / USI / PRISMS (if applicable).
4. Learners are provided with guidance and support to understand the RPL process, including appeal rights.

4. Procedure

Step 1 – Information & Application

- RTO provides learners with clear RPL information (website, learner handbook, orientation).
- Learner submits an RPL Application Form with initial evidence (CV, transcripts, work samples, references).
- Application fee (if applicable) is paid.

Step 2 – Initial Review

- RTO assessor reviews application for completeness and advises learner of likely evidence requirements.
- Candidate is provided with an RPL Kit / Evidence Guide for the relevant units.

Step 3 – Evidence Collection & Assessment

- Learner provides evidence (workplace documents, third-party reports, challenge tests, interviews, demonstrations).
- Assessor maps evidence against unit requirements and assessment benchmarks.
- If evidence is insufficient, assessor may recommend gap training.

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Step 4 – Assessment Decision

- Assessor makes a competency decision: Competent via RPL or Further evidence/training required.
- Decision is documented, signed, and recorded.
- Learner is informed in writing.

Step 5 – Recording & Reporting

- Results are entered into the RTO's Student Management System (SMS).
- Outcomes are reported to NCVER (AVETMISS), USI system, and PRISMS (for CRICOS students).
- If the qualification/units are completed, certification is issued within 30 calendar days.

Step 6 – Appeals

- Learners may appeal an RPL decision under the Complaints and Appeals Policy.

5. Responsibilities

- Trainers/Assessors: Conduct RPL assessments and provide feedback.
- Compliance Officer / Academic Manager: Monitor RPL processes, evidence quality, and compliance.
- Administration: Record results, manage data reporting, issue certification.

6. Related Standards

- Outcome Standard 1 – Training and Assessment
- Outcome Standard 4 – Governance and Accountability
 - Compliance Requirement: Certification
 - Compliance Requirement: Data Provision

7. Related Documents

- RPL Application Form
- RPL Kit / Candidate Guide
- Assessment Policy & Procedure
- Complaints and Appeals Policy

Development & Approval Information

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