



Australian Institute *of*
Technology Transfer



AITT RPL Privacy and Confidentiality Policy

AITT RTO [50834](#)

Protecting the privacy and confidentiality of personal information collected and used during the Recognition of Prior Learning (RPL) process.

December 2025

V3.0

Table of Contents

1. Purpose.....	3
2. Scope.....	3
3. Policy Statement.....	4
4. Privacy and Confidentiality Principles.....	4
5. Student Rights.....	4
6. Breaches of Confidentiality.....	4
7. Monitoring and Review.....	5
8. Approval.....	5

Policy Title: AITT RPL Privacy and Confidentiality Policy**Policy Owner:** Chief Executive Officer**Policy Version:** 3**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

The purpose of this policy is to ensure that all personal, sensitive, and confidential information collected as part of the RPL application and assessment process is managed securely, ethically, and lawfully.

This policy supports compliance with:

- The Privacy Act 1988 (Cth)
- Requirements of the Office of the Australian Information Commissioner (OAIC)
- The Standards for RTOs 2025

2. Scope

This policy applies to:

- All student RPL applicants across all AITT's training courses
- All AITT staff, contractors, facilitators, and assessors involved in RPL
- All records, evidence, and information collected during the RPL process

Qualificati on Code	Qualification Title
BSB30120	Certificate III in Business
BSB40120	Certificate IV in Business
BSB50120	Diploma of Business
BSB50420	Diploma of Leadership and Management
BSB50820	Diploma of Project Management
CHC30121	Certificate III in Early Childhood Education and Care
CHC50121	Diploma of Early Childhood Education and Care
TAE40122	Certificate IV in Training and Assessment
11263NAT	Certificate III in Work Skills for Career Enhancement and Management
11264NAT	Certificate IV in Work Skills for Career Enhancement and Management

3. Policy Statement

AITT is committed to maintaining the confidentiality, integrity, and privacy of all personal information provided by individuals during the RPL application and enrolment process.

AITT implements documented systems and controls to protect personal information from unauthorised access, misuse, loss, or disclosure.

4. Privacy and Confidentiality Principles

AITT ensures that personal information collected during the RPL process:

- Is collected only for the purpose of RPL application, assessment, and enrolment
- Is used only for the purposes for which it was collected
- Is not disclosed to third parties except where required for enrolment, regulatory compliance, or by law
- Is retained only for as long as required under legislative and regulatory requirements
- Is stored securely and protected by appropriate technical and administrative safeguards

5. Student Rights

RPL applicants have the right to:

- Access their personal records during the RPL application and assessment process
- Request correction of inaccurate or incomplete information
- Lodge a complaint with the Office of the Australian Information Commissioner (OAIC) if they believe their personal information has not been handled appropriately

Information on privacy complaints is available at the OAIC website.

6. Breaches of Confidentiality

Any breach of this policy by AITT staff, contractors, or assessors is treated as a serious matter and will result in immediate disciplinary action.

Where required, breaches may be reported to relevant authorities, including law enforcement agencies.

7. Monitoring and Review

AITT monitors compliance with this policy through compliance audits, system controls, and staff training.

This policy is reviewed:

- At least annually
- Following regulatory changes or audit findings
- After any identified privacy or confidentiality incident

8. Approval

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

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