

POLICY

RECOGNITION OF PRIOR LEARNING (RPL)

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1. Purpose

- 1.1 Allens Training Pty Ltd RTO 90909 (hereinafter referred to as the RTO) is committed to recognising the skills, past experience and/or qualifications or units of competency already achieved by a participant through a recognition of prior learning process.
- 1.2 This policy outlines the RTO's approach to Recognition of Prior Learning (RPL), in accordance with the Outcome Standards for RTOs 2025, the Compliance Requirements Policy, and the Credential Policy. RPL acknowledges a learner's existing skills and knowledge, regardless of how they were acquired, and allows them to gain credit toward nationally recognised qualifications or units of competency.

2. Scope

- 2.1 This policy applies to:
- RTO staff, trainers and assessors
 - Third-party providers delivering training and/or assessment on behalf of the RTO
 - All enrolled or prospective learners

3. Policy Statement

- 3.1 The RTO provides learners with access to clear, accurate information about the RPL process, associated fees, evidence requirements, and expected timelines via the Student Handbook, website and authorised staff.
- 3.2 RPL is available for any unit or qualification on the RTO's scope of registration, unless:
- Licensing or training package requirements prevent RPL
 - The training product requires demonstration of specific, current workplace performance that cannot be validated through RPL
 - RPL delivery is not cost-effective for certain short courses (e.g. CPR, First Aid), or
 - Industry consultation has identified that RPL would not meet client or regulatory expectations.

In these cases, RPL will not be offered, and this will be clearly communicated in the course-specific information and on our website.

- 3.3 RPL is conducted in accordance with the Principles of Assessment (fairness, flexibility, validity, reliability) and the Rules of Evidence (validity, sufficiency, authenticity, currency) as outlined in the Outcome Standards 2025.
- 3.4 Learners may apply for RPL at any stage of the enrolment process or training period. It is encouraged at the point of enrolment to allow appropriate planning.
- 3.5 A formal application and supporting evidence are required. All applications will be assessed by appropriately qualified assessors.
- 3.6 RPL may lead to full or partial recognition of a qualification or unit of competency. Where RPL is not granted, learners will be informed of the outcome including:
 - Feedback on the evidence provided
 - Options for gap training (if relevant)
 - The right to appeal the decision
- 3.7 Fees apply for RPL applications and assessments. These will be provided to the learner prior to making an application.
- 3.8 All documentation and decisions relating to RPL will be recorded and stored in Training Desk.

4. Procedures

4.1 Initial requests RPL information

Learners request information through the website, third-party trainers, or directly with Allens Training. Staff direct all RPL enquiries to the Compliance Team for triage and ticket creation.

4.2 Pre-enrolment

Information on RPL, including suitability, costs and timeframes is made available to support learner decision-making.

4.3 Application and Evidence submission:

- RPL Application Kit is provided.
- Learner submits evidence, such as prior qualifications, work experience, job descriptions, third-party reports, or practical demonstrations.
- All evidence submitted must be scanned and uploaded into the learner's file in Training Desk

4.4 Assessment

- Evidence is reviewed by a qualified assessor
- Additional interviews or workplace observations may be arranged
- RPL outcome is recorded in Training Desk

4.5 Outcome and recordkeeping

- The learner is advised in writing
- If successful, the credential issuance process begins
- If unsuccessful, options for resubmission, gap training or appeal are offered

5. Responsibilities

Compliance, monitoring and review

- 5.1 The General Manager of Regulatory Compliance oversees implementation, review, monitoring, and ensuring compliance with this policy.

- 5.2 Qualified Trainers and Assessors are responsible for conducting of RPL assessments in accordance with policy requirements.
- 5.3 Compliance Staff manage the quality assurance of the application process and maintenance of RPL records.

Reporting

- 5.4 No additional reporting is required.

Records management

- 5.5 Evidence relating to the processing and final decision of a recognition of prior learning (RPL) application must be maintained in Training Desk.

6. Definitions

Terms and definitions

- **Recognition of Prior Learning (RPL):** An assessment process that determines the extent to which a learner's prior learning meets the requirements of a training product.
- **Formal Learning:** Structured, credentialed learning (e.g. degrees, certificates).
- **Non-Formal Learning:** Structured learning not leading to formal recognition (e.g. in-house training).
- **Informal Learning:** Learning gained through experience (e.g. on-the-job skills).

7. Related Legislation & Documents

[National Vocational Education and Training Regulator Act 2011](#)

[Outcome Standards 2025](#)

[Compliance Standards 2025](#)

[Credential Policy](#)

[RPL Kit - Student](#)

8. Feedback

- 8.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

9. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December each year
Version	Effective Date	Author(s)	Description
Draft	08.09.2022	Ferne Robinson	Initial draft
V1.0	01.07.2023	Ferne Robinson	V1.0
V1.1	10.12.2023	Ferne Robinson	Review and no changes required.
V1.2	24.06.2025	Ferne Robinson	Review and update to align to the 2025 Outcome and Compliance Standards and Credential Policy. CEO approval