

Australian Institute of
Technology Transfer



AITT Recognition of Prior Learning (RPL) Policy

AITT RTO 50834

This policy outlines AITT's approach to Recognition of Prior Learning (RPL) as an assessment-only pathway, in accordance with the Standards for Registered Training Organisations (RTOs) 2025.

December 2025

V5.0

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Policy Title: AITT Recognition of Prior Learning (RPL) Policy

Policy Owner: Chief Executive Officer

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Approval Date: December 2025

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1. Purpose

Recognition of Prior Learning (RPL) is an assessment process that provides students with formal recognition of competencies they have already achieved through previous training, work experience, or life experience.

This policy ensures RPL assessment at AITT is conducted fairly, consistently, and in compliance with the Standards for RTOs 2025.

2. Scope

This policy applies to all nationally recognised training products on AITT's scope of registration, including:

Qualification 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. Recognition of Prior Learning (RPL)

RPL is an assessment-only process and does not involve structured training or delivery of learning.

People may acquire skills and knowledge through:

- Formal education and training
- Workplace learning
- Informal learning
- Life experience

RPL focuses on what a person can do, regardless of how or where the learning occurred.

AITT may recognise prior learning through:

- Recognition of Prior Learning (RPL)
- Credit Transfer

4. Benefits of RPL

RPL may assist students to:

- Reduce or eliminate unnecessary training
- Shorten enrolment duration
- Complete qualifications more efficiently
- Progress to higher-level qualifications sooner

5. Preparation for RPL

Students applying for RPL are required to:

- Complete an enrolment eligibility self-assessment
- Provide a current résumé
- Supply copies of previous qualifications (where applicable)

Prior to commencement, the assessor will:

1. Discuss the student's work roles and employment history
2. Review prior training and qualifications
3. Identify additional documentation that may support the RPL application

Examples of supporting documents may include:

- Licences
- Job sheets, task logs, diaries, or logbooks
- Workplace documentation demonstrating competency

6. Third Party Verification

Students may nominate:

- Current or previous supervisors
- Employers
- Industry representatives

These third parties may provide observations and verification of skills and experience.

AITT assessors may contact nominated persons to validate evidence.

7. Conduct of RPL Assessment

Eligible students will be provided with an RPL Assessment Tool for the relevant unit(s).

Each student will be supported by an AITT assessor or mentor throughout the process.

Assessors will ensure RPL assessment complies with:

- Principles of Assessment: Validity, Reliability, Flexibility, Fairness
- Rules of Evidence: Valid, Authentic, Current, Sufficient

Assessment decisions are made against the requirements of the relevant unit(s) of competency.

8. Evidence Collection

There is no single evidence method applicable to all students.

Evidence may include:

- Work experience (paid or unpaid)
- Third-party verification
- Samples of work
- Formal training and qualifications
- Life experience
- Workplace observation
- Structured interview

Only evidence that meets all rules of evidence will be accepted.

9. Credit Transfer

Credit Transfer is granted where verified Statements of Attainment or Testamurs demonstrate equivalence.

Conditions:

- Qualifications must be nationally recognised
- Units must be current or equivalent
- Authenticity is verified with the issuing RTO
- Overseas qualifications are not eligible for credit transfer but may support RPL evidence

10. Competency Decisions

Competency is determined where the assessor is satisfied that the student has demonstrated:

- Required skills
- Required knowledge
- Performance aligned to the unit of competency

Assessment outcomes are recorded in the RPL Assessment Tool.

11. Confidentiality and Privacy

AITT protects personal information in accordance with the Privacy Act 1988.

Key controls include:

- Secure electronic storage
- Encryption and password protection
- Restricted access
- Immediate disciplinary action for breaches

Students may lodge privacy complaints with the Office of the Australian Information Commissioner (OAIC).

12. Records Management

- RPL records are stored electronically in secure systems
- Access is restricted to authorised personnel
- Records are retained in accordance with regulatory requirements
- ASQA may access records for audit purposes

13. After the Assessment

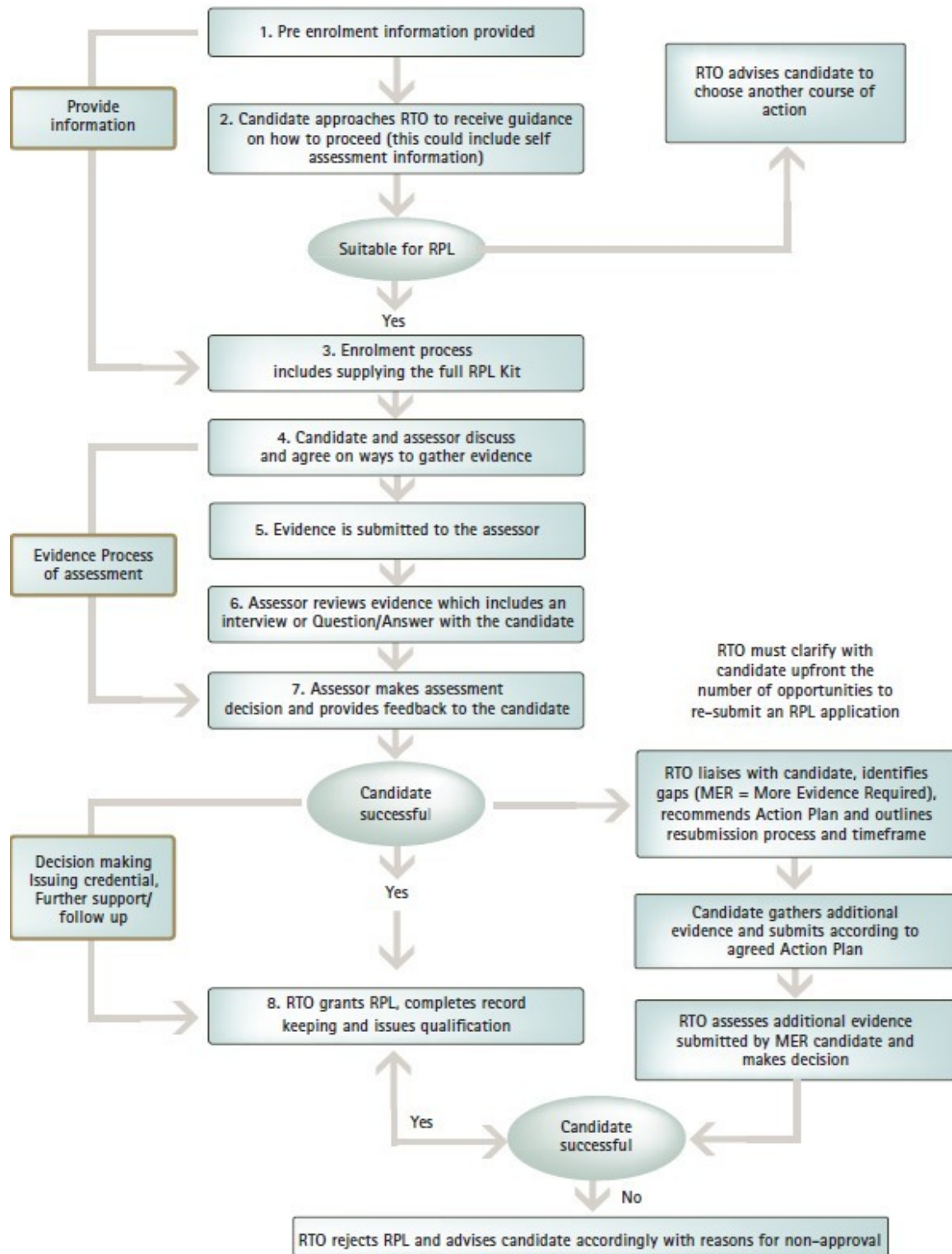
Students are advised of:

- Units successfully completed
- Whether a full qualification has been achieved
- Any identified competency gaps

Where gaps exist, students may undertake additional training to achieve competency.

14. RPL Flow Chart

RTO RPL Flow Chart



Adapted from Skills Recognition NSW, DET 2009 RTO Guide V1-0109.

15. Monitoring and Review

AITT monitors the effectiveness of this policy through:

- Review of RPL outcomes and assessment decisions
- Compliance monitoring and internal audits
- Feedback from students and assessors

This policy is reviewed:

- At least annually
- Following regulatory updates or ASQA guidance
- In response to audit findings or identified risks

16. Related Legislation and References

- Standards for Registered Training Organisations (RTOs) 2025
<https://www.asqa.gov.au/standards>
- Australian Qualifications Framework (AQF)
<https://www.aqf.edu.au>
- Privacy Act 1988 (Cth)
<https://www.legislation.gov.au>
- ASQA Guidance on Recognition of Prior Learning
<https://www.asqa.gov.au/guidance-resources/resources-providers/faqs/recognition-prior-learning-rpl>

17. Approval

Policy Title **AITT Recognition of Prior Learning (RPL) Policy**

Policy Owner CEO – Hanif Kuthubutheen

Policy Version 5

Approval Date December 2025

Review Date December 2027

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

Signature 

Hanif Kuthubutheen

Chief Executive Officer

AITT