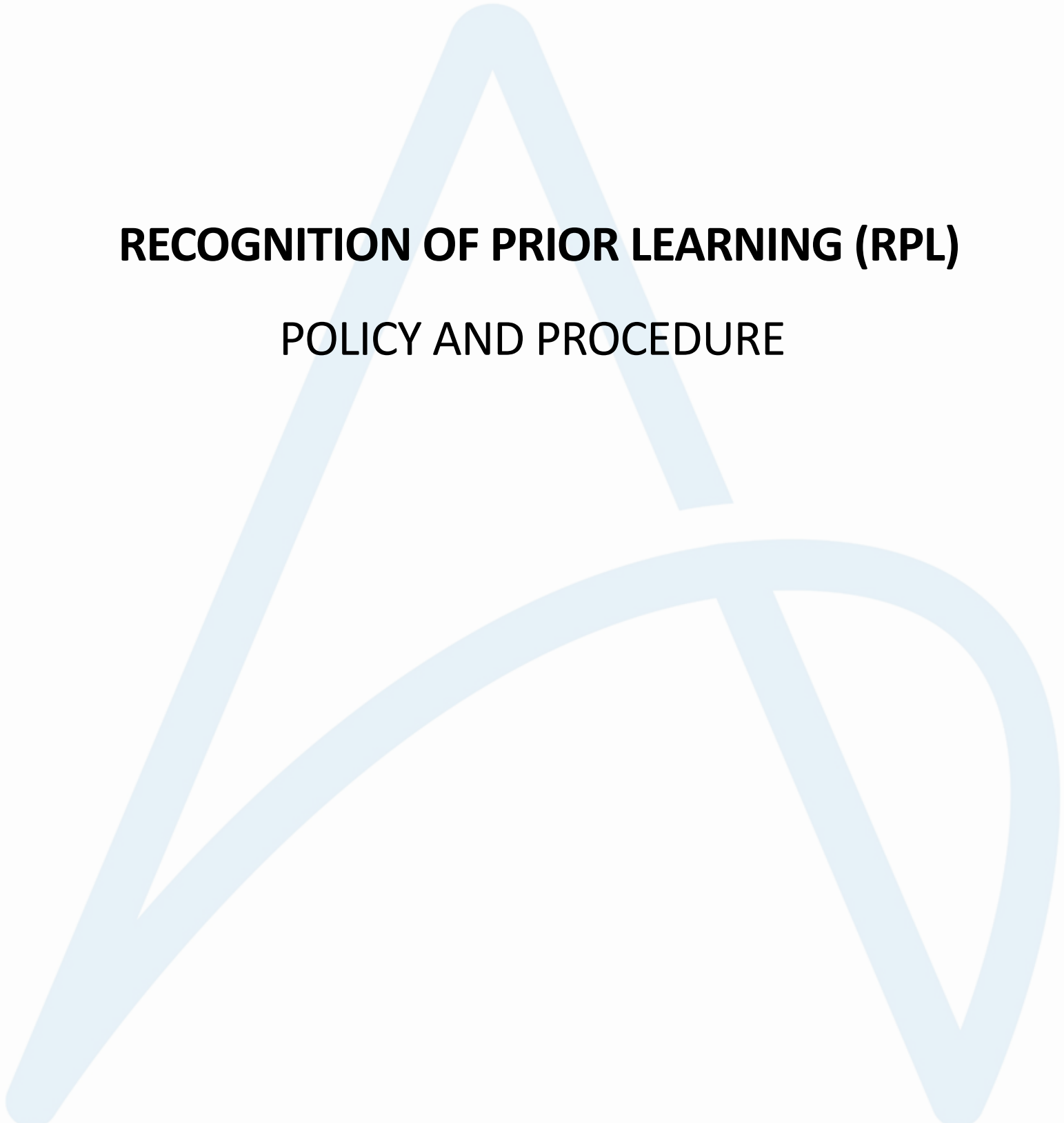




RECOGNITION OF PRIOR LEARNING (RPL)

POLICY AND PROCEDURE

Name of document:	RPL Policy and Procedure
Date created:	05/06/2024
Version number:	1.2
Purpose of document:	To provide a policy and procedure how students can get recognised for previously held experience
Responsible Department/Person:	Training Quality Assurance
Amendments made:	Standards update
Reason for amendments:	2025 RTO Standards update
Date of last review:	16/10/2025
Reviewed by:	Tal Frenkel

Regulation and Standards	Standards for Registered Training Organisations (RTO) 2025 std 1.6 National Code Standard 2 Skills Assure Supplier Policy 2025 Skills Assure Supplier Audit Evidence Requirements
Policy	Definition Recognition of Prior learning (RPL) is another form of assessment of a learner's competence. RPL uses evidence from formal, non-formal and informal learning, rather than from a specific assessment activity of Aurora Training Institute. RPL means getting recognition for what a candidate knows - no matter where or how the candidate has learnt it - if the candidate's knowledge and skills are of the same standard as required in the vocational course. RPL will allow a candidate to have their knowledge and skill level formally recognised. What learning might count towards RPL? Knowledge and skills learnt in: • other subjects • work experience or industry placement • a part-time job or unpaid work In what parts of the course does RPL Apply? RPL can only be granted for the vocational training competencies or learning outcomes in the course you are studying. (These are the job-related knowledge and skill areas of the course.) Each vocational training program has a number of learning outcomes or units of competency. A candidate can apply for RPL in either an entire training program or in individual learning outcomes. To apply for RPL: Applications for RPL must be submitted prior to the commencement of training in the applicable course. RPL will not be approved once a course has been completed. There is no fee for submitting an RPL application, however the candidate needs to be enrolled in a program before a full assessment can be made. Candidate may submit documentation which they believe will get them RPL to the trainer, who can indicate that they may get some units as RPL. Then the candidate can decide if they wish to choose to enrol, and the full RPL analysis and process can be undertaken. Once the RPL process is complete, they will pay only 50% of the unit price per unit for any unit for which they have been granted RPL. Any other unit which the candidate is not granted RPL for will be charged at full price. NOTE that this does not apply to domestic government funded candidates. Domestic RPL applications: Candidates may request to undertake the RPL Process. Upon request, Compliance Officer will issue the candidate with an RPL application form and advise the candidate they have 7 days to return completed application and supporting evidence to Domestic. Domestic will advise the trainer of the candidate's RPL request (via email within 24hrs). The completed RPL application form and supporting evidence will be forwarded to the trainer on receipt by Domestic. The trainer will then assess the application for RPL. During an arranged interview, the candidate will be provided with the Candidate RPL Kit. The Candidate RPL Kit will be completed and returned to the trainer within 4 weeks. The assessor will then assess the RPL submission. If the assessor does not sight sufficient evidence to grant RPL, the candidate will be interviewed and involved in a competency conversation.

For Domestic candidates undertaking SAS government funded programs:

The following clauses are applicable to RPL for domestic candidates undertaking study under the SAS government funded programs.

The supplier must ensure sufficient evidence is retained to validate the supplier's decision to award RPL. Evidence retained by the supplier must incorporate all of the assessments undertaken for the RPL process along with any other supporting documentation, such as originals or certified copies of formal / informal course certificates, references or testimonials from employers, volunteer organisations, clubs and associations etc. that contributed to the judgement of the candidate's competence.

RPL must be conducted with the same rigour as any other form of assessment. Where assessment is completed via RPL it must comply with the packaging rules of the relevant qualification; and be conducted in accordance with the Principles of Assessment and Rules of Evidence (refer to Standards for Registered Training Organisations (RTOs) 2025).

The following evidence is acceptable under the SAS contract:

RPL assessment policies and procedures incorporating an outline of how the SAS will come to its decision to recognise the candidate's proficiency against each unit of competency

required for the qualification. As a minimum this is to include:

- A document that maps key requirements of the qualification / unit of competency and includes identification of critical aspects of evidence and the required skills and knowledge for units claimed. The document must also list each piece of assessment evidence which was considered in the decision to grant RPL for the candidate and links it to the relevant unit requirements. (Section E of RPL kit – Mapping Guide)
- Documented "Competency Conversation" with the candidate which is signed by the candidate and the RTO assessor. Actual questions and responses must be documented and retained. (Section B of RPL kit – Candidate Competency Conversation)
- Documented "Competency Conversation" between the assessor and at least one recent employer validating the candidate has demonstrated workplace performance against unit requirements, which is further verified by signatures from the employer and the RTO assessor. Actual questions and responses must be documented and retained. (Section D of RPL kit – Employer Competency Conversation). Please note:
 - Questions asked by the assessor as well as the expected responses should be selected from a benchmark document developed by the supplier to ensure consistency and reliability of the assessment process when used across multiple candidates.
 - Verbatim responses are not mandatory, however, assessor notes must accurately reflect the substance of each response regarding the candidate's actual workplace performance related to the knowledge and skills aligned with the unit/s of competency.
- Documented self-appraisal (signed by the candidate) of formal and informal knowledge and skills against tasks relevant to the units making up the qualification (included with application form)
- Record of experience relevant to the intended qualification. Evidence will include, but is not limited to, a resume or consecutive list of recent employment, which includes dates during which employment occurred, a short description of work undertaken and contact details of employer or supervisor
- Where applicable and in accordance with the unit of competency requirements, challenge test/s (including practical observation and/or knowledge tests) addressing the elements and performance criteria of the unit, and the skills required as a

	minimum in the relevant industry. Whether conducted against an individual unit or cluster, the supplier must retain sufficient direct evidence of the candidate being able to demonstrate the requisite level of practical skills stipulated within each unit (Section C of the RPL kit – Challenge Test) Where applicable and in accordance with the unit of competency requirements, further evidence to support the decision to grant RPL to the candidate.														
Procedure	The following procedure will apply for RPL applications <table border="1"> <tr> <td>1</td><td> The trainer will provide the candidate information about RPL. Domestic: Compliance officer provides the candidate a course application form to complete. </td></tr> <tr> <td>2</td><td> The trainer will provide the candidate with the relevant learning outcomes or competencies for the training programs as listed in the course handbook. Domestic: If the candidate indicates on the application form that they wish to apply for Recognition of Prior Learning, then the compliance officer provides the candidate with the RPL Application Form to complete, and provides the candidate an overview of information about RPL, the process and the costs involved. </td></tr> <tr> <td>3</td><td>The candidate will assess their abilities/competencies, with guidance from the trainer in the learning outcomes or competencies in the training programs.</td></tr> <tr> <td>4</td><td>The candidate is to complete an RPL Application Form.</td></tr> <tr> <td>5</td><td> The candidate is to gather evidence that supports their application as listed in the RPL application. Domestic: The candidate is advised by the compliance officer that they have 7 days to return completed application and supporting evidence to the DMM. </td></tr> <tr> <td>6</td><td>The candidate is to give the completed RPL Application Form and evidence to their trainer. The Trainer will conduct a full RPL assessment through observation on the job and assessing documentation supplied.</td></tr> <tr> <td>7</td><td>The candidate will receive notification from the trainer to show either that the candidate has gained RPL for full or partial units of the course.</td></tr> </table> If the candidate disagrees with the outcome, the candidate may appeal. The evidence the candidate may gather for their appeal might include: • products and/or records of their work • a personal report • a referee's report A single piece of evidence may be relevant to one or more of the learning outcomes or competencies.	1	The trainer will provide the candidate information about RPL. Domestic: Compliance officer provides the candidate a course application form to complete.	2	The trainer will provide the candidate with the relevant learning outcomes or competencies for the training programs as listed in the course handbook. Domestic: If the candidate indicates on the application form that they wish to apply for Recognition of Prior Learning, then the compliance officer provides the candidate with the RPL Application Form to complete, and provides the candidate an overview of information about RPL, the process and the costs involved.	3	The candidate will assess their abilities/competencies, with guidance from the trainer in the learning outcomes or competencies in the training programs.	4	The candidate is to complete an RPL Application Form.	5	The candidate is to gather evidence that supports their application as listed in the RPL application. Domestic: The candidate is advised by the compliance officer that they have 7 days to return completed application and supporting evidence to the DMM.	6	The candidate is to give the completed RPL Application Form and evidence to their trainer. The Trainer will conduct a full RPL assessment through observation on the job and assessing documentation supplied.	7	The candidate will receive notification from the trainer to show either that the candidate has gained RPL for full or partial units of the course.
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