



Policy & Procedure

RECOGNITION OF PRIOR LEARNING (RPL) & RECOGNITION OF CURRENT COMPETENCY (RCC) POLICY & PROCEDURE

Policy number:	26	Version:	3
Responsible Person:	CEO	Reviewed by:	CEO
NRCHI Area:	RTO	Review Date:	3/4/2025
Approved and adopted by:	Board of Governance	Next Review Date:	April 2028

Scope

This policy applies to all NRCHI staff authorised to enrol students, assess competency, and record student results in VETtrak. It also applies to all prospective and current students undertaking VET training with NRCHI, whether government-funded or fee-for-service.

Purpose

NRCHI is committed to providing quality training and assessment in accordance with the Australian Qualifications Framework (AQF) and VRQA Guidelines for VET Providers. The objective of this policy is to ensure that students have the opportunity to have their existing skills, knowledge, and competencies recognised through Recognition of Prior Learning and Recognition of Current Competency, ensuring they are not required to repeat training for units in which they are already competent.

Policy Statement

NRCHI recognises that students may acquire relevant skills and knowledge through formal education, work experience, voluntary work, or life experiences. NRCHI is committed to ensuring that students are assessed fairly, robustly, and accurately. Recognition of Prior Learning and Recognition of Current Competency will be conducted by qualified staff who verify that evidence is authentic, current, and sufficient to meet the requirements of the unit of competency as outlined in the relevant training package or accredited course.

RPL evidence will be rigorously assessed against the performance criteria, elements, and rules of evidence for the relevant unit. Recognition of Prior Learning may result in a student being granted either full or partial credit for a unit of competency, depending on the evidence provided. Where evidence demonstrates competence in only some elements of the unit, RPL can be granted for those elements, and the assessor will work collaboratively with the student to identify gaps in skills or knowledge. Targeted learning, mentoring, or additional training may then be recommended to enable the student to achieve full competency in the unit.

NRCHI staff will ensure that students are informed of assessment procedures, evidence requirements, gap training options, and any applicable fees prior to undertaking RPL or RCC. All assessments will adhere to the Principles of Assessment: validity, sufficiency, currency, and authenticity. NRCHI is committed to transparency, fairness, and equity in the assessment of prior learning and current competency.

Definitions

Recognition of Prior Learning (RPL) is the process by which a student's relevant skills and knowledge, gained through work, life experience, formal or informal learning, are assessed to determine competency in a unit of competency without participation in structured training.

Recognition of Current Competency (RCC) is the process by which a student who has previously successfully completed a unit of competency may be reassessed to determine whether they have maintained competency in that unit.

Procedure

NRCHI staff will discuss the availability of RPL and RCC with prospective students during pre-enrolment interviews to ensure students are aware of their options. Following enrolment, students may submit an application for RPL or RCC using the appropriate RPL/RCC Application Form. Students will be provided with sufficient information about the course content, learning outcomes, and the assessment process to identify areas where their existing skills and knowledge may align with the requirements of a unit.

Prior to commencing the RPL or RCC process, students will be advised of any applicable fees. These fees are set by the CEO and published in the NRCHI Fee Schedule to ensure transparency. Assessment will commence only after the required fees have been paid.

The RPL and RCC process is focused on assessing the learning outcomes achieved by the student, rather than the way, time, or context in which the learning occurred. Students are required to present original evidence of their learning, which may include resumes, duty statements, references, work samples, paid or unpaid work experience, informal learning, community or voluntary work, and accredited training qualifications. All evidence must be verified for authenticity. Formal AQF qualifications or Statements of Attainment will be verified via the student's Unique Student Identifier (USI) transcript or by contacting the issuing RTO. In cases where a student's name has changed, legal documentation confirming the change must also be provided. Only verified evidence will be assessed against the currency and requirements of the relevant unit of competency.

NRCHI staff will robustly assess RPL evidence against the currency and requirements of the relevant units of competency, including the unit elements, performance criteria, and rules of evidence outlined in the applicable training package. Where gaps are identified, staff will work collaboratively with the student to clarify the required skills and knowledge and develop a plan to address any deficiencies through targeted learning, mentoring, or additional training, ensuring the student can achieve full competency in the unit.

Assessment of RPL and RCC will be conducted by staff who hold at least the TAE40116 Certificate IV in Training and Assessment or its successor, as well as the required vocational competency. Assessment outcomes may result in full unit competency, partial unit competency, or, where appropriate, the issuance of a full qualification or a Statement of Attainment for completed units. For RCC, the assessment confirms the student's ongoing competency without altering previous results.

All assessment outcomes, supporting documentation, and evidence will be securely recorded in VETtrak and maintained in the student's file. Students will be notified of the results of their RPL or RCC assessment and have the right to appeal the outcome within fourteen days, in accordance with the NRCHI Complaints and Appeals Policy.

Related Documents

Assessment Policy
Complaints and Appeal Policy
Issuing Qualifications and Statements of Attainment Policy
Credit Transfer Policy
Student Enrolment Policy



Policy & Procedure

Student Enrolment Checklist
Student Handbook
RPL/RCC Application Forms
RPL/RCC Student Matrix
RPL/RCC Assessment Outcome
Fees & Charges Policy
Credit Transfer Policy
Privacy Policy
Record Management Policy

Document Locations

Website
Electronic file folders accessible by NRCHi Administration staff
Policy and Procedure Manual

Related Legislation

Australian Quality Standards Framework (AQTF) 2010
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2018)

Area of Compliance

AQTF Standard 1.5, Standard 2.5
VRQA Guidelines for VET Providers Guideline 4.1, 4.2
Skills First Skills Quality Charter
VET Funding Contract *Skills First* Program

Date reviewed	Version	Details of changes (if any)	Date of next review
October 2018	1	Splitting of existing RPL, RCC and CT Policy to remove ambiguity and to clearly state that RPL and RCC are assessment processes against units of competency, clearly advising fees, and describing application process and potential outcomes.	October 2021
May 2022	3	Updated Related Documents	May 2025