



Recognition of Prior Learning

Organisational Area

RTO

Authorisation

This Policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 7th of April 2025.

Review Date

This policy will be reviewed every three years or sooner if required.

Scope

This policy applies to the Manager, VET Coordinator and any Staff at POCH&LCI who enrol students in Vocational Education and Training. This policy also applies to Trainers and Assessors and to applicants and students at POCH&LCI.

Objective

Park Orchards Community House & Learning Centre Inc. is committed to recognising the prior learning of participants in its courses. This policy is consistent with the values of the POCH&LCI which acknowledge the full range of an individual's skills and knowledge, regardless of how it has been acquired. POCH&LCI aims to give students maximum advantage from previous studies and experience so that progress in their current studies is expedited.

Policy

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree)
- non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

The underlying principle of Recognition of Prior Learning (RPL) is that no individual / participant should be required to undertake a unit of study for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and/or partial or total completion of a qualification.

RPL is the acknowledgement of a person's skills and knowledge acquired through previous relevant training, work or life experience, which may be used to grant status or credit in a subject or a whole program (qualification). A student may apply for RPL after enrolling with the training provider.

The student must supply evidence to substantiate the claim for credit. This may be a folio of all relevant documentation and must be assessed by the RTO for RPL to be granted. Unlike credit transfer the student has not previously been assessed as being competent and must go through an assessment process to be awarded RPL. *Refer AVETMISS fact Sheet Reporting credit transfer and recognition of prior learning outcomes*

The RPL process only applies to accredited courses and students need to be enrolled in a course before they can apply for RPL. RPL can only be given for a whole unit. Students who apply for RPL will be given sufficient information about course content and outcomes to properly identify areas that match their skills and experience.

As the Centre incurs costs when offering RPL, a fee will be applied. The fee would acknowledge the time spent on administration, counselling and assessment.

Students may apply for RPL for all or part of a qualification.

All POCH&LCI Assessors must meet the current standards for Trainer and Assessors.

POCH&LCI may refer students to another Registered Training Organisation (RTO) for RPL.

Definitions

Authenticity -	Is there sufficient evidence that the applicant actually carried out what has been claimed?
Currency -	Confirmation that the competencies are still valid. Take into consideration areas of change in the relevant fields.
Quality -	Establish if the skills and knowledge learned are at an acceptable level.
Relevance -	Identification that demonstrates applicant skills are clearly relevant to the course of study. Are the skills and knowledge gained from prior learning similar to those gained from the course?
Transferability -	Consideration of whether the applicant can apply their experience to achieve the competencies identified for the course.
Validity -	Establish if there is a sound link between the competencies from the course under consideration and the learning gained from prior learning experiences.
Recognition of Prior Learning (RPL) -	An assessment process that assesses the competency of an individual acquired through formal, non-formal, and informal learning to determine the extent to which they meet the requirements of a unit of competency or qualification.
Credit Transfer (CT) -	A process that provides students with credit for units of competency that they have already completed with another RTO or recognised training provider, without the need for further assessment.

Related Documents

Assessment Policy
Certificate Issuing Policy & Procedure
Information for Prospective Students
Pre-Training Review Policy
Pre-Training Review Procedure
Privacy Policy
Recognition of Australian Quality Framework Qualifications (Credit Transfer) Policy
Recognition of Australian Quality Framework Qualifications (Credit Transfer) Procedure
Recognition of Prior Learning Application Form
Student Enrolment Checklist
Student Enrolment Policy & Procedure
Student Feedback Policy & Procedure
Student Handbook Student
Student Training Plans Procedure

Document Locations

Policies and Procedures Manual
Website

Related Legislation

Standard for Registered Training organisations (RTOs) 2025

Area of Compliance

ASQA 2025 Standards Outcome 1.6

Date reviewed	Version	Details of changes (if any)	Date of next review
10/ 2010	1	Original document	
05/ 2015	2		05/2018
09/ 2015	3	General review New template Separate Procedure form Policy	09/2018
19/10/2015	4	Remove word Mutually from recognition statement.	19/10/2018
28/06/2017	5	Update VRQA guidelines and Vet Coordinator Title	28/06/2020
24/06/2020	6	Removed reference to <i>TAE40110</i> and replaced with <i>Assessors must meet the current standards for Trainer and Assessors</i>	024/06/2023
10/11/2021	7	Update to ASQA	10/11/2024
23/12/2023	8	Updated definitions and clarified policy.	23/12/2023
7/04/2025	9	Update to 2025 ASQA Standards	7/04/2028

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