



RPL Policy & Procedure

Purpose

The purpose of this policy is to outline how the RTO provides Recognition of Prior Learning (RPL) in accordance with the Registration Standards 2025, particularly Standards 1.3 – Assessment System, 1.4 – Assessment and 1.6 – Recognition of Prior Learning. Prior learning is recognised where valid, sufficient, current and authentic evidence demonstrates that a learner already meets the competency requirements of a unit.

For licence-linked units of competency, RPL is only available where permitted by the relevant training product and licensing or regulatory requirements. Where RPL is permitted, learners must demonstrate all required competency outcomes and meet any assess. This ensures that all learners demonstrate competency safely, consistently and in alignment with regulatory, AQF and industry expectations.

This policy aligns with the Registration Standards 2025, including Quality Area 1 – Training and Assessment, particularly Standards 1.3 – Assessment System, 1.4 – Assessment, 1.5 – Assessment Validation and 1.6 – Recognition of Prior Learning.

Overview

Recognition of Prior Learning (RPL) is an assessment pathway that allows learners to have their existing skills and knowledge recognised in accordance with the AQF, the Principles of Assessment, the Rules of Evidence and the requirements of the Standards for Registered Training Organisations 2025. RPL is available as an assessment pathway for eligible learners.

For licence-linked units of competency, RPL is applied in accordance with the relevant training product and any licensing or regulatory requirements. Where RPL is permitted, competency must be demonstrated through a valid and rigorous assessment process that meets all applicable assessment conditions and licensing requirements. Competency must always be demonstrated through a valid assessment process consistent with the assessment conditions and licensing expectations for these units.

Scope

This policy applies to all RTO staff involved in providing information about RPL, assessing RPL applications or making recognition decisions, and to all learners seeking recognition for units of competency on the scope of registration.

The policy covers RPL as an assessment pathway for individual units only and applies to both new and current learners. It clarifies that RPL is an assessment pathway that may reduce or remove the need for training where existing competency is demonstrated, subject to the requirements of the relevant training product and any applicable licensing or regulatory conditions.

Name of document:	RPL Policy & Procedure		
Version Number: 4.1	Location: Quality Area 1 – Training and Assessment		
Reviewed: August 2026	Next review due: DEC 2026		
RTO Number: 52959	Written by: Quality	Page 1 of 5	

Policy

The RTO provides Recognition of Prior Learning (RPL) as an assessment pathway that allows learners to have their existing skills and knowledge recognised.

The RTO ensures learners are provided with clear information about RPL, reasonable support to identify suitable evidence, and an accessible pathway to apply, including for learners who may face barriers in obtaining or presenting evidence.

RPL is conducted in accordance with the Registration Standards 2025, the Australian Qualifications Framework (AQF), the Principles of Assessment and the Rules of Evidence.

RPL is conducted using approved assessment tools and benchmarks that address all requirements of the relevant training product. Assessment requirements are not modified or reduced under RPL, however the method of evidence collection may vary. RPL may reduce the amount of training required where sufficient evidence of competency is demonstrated.

For licence-linked units, RPL is only applied where permitted by the relevant training product and licensing or regulatory requirements. Learners undertaking RPL must demonstrate competency in accordance with all applicable assessment, regulatory, safety and licensing requirements.

RPL decisions must be based on evidence that is valid, sufficient, current and authentic and must demonstrate that all requirements of the unit of competency have been met, including Performance Criteria, Performance Evidence and Knowledge Evidence.

Assessors conducting RPL must hold the required training and assessment competencies, maintain current industry skills, apply the Principles of Assessment and Rules of Evidence, and make valid and defensible assessment decisions.

AQF certification issued by another RTO is considered for credit transfer in accordance with the RTO's credit transfer processes. Credit transfer is separate from RPL and does not involve assessment of the learner's existing skills and knowledge.

RPL may be declined where evidence does not meet the Rules of Evidence or where competency cannot be demonstrated. Where gaps are identified, additional evidence, gap training and/or further assessment may be required.

All RPL applications, evidence and assessment decisions are documented and retained in accordance with record management requirements and are available for audit purposes. Learners may access the formal appeals process if they disagree with an RPL outcome.

Operational RPL guidance, including assessor instructions and evidence expectations, is maintained within internal procedures and supporting tools, including the RPL Toolkit and Assessor Guidance documents, to support consistent application across the RTO.

Name of document:	RPL Policy & Procedure		
Version Number: 4.1	Location: Quality Area 1 – Training and Assessment		
Reviewed: August 2026	Next review due: DEC 2026		
RTO Number: 52959	Written by: Quality	Page 2 of 5	

Procedure

Learners may request RPL before assessment is undertaken and may do so before or during training. Information about RPL and Credit Transfer is provided to support informed decision-making. Any fees associated with RPL are outlined in the Learner Information Pack and the Refund, Fees and Learner Suitability Policy.

Learners submit evidence for consideration in accordance with internal RPL procedures. The assessor reviews the evidence against the relevant unit of competency and may request additional evidence or clarification where required to confirm validity, authenticity, currency and sufficiency. Where needed, authenticity may be confirmed through methods such as third-party verification, workplace referee checks or observed demonstration.

The following high-level RPL process applies:

RPL Request and Information

- Learner requests RPL before assessment begins.
- The RTO provides information to help learners understand RPL and Credit Transfer options.

Submission of Evidence

- Learner submits evidence in line with the RTO's internal RPL procedures.
- Evidence must demonstrate validity, authenticity, currency and sufficiency.

Assessment of Evidence

- A qualified assessor evaluates the evidence against the unit requirements.
- Additional evidence or clarification may be requested.
- RPL may be declined where evidence does not meet the Rules of Evidence or competency cannot be demonstrated.
- Assessors may conduct competency conversations, workplace verification or practical demonstrations where required to confirm competency.

Training and Assessment Requirements

- RPL may reduce the amount of training required.
- For licence-linked units, RPL is applied in accordance with the relevant training product and any applicable licensing or regulatory requirements.
- Gap training may be recommended to address identified skill or knowledge gaps.

Decision and Recordkeeping

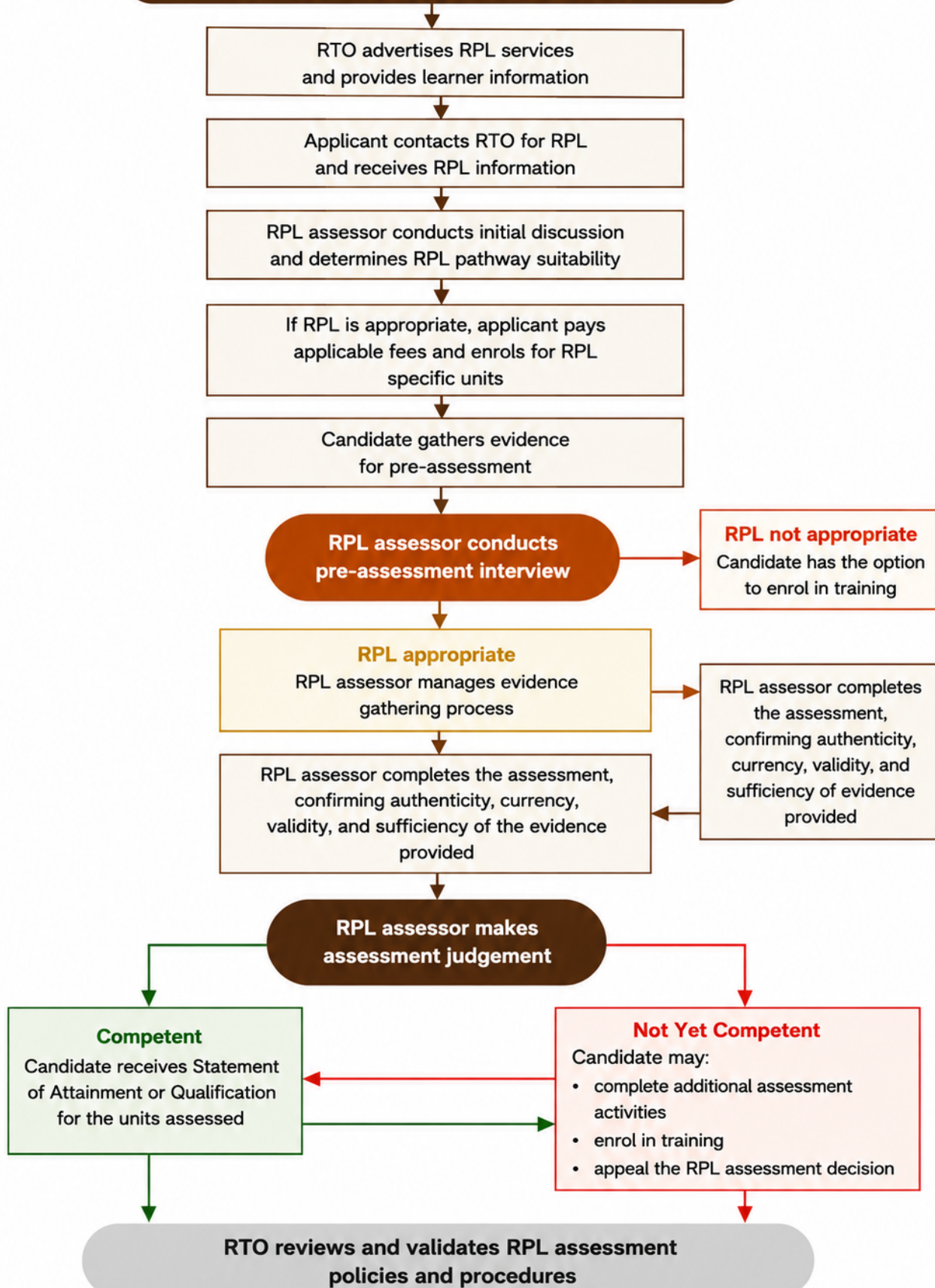
- RPL outcomes are documented and recorded in the student records system, and supporting evidence and assessor judgement records are retained in line with the RTO's Record Management Systems Policy.
- Learners are advised of the outcome through communication processes.
- All RPL records are retained in line with the RTO Record Management Systems Policy.

Appeals

- Learners may appeal an RPL decision under the RTO's Complaints & Appeals Policy.

Name of document:	RPL Policy & Procedure		
Version Number: 4.1	Location: Quality Area 1 – Training and Assessment		
Reviewed: August 2026	Next review due: DEC 2026		
RTO Number: 52959	Written by: Quality	Page 3 of 5	

RTO Process Overview



Note: For licence-linked units, RPL is only applied where permitted by the relevant training product and licensing or regulatory requirements. All required assessment activities and conditions must be met.

Name of document:	RPL Policy & Procedure		
Version Number: 4.1	Location: Quality Area 1 – Training and Assessment		
Reviewed: August 2026	Next review due: DEC 2026		
RTO Number: 52959	Written by: Quality	Page 4 of 5	

Roles & Responsibilities

CEO

- Ensures RPL practices comply with the Registration Standards 2025, the AQF and applicable regulatory requirements.
- Provides governance oversight of RPL processes as part of the RTO's quality assurance and risk management framework.
- Approves significant changes to RPL policies, procedures, tools or processes where required.

Quality and Compliance Officer

- Monitors RPL processes to ensure alignment with the Registration Standards 2025, assessment requirements and RTO procedures.
- Monitors RPL documentation, tools and continuous improvement activities relating to RPL processes.
- Reviews identified RPL risks, issues or improvement opportunities and reports relevant matters to the CEO.
- Supports audit preparation and assurance activities relating to RPL.

Administration Manager

- Ensures RPL information and administrative processes are implemented consistently.
- Supports the administration of RPL applications, records and learner documentation.
- Ensures administrative processes relating to RPL are completed in accordance with RTO procedures.

Trainers and Assessors

- Hold the required training and assessment competencies and current industry skills relevant to the units being assessed.
- Review RPL evidence in accordance with the Principles of Assessment and Rules of Evidence.
- Request additional evidence or clarification where required.
- Make valid and defensible RPL decisions and ensure all assessment requirements of the training product are met.
- Document and record RPL decisions in accordance with RTO procedures and recordkeeping requirements.

Administration Officer

- Supports the processing and recording of RPL applications and supporting documentation.
- Maintains accurate learner records and RPL documentation in accordance with record management requirements.
- Provides administrative support to learners and assessors during the RPL process.

Learners

- Provide evidence to support their RPL application.
- Respond to requests for additional information or clarification.
- Participate in gap training or full assessment where RPL is not granted.
- Access the appeals process if they wish to dispute an RPL decision.

Review

This policy is reviewed at least every two years and earlier where required. Triggers for early review include changes to the Standards for RTOs 2025 or regulatory guidance, changes to training package or licensing requirements, internal validation outcomes, audit findings, complaints or appeals trends, or where continuous improvement activities identify gaps. Review outcomes are recorded and tracked through the Continuous Improvement Register.

The Quality and Compliance Officer coordinate the review of this policy and ensures identified changes, improvement actions and updates are managed through the RTO's continuous improvement processes. Significant changes are reviewed and approved by the CEO.

Related Policies & Forms

RPL flow Chart The following related policies, procedures and forms support the implementation of this policy:

Related Policies and Documents

- Assessment Systems Policy and Procedure
- TAS Policy
- Refund, Fees and Learner Suitability Policy
- Reasonable Adjustment Policy
- Informing Protecting Learners Policy
- Complaints & Appeals Policy
- Record Management Systems Policy
- Continuous Improvement Policy
- Validation Policy & Procedure

Related Forms / Documents

- Internal RPL procedures and supporting tools

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RTO Number: 52959	Written by: Quality	Page 5 of 5	