Recognition of Prior Learning (RPL) - Procedure

MacGregor State High School RTO 46354

1. Purpose

This document outlines the procedures and responsibilities for implementing Recognition of Prior Learning (RPL) in accordance with the Standards for Registered Training Organisations (RTOs). The aim is to ensure fair, consistent, and transparent processes that recognise the skills and knowledge individuals have gained through formal, non-formal, and informal learning.

2. What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is the process through which a student's existing skills and knowledge—regardless of how they were acquired—are assessed against the requirements of a nationally recognised unit(s) of competency or qualification. This learning may have been acquired through:
- Work experience (paid or unpaid)
- Previous study (formal or informal)
- Life experience
- Volunteer or community work

RPL provides an opportunity for students to gain credit for their existing competencies, potentially reducing the time and cost to achieve a qualification.

3. RPL Eligibility Criteria

RPL may be granted if the student can provide evidence that they:
- Have sufficient, current, relevant, and authentic experience or knowledge to meet the performance criteria, skills, knowledge, and evidence requirements of the unit(s)
- Can demonstrate their competencies through a structured process of evidence collection, interviews, or practical demonstrations.

4. RPL Process

Step 1: Enquiry

The student expresses interest in applying for RPL via their VET trainer, school VET Coordinator, or RTO Manager. An initial discussion is held to explain the process and assess suitability.

Step 2: Application

The student completes an RPL Application Form, specifying the unit(s) of competency they believe they can demonstrate through prior learning. The student is provided with an RPL Kit, which includes:
- Unit requirements
- Evidence guidance
- Self-assessment checklist

Step 3: Evidence Collection

The student compiles and submits evidence, which may include:
- Resume, job descriptions, references
- Work samples, portfolios
- Certificates or transcripts
- Testimonials or logbooks
- Supervisor verification or third-party reports

Step 4: Assessment

A qualified assessor evaluates the submitted evidence against the unit(s) of competency. The assessor may request additional evidence, conduct interviews, or arrange practical demonstrations. The assessment follows the principles of fairness, flexibility, validity, and reliability.

Step 5: Outcome

The assessor will document the decision and inform the student in writing of the outcome:
- **Competent** – full or partial RPL granted
- **Not Yet Competent** – further training or assessment required

Students not granted RPL are provided with feedback and alternative learning/assessment options.

Step 6: Recordkeeping

All assessment documentation is retained on the student's file as per the RTO's record management policy. RPL decisions are recorded in the student management system and reported to the relevant training authority (e.g. USI and AVETMISS data updates).

5. Fees and Timelines

There is no fee for RPL applications for school-based VET students. RPL applications must be submitted no later than 4 weeks before the assessment date to allow adequate time for assessment.

6. Support and Appeals

Students are supported throughout the RPL process by their trainer and/or VET Coordinator. If a student disagrees with an RPL outcome, they may lodge a formal appeal in accordance with the RTO's Complaints and Appeals Policy.

7. Roles and Responsibilities

Role	Responsibility
Student	Initiate RPL request and submit evidence
Trainer/Assessor	Provide guidance and conduct assessment
VET Coordinator	Support application process, liaise with assessor
RTO Administration	Maintain records, issue results, manage compliance

8. Compliance

This procedure meets the requirements of:

- Standards for RTOs 2015 – Clauses 1.8, 1.12, 3.5, and 3.6
- Revised Standards for RTOs 2024 – particularly relating to recognition of prior learning, validation of assessment, and learner support

For more information or to begin the RPL process, please contact:

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