

Recognition Of Prior Learning Policy

Purpose

The purpose of this policy is to ensure that selectability Training provides fair and transparent processes for recognising the prior learning, skills, and competencies of VET students at the unit of competency level. This allows eligible students to progress through their training without duplication, while upholding the integrity of the training product in compliance with the Outcome Standards for NVR Registered Training Organisations Instrument 2025 (Cth).

Scope

This policy applies to all:

- Training products on the selectability Training's scope of registration.
- Prospective and currently enrolled students seeking RPL.

Policy

selectability Training recognises that students may enter training with existing skills, knowledge, or experience gained through work, formal or informal study, or life experience.

Recognition of Prior Learning is a formal process of assessing existing skills, knowledge or experience of a student against the requirements of a unit of competency, to recognise their competency without having to undertake further formal training that may be unnecessary.

To support learner progression and promote flexibility, the RTO will:

- Provide all VET students information about the Recognition of Prior Learning (RPL) process and access to this policy and procedure.
- Provide all VET students with the opportunity to apply for Recognition of Prior Learning (RPL).
- Ensure RPL assessments are conducted in accordance with the principles of assessment and rules of evidence (under Outcome Standard 1.4).
- Apply fair, consistent, and transparent decision-making processes.
- Maintain complete and accurate records of all RPL applications, evidence, and decisions.
- Provide a written record of the RPL decision to the student and retain the same for two years after the student ceases to be an accepted student.
- Create a Confirmation of Enrolment that reflects the shortened course duration where RPL shortens the course duration.

RPL will only be granted where competency is demonstrated to the same standard as required by the relevant unit of competency.

Responsibilities

- **CEO:** Provides strategic oversight and ensures organisational systems support valid and fair RPL processes.
- **RTO Manager:** Oversees implementation of the process, supports assessors, and reviews RPL decisions.
- **Assessors:** Conduct RPL assessments in line with competency requirements and assessment standards.
- **Governance Support:** Ensures documentation, process integrity, and policy compliance.
- **Administration Officer:** Updates student records and maintains evidence in the selectability Training's Student Management System.

Operational Procedure Table: recognition of prior learning

Action	Responsible Staff	Supporting Document	Timing/Frequency
Provide RPL information to students	Administration Officer	Student Handbook, Website	At enrolment and orientation
Receive and log into an RPL application	Administration Officer	RPL Application Form RPL Register	Upon receipt
Conduct evidence-based RPL assessment	Assessor	RPL Assessment Tool	Prior to training delivery
Document and communicate decision	Assessor	RPL Decision Report	Within 10 working days
Record in SMS and student file	Administration Officer	RPL Register and SMS	After decision
Handle appeal or reassessment request	RTO Manager	Complaints and Appeals Policy	As needed
Monitoring and Improvement	Governance Support	CI Register (if required)	As needed

Terms And Definitions

TAS - Training and Assessment Strategies, a document that describes the RTO's plans to deliver a training product.

RTO - Registered Training Organisations, a training organisation with the national VET regulator.

VET - Vocational Education and Training, a government body responsible for registering, accrediting, and auditing training providers to ensure they meet national quality standards for vocational education and training

RPL - Recognition of Prior Learning, Policy name

Document Governance

Document Properties

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Next Review Date	25/03/2029
Current Version	RTO.2011.V1.0
Implementation Plan	COO Newsletter, selectability Training Website
Board Committee	FAR

Related Documents and Legislation

Related Documents
<p>Training and Assessment Strategies</p> <p>RPL Application Form</p> <p>RPL Register</p> <p>RPL Assessment Tools</p> <p>RPL Assessor Guides</p> <p>RPL Decision Report</p>
Legislation / Other instruments
<p>Outcome 1 – Training and Assessment, Division 3 – RPL and Credit Transfer, Standard 1.6, National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth).</p>
Related RTO Policies
<p>Training and Assessment Strategy Policy</p> <p>Assessment Tool Review and Quality Assurance Policy</p> <p>Assessment Policy</p> <p>Feedback, Complaints and Appeals Policy</p> <p>Third Party Arrangements Policy</p> <p>Student Code of Conduct</p> <p>Student Handbook</p>

Aligning Standards

<p>Child Safety Principles</p> <ol style="list-style-type: none"> 1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture 2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously 3. Families and communities are informed and involved in promoting child safety and wellbeing 4. Equity is upheld and diverse needs respected in policy and practice 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice 6. Processes to respond to complaints and concerns are child focused 7. Employees and volunteers are equipped with the knowledge, skills and awareness to keep children

and young people safe through ongoing education and training

8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
9. Implementation of the national child safe principles is regularly reviewed and improved
10. Policies and procedures document how the organisation is safe for children and young people

2025 RTO Standards

Outcome 1 – Training and Assessment, Division 3 – Recognition of Prior Learning, Standard 1.6

Document History

Version	Date	Review Notes	Officer
RTO.2011.V1.0	25/03/2026	Document Approved	CFO
RTO.2011.V1.0	20.02.2026	Draft Created	RTO Manager