



Australian Institute of
Technology Transfer



AITT RPL Privacy and Confidentiality Procedure

AITT RTO 50834

This procedure outlines the processes used by AITT to collect, store, access, retain, and protect personal information and evidence submitted as part of the RPL process.

December 2025

V3.0

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Policy Title: AITT RPL Privacy and Confidentiality Procedure**Policy Owner:** Chief Executive Officer**Policy Version:** 3**Approval Date:** December 2025**Review Date:** December 2027**1. Collection and Storage of RPL Records**

Wherever possible, AITT does not use printed or hard-copy student records.

All RPL records are stored electronically and:

- Backed up regularly
- Protected by encryption
- Secured through password-controlled access
- Protected by antivirus and malware software

2. Handling of Identification Documents

Administration staff and RPL Assessors must exercise heightened care when handling personal identification documents.

When scanned or copied ID documents are collected:

- They are collected solely to verify identity for RPL application and enrolment
- They are not disclosed to third parties other than the RTO where required
- They are used only for the purposes explained to the applicant
- They are retained only for the minimum period required to confirm identity
- They are stored securely in encrypted, password-protected files

If printed copies of ID documents are required:

- They are never retained on file
- They are shredded immediately once no longer required

3. Access to RPL Records

Access to RPL records is strictly limited.

RPL records may only be accessed by:

- The RPL applicant (via an Applicant Records Access Form)
- RPL Facilitators and Assessors for assessment purposes
- AITT Administration Staff where required for their role
- The CEO and Directors of AITT
- Authorised third parties where written consent is provided by the applicant
- Authorised individuals where access is required by law (e.g. court orders, subpoenas)

4. Retention of RPL Records

RPL application and assessment records, including evidence and assessment tools, are retained securely by the RTO for 30 years, in accordance with legislative and regulatory requirements.

These records may be accessed by the Australian Skills Quality Authority (ASQA) for audit or regulatory purposes only.

5. Confidentiality Obligations of Staff and Assessors

All staff and assessors involved in the RPL process are informed of their confidentiality obligations under this procedure.

Any breach of confidentiality will result in immediate internal disciplinary action and may be escalated to external authorities where required.

6. Evidence and Intellectual Property

AITT complies with the Copyright Act 1968 and Trade Marks Act 1995 in relation to evidence submitted by RPL applicants.

AITT recognises and protects the intellectual property rights and professional integrity of work-based documents submitted as evidence.

Evidence is used strictly for:

- RPL application
- Assessment of competency
- Regulatory compliance and audit purposes

No evidence is used for any other purpose.

7. Continuous Improvement

AITT reviews the effectiveness of privacy and confidentiality controls through internal audits, incident reviews, and continuous improvement processes to ensure ongoing compliance with the Standards for RTOs 2025.

8. Monitoring and Review

AITT monitors the effectiveness of this policy/procedure through compliance monitoring, internal audits, feedback mechanisms, and continuous improvement processes.

This document is reviewed:

- At least annually
- In response to changes to legislation, regulatory requirements, or the Standards for RTOs
- Following audit findings, incidents, complaints, or identified risks

9. Approval

Policy Title **AITT RPL Privacy and Confidentiality Procedure**

Policy Owner CEO – Hanif Kuthubutheen

Policy Version 3

Approval Date December 2025

Review Date December 2027

Approved By CEO – Australian Institute of Technology Transfer (AITT)

Signature 

Hanif Kuthubutheen

Chief Executive Officer

AITT