

Recognition of Prior Learning (RPL) Policy and Procedure

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Who this document applies to

This document applies to Training Aid Australia Pty Ltd (RTO 91411). In this document, "we", "us" and "the RTO" mean the entity that delivers and certifies your course — the issuing RTO is shown on the course page and on your enrolment confirmation.

Purpose

To ensure learners can apply for Recognition of Prior Learning (RPL) based on prior formal, informal, and non-formal learning. This policy supports flexible, fair, and evidence-based assessment that aligns with the 2025 RTO Standards — particularly Standard 1.3 (fit-for-purpose assessment), 1.4 (rules of evidence), and 2.4 (supporting learner progression).

Scope

Applies to all students applying to AQF courses with the RTO and to all staff involved in the implementation and assessment of RPL applications.

Responsibility

The Director and Compliance Manager are responsible for the implementation and promotion of this policy. Assessors must ensure assessments are compliant with the principles of assessment and the rules of evidence.

Definitions

- **Recognition of Prior Learning (RPL):** A formal assessment process used to evaluate skills and knowledge gained through work experience, informal or formal training, and life experience.
- **Credit transfer:** Direct credit granted based on a student already holding an equivalent unit or module.
- **Evidence requirements:** All RPL evidence must meet the principles of assessment (validity, reliability, fairness, flexibility) and the rules of evidence (validity, sufficiency, authenticity, currency).

Policy commitments

- RPL will be offered to all learners at the point of enrolment.
- The process will be transparent, accessible, and supportive, reducing duplication of learning.
- RPL must not compromise the integrity of the training product or qualification.
- Learners eligible for credit transfer are not required to undertake RPL.

Some units of competency do not allow RPL due to state and territory legislation and regulations.

Procedure

1. **Initial advice.** RPL and credit transfer options are explained at enrolment and in pre-enrolment information.
2. **Application.** You complete the RPL Application Form and submit it to the office (see Contacts). You then receive access to the relevant unit requirements and evidence guidance.
3. **Evidence collection.** You are supported to compile evidence, which may include work samples, third-party reports, portfolios, and qualifications. Written confirmation of ownership is required for submitted work.
4. **Assessment.** A qualified assessor evaluates the application. Further information or an interview may be requested. Outcomes are documented and discussed with you.
5. **Outcome and records.**
 - If RPL is granted: the unit outcome is recorded as "RPL Granted", your student file is updated, and any timetable or study-load adjustments are made and documented.
 - If RPL is not granted: feedback is provided, and you may appeal the decision using the Complaints and Appeals Policy and Procedures.
6. **Quality assurance.** All RPL assessments are reviewed for consistency and integrity, and RPL decisions contribute to continuous improvement discussions.

Contacts

- Training Aid Australia Pty Ltd: contact@trainingaid.com.au
- Phone: NSW 02 9357 6544 · Other states 03 9958 2900

Associated documents

- Learner RPL Application Form
- Complaints and Appeals Policy and Procedures
- Assessment Validation Procedures

Review and improvement

This policy is reviewed biennially or as required to ensure alignment with Outcome Standards, legislative changes, and organisational best practice.