

PP8 – Recognition of Prior Learning (RPL) Policy

1. Purpose

This policy ensures all students are informed of and supported through the Recognition of Prior Learning (RPL) process, allowing them to have their prior skills, knowledge, and experience recognised towards formal qualifications. It promotes access, fairness, and quality outcomes, while upholding the integrity of the training product.

2. Scope

This policy applies to:

- All qualifications and units on AEATS scope of registration
- All prospective and enrolled VET students
- All AEATS personnel involved in marketing, enrolment, training, and assessment

3. Definitions

Term	Definition
RPL	Recognition of Prior Learning is the assessment of a person's existing skills and knowledge to determine the extent to which they meet the requirements of a unit or qualification.
Competency	The consistent application of knowledge and skill to the standard of performance required in the workplace.
RPL Kit	A qualification or unit-specific guide outlining evidence requirements, process, and templates for RPL application and assessment.
Assessment System	The documented policies and procedures used to develop, deliver, and validate assessment practices within the RTO.

4. Legislative Reference

- Standards for RTOs 2025 – Outcome Standard 1.6
- National Vocational Education and Training Regulator Act 2011
- AQF Handbook
- Training package requirements via training.gov.au
- PP3 – Assessment Tools and Systems Policy

5. Policy Statement

AEATS ensures that:

- All students are offered the opportunity to apply for RPL at enrolment and orientation.
- Students are provided with clear, accessible information about the RPL process, timeframes, and expectations.

All RPL assessments are:

- Based on the Rules of Evidence (valid, sufficient, current, authentic)
- Conducted by qualified trainers/assessors using documented tools aligned to the training product
- Recorded and stored in a way that is fair, transparent, consistent, and auditable
- RPL does not compromise the integrity of the qualification and supports the student's progression pathway.

6. Procedure – Step by Step

Step	Action	Responsible
1	Inform students of RPL options during pre-enrolment conversation, website, course guide, student handbook and enrolment form. Trainers also provide RPL and CT option during orientation.	Marketing / Enrolment Officer / Trainer Assessor
2	Conduct an initial consultation to determine RPL suitability	Assessor
3	Provide the RPL Kit relevant to the student's qualification	Compliance Manager
4	Ensure that unit requirements are aligned with the training package and that evidence meets the Rules of Evidence (valid, sufficient, current, authentic)	Trainer Assessor / Compliance Manager
5	Support the student to gather and submit evidence (e.g. resumes, work samples, references, qualifications)	Trainer Assessor
6	Assess evidence using AEATS assessment tools; verify with interviews, challenge tasks, or demonstrations if needed	Assessor
7	Assessor signs off on the RPL documentation and submits it for processing	Assessor
8	Compliance Manager will perform a quality check for consistency across similar cases	Compliance Manager
9	Admin updates the Student Management System (SMS) with approved RPL outcomes	Admin Officer

10	Notify the student of the outcome and update their training plan accordingly	Admin Officer / Trainer
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7. Compliance Indicators

Outcome Standard	How AEATS Demonstrates Compliance
1.6(1)	Students are aware and supported to apply for RPL
1.6(2)(a)	Enrolment materials, website, and conversations promote RPL opportunity
1.6(2)(b)	Evidence is assessed against competency standards by qualified assessors
1.6(2)(c)	All RPL decisions are documented and applied fairly and consistently

8. Related Documents

- RPL Kit (customised per qualification)
- PP3 – Assessment Tools and Systems Policy
- RPL Assessment Record Template
- Student Handbook
- Enrolment Form
- Training and Assessment Strategy (TAS)
- Continuous Improvement Register