

Recognition of Prior Learning Procedure

Purpose

The purpose of this procedure is to explain how the Recognition of Prior Learning Policy is to be applied and the requirements that employees and students are to adhere to when applying for, assessing, and granting recognition of prior learning. It ensures that students with existing skills, knowledge, and competencies gained through work, informal study, or life experience are provided with fair, transparent, and consistent processes to demonstrate their competence without unnecessary duplication of training. This procedure supports the outcome of ensuring RPL assessments are conducted in accordance with the principles of assessment and rules of evidence, and that RPL is only granted where full competency can be confirmed to the same standard as required by the relevant unit of competency.

Scope

This procedure applies to all:

- Training products on selectability Training's scope of registration
- Prospective and currently enrolled students seeking Recognition of Prior Learning (RPL)
- Assessors conducting RPL assessments and making competency decisions
- The RTO Manager, Administration Officer, and Administrator involved in RPL application processing, assessment coordination, and documentation
- RPL application, evidence collection, assessment, decision-making, and appeals processes
- Record-keeping and reporting requirements for RPL outcomes

Procedure Statement

Information and Access

The selectability Training ensures that prior to enrolment, during enrolment and at orientation, all students are:

- Informed of their right to apply for RPL.
- Provided with access to the RPL Policy, Procedure, and Application Form.
- Directed to support staff or the RTO Manager for guidance.

This information is also made available via the student handbook, website, and pre-enrolment materials.

Application

To apply for RPL, a student must:

- Submit a completed **RPL Application Form**.
- Provide a portfolio of evidence that demonstrates current competency against relevant units.

The selectability Training Administration Officer shall receive the application form and

- Log the same into the **RPL Register** and
- Refer the application to the RTO Manager.

The RTO Manager shall allocate an assessor to complete the RPL consultation, evidence collection and judgement.

The assessor schedules RPL meetings with the students who must participate in an initial consultation with assessor to confirm eligibility and evidence requirements and then subsequent meetings as required. The assessor provides an RPL Pack for each unit of competency nominated for assessment of RPL.

The student must provide any further information and evidence as required and requested by the selectability Training assessor.

Assessment of RPL

The selectability Training qualified assessor completes the following steps:

- Reviews the application and supporting evidence portfolio.
- Conducts competency conversations, workplace observation (if applicable), or provides students to complete other tasks (if required).
- Evaluates the evidence against each element and performance criteria of the unit using the **RPL Assessment Tool**.

All assessments must comply with the Principles of Assessment (fairness, flexibility, validity, reliability) and the Rules of Evidence (validity, sufficiency, authenticity, currency).

The selectability Training assessor will assess as competent only where full competency can be confirmed.

RPL Decision and Documentation

selectability Training assessor ensures that all decisions are made:

- Based on sufficient and verifiable evidence.
- Recorded in the RPL Decision Report.
- Communicated to the student in writing within 10 working days.
- RPL outcomes must not be influenced by course completion targets or delivery schedules.

selectability Training Administration Officer enters the RPL decision into the Student Management System and ensures all relevant documents are saved in the student's file.

Appeals and Reassessments

Students who disagree with the RPL outcome may:

- Lodge a formal appeal as per the selectability Training Feedback, Complaints and Appeals Policy and Procedures.
- Request a second assessor to review the application and evidence.

selectability Training RTO Manager ensures all appeals are responded to within the timelines specified in the policy.

Ongoing Monitoring and Continuous Improvement

selectability Training RTO Manager reviews the RPL evidence to support the assessor and RPL judgement to ensure a fair decision is made.

Definitions

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

Document Governance

Document Properties

Document Sponsor	CFO
Date Approved	25/03/2026
Category	RTO
Review Cycle	Annual
Next Review Date	25/03/2027
Current Version	RTO.3011.V1.0
Implementation Plan	COO Newsletter, selectability Training Website
Board Committee	FAR

Related Documents and Legislation

Parent Policy / Framework
Recognition of Prior Learning (RPL) Policy
Related Documents
<ul style="list-style-type: none"> Training and Assessment Strategies RPL Application Form RPL Register RPL Assessment Tools RPL Assessor Guides RPL Decision Report
Legislation / Other instruments
National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth).
Related RTO Procedures
<ul style="list-style-type: none"> Training and Assessment Strategy Procedure Assessment Tool Review and Quality Assurance Procedure Assessment Procedure Feedback, Complaints and Appeals Procedure Third Party Arrangements Procedure Student Code of Conduct Student Handbook

Aligning Standards

Child Safety Principles

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.3011.V1.0	25/03/2026	Document Approved	CFO
RTO.3011.V0.1	20.02.2026	Draft Created	RTO Manager