Policy & Procedure

RECOGNITION OF PRIOR LEARNING (RPL) POLICY & PROCEDURE

Policy number:	26	Version:	4
Responsible Person:	CEO	Reviewed by:	CEO
NRCHI Area:	RTO	Review Date:	Oct 26
Approved and adopted by:	Board of Governance	Next Review Date:	Oct 29

Scope

This policy applies to all NRCHI staff involved in student enrolment, RPL applications, assessment, student records management and the recording of assessment outcomes in VETtrak.

It applies to all prospective and enrolled students undertaking nationally recognised training with NRCHI, whether government-funded or fee-for-service.

Purpose

RPL (Recognition of Prior Learning) is a process of assessing an individual's existing skills, knowledge, and experience gained through formal or informal learning, work experience, or previous training against the requirements of a qualification or competency standard.

NRCHI recognises that students may acquire skills and knowledge through formal training, work experience, volunteering and life experience.

This policy ensures students can apply for Recognition of Prior Learning (RPL) and have their existing skills and knowledge assessed fairly against the requirements of the relevant training product, in accordance with applicable regulatory requirements.

Staff responsibilities

The Training Coordinator

Oversees the RPL process and ensures assessment decisions are consistent with applicable training product requirements.

RPL assessments must be conducted by persons who meet the applicable assessor credential requirements, vocational competency requirements and any relevant industry currency requirements. NRCHI ensures assessors are appropriately authorised and have access to the relevant training product requirements and assessment tools.

The Administration Officer
Receives applications, maintains records and enters approved outcomes into VETtrak.

Definitions

Australian Qualifications Framework (AQF): Australia's national policy framework for regulated qualifications across the school, vocational education and training, and higher education sectors.

Formal learning: Learning undertaken through structured education or training that may lead to a recognised qualification or credential.

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Informal learning: Learning acquired through work, life experience, volunteering, community activities or other experiences outside structured education and training.

Non-formal learning: Learning undertaken through structured activities that do not necessarily lead to a formally recognised qualification.

Recognition of Prior Learning (RPL): An assessment process that assesses an individual's existing skills, knowledge and competencies, acquired through formal, non-formal or informal learning, against the requirements of a training product.

Rules of evidence: The requirements that assessment evidence must be valid, sufficient, authentic and current.

Principles of assessment: The requirements that assessment must be fair, flexible, valid and reliable.

VETtrak: NRCHI's student management system used to record and manage student enrolments, assessment outcomes and student records.

Policy

RPL and credit transfer

RPL and credit transfer are separate processes. RPL involves assessing a student's existing skills and knowledge against the requirements of a training product. Credit transfer recognises an equivalent unit or module previously completed and evidenced by an appropriate record of attainment, subject to applicable requirements.

NRCHI processes credit transfer applications in accordance with the *NRCHI Credit Transfer Policy and Procedure*.

Access to RPL

NRCHI informs prospective and enrolled students of their opportunity to apply for RPL and explains the application process, evidence requirements, assessment arrangements, applicable fees and expected process.

NRCHI considers individual circumstances, including language, literacy, numeracy, disability and other support needs, when arranging assessment. Reasonable adjustments may be made where appropriate, provided the integrity of the assessment and all applicable competency requirements are maintained.

Students are provided with opportunities to ask questions, clarify evidence requirements and access relevant support throughout the RPL process.

RPL determines whether a student's existing skills, knowledge and competencies meet the requirements of the relevant unit of competency, module or qualification.

Evidence and assessment

NRCHI uses assessment methods appropriate to the relevant training product and the student's circumstances. These may include review of documentary evidence, structured interviews, professional discussions, questioning, observation, practical demonstrations, workplace evidence and other appropriate assessment activities.

The assessor determines the appropriate combination of methods required to establish whether the student meets all relevant unit or module requirements. Documentary evidence alone may not be sufficient where further evidence is needed to verify competency.

Students must provide evidence demonstrating their existing skills and knowledge. Evidence may include qualifications, Statements of Attainment, employment records, work samples, references and demonstrations of skills.

NRCHI assesses evidence against the requirements of the relevant training product, including applicable performance evidence, knowledge evidence and assessment conditions.

Assessment must comply with the principles of assessment and rules of evidence. Evidence must be valid, sufficient, authentic and current.

NRCHI may request additional evidence or conduct further assessment where necessary to determine competency.

Assessment outcomes

The assessor determines whether the student has demonstrated all requirements of the relevant unit or module.

Where competency has not been demonstrated, the assessor advises the student of identified gaps and available options, which may include providing further evidence, additional assessment or gap training.

Partial completion of unit requirements does not constitute a competent outcome for the complete unit.

Assessment decisions must be documented and supported by appropriate evidence.

Fees and appeals

Any applicable RPL fees are disclosed before the student commits to the process and managed in accordance with NRCHI's Fees and Charges Policy, applicable funding requirements and relevant contractual obligations. Students are informed of any additional charges before incurring them.

Students receive written notification of their assessment outcome, including feedback on identified gaps where competency has not been demonstrated. Students may request a review or lodge an appeal in accordance with *NRCHI's Complaints and Appeals Policy*.

Where practicable, a review is conducted by an appropriately qualified and authorised person who was not responsible for the original assessment decision. The review outcome and any revised decision are documented and communicated to the student in writing.

Where competency requirements are met, NRCHI records the outcome and issues the relevant qualification or Statement of Attainment in accordance with its certification procedure.

Procedure

1. **Inform the student:** Explain the RPL process, evidence requirements, assessment arrangements and applicable fees.

2. **Receive the application:** The student submits the RPL Application Form and supporting evidence.
3. **Assess the evidence:** The authorised assessor evaluates the evidence against the relevant training product requirements and requests further evidence or assessment if necessary.
4. **Determine the outcome:** The assessor documents the decision and supporting reasons.
5. **Notify the student:** NRCHI provides written notification of the outcome and advises the student of available next steps or appeal options.
6. **Record the outcome:** The Administration Officer records the outcome in VETtrak and securely maintains the application, evidence and assessment records.

Records, monitoring and review

NRCHI securely maintains RPL applications, supporting evidence, assessment decisions and student notifications in accordance with applicable privacy, regulatory, funding and record-retention requirements.

NRCHI periodically reviews RPL assessment practices and outcomes to identify inconsistencies, risks and opportunities for improvement. Where required, findings are addressed through assessment validation, staff development, corrective action and continuous improvement processes.

Related Documents

Assessment Policy
Complaints and Appeal Policy
Qualifications and Statements of Attainment Policy
Credit Transfer Policy
Student Enrolment Policy
Student Handbook
RPL Application Forms
RPL Student Matrix
RPL Assessment Outcome
Fees & Charges Policy
Credit Transfer Policy
Privacy Policy
Record Management Policy

Related Legislation and Compliance

Victorian Registration and Qualifications Authority (VRQA) ***Guidelines - Standards for Vocational Education and Training Providers,*** including the **2025 Standards for Registered Training Organisations (RTOs)**
Outcome Standards 1.6 for Registered Training Organisations 2025
Skills First program requirements and applicable VET Funding Contract
Applicable Commonwealth and State Government Funding Agreements, Contracts and Guidelines
Applicable VET legislation, data reporting requirements and regulatory instruments.
The Australian Qualifications Framework.
Applicable USI legislation and requirements.
Applicable AVETMISS and VRQA data-reporting requirements.
Relevant Commonwealth and Victorian privacy, funding and record-retention requirements.

Document Locations

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

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
Oct 2026	4	Revision of policy to improve clarity, comply with VRQA Guidelines and 2025 Standards for RTO's and reformat	Oct 2029