

# RECOGNITION OF PRIOR LEARNING Procedures

---



RESPONSIBLE MANAGER: Executive Manager Teaching and Learning  
CATEGORY: Academic Programs  
DATE ENDORSED: 14 July 2009  
RELATED POLICIES AND DOCUMENTS:

[Assessment Policy](#)  
[Assessment Procedures](#)  
[Application for RPL form](#)  
[Skills Recognition Business Rules](#)  
[Document retention and destruction policy](#)  
[Student Records Management procedures](#)

---

## Introduction

In accordance with the Australian Quality Training Framework, Recognition of Prior Learning (RPL) or Skills Recognition will be offered to all clients prior to enrolment. These procedures should be read in conjunction with the Institute's [Assessment Policy](#).

## Definitions

RPL is part of the Institute's Skills Recognition process. It is a process that assesses the individual's combined formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competencies. The underlying principle of RPL is that no student should be required to undertake a unit of study in a course for which they are able to demonstrate satisfactory achievement of the required competency standard. The major benefit of taking into account a range of prior learning experiences is that it ensures students build on their prior learning and avoid repetition of study or stages of courses that they may have already completed elsewhere.

## Procedures

1. RPL applications will normally be made prior to the commencement of a course as this allows for potential re-allocation of teaching resources and for better customisation of course structure for the student involved. Where an application comes via the Skills Store the process to follow is outlined in the [Skills Recognition Business Rules](#).
2. Applications for Recognition of Prior Learning (RPL) will be referred directly to the Teaching Centre concerned for advice on the types of evidence and the process that is required in order to demonstrate competence. The relevant Teaching Centre staff will assign one or more appropriately qualified staff to assess the application.
3. No assessment will occur until the applicant is enrolled and has paid any required fees. Enrolment must be made on the appropriate enrolment form (refer to [Business Rules](#)).
4. Skills Recognition results will be recorded as RPY (successful) or RPN (unsuccessful). Applicants will be advised of results as per Business Rules. Applicants dissatisfied with the outcome of their application may lodge an appeal in accordance with the Assessment Procedures Appeal Process
5. The Teaching Centre responsible for RPL will retain supporting documents until the end of the next calendar year following the date of the RPL result. Supporting documentation may include copies of Assessment Tools used, Skills Recognition application form, Skills Recognition Plan and Assessment Record.
6. For international students granted RPL appropriate changes will be made via PRISMS as outlined under the ESOS Act, and a copy of the documentation will be kept in the student files of the International Office