

Recognition of Prior Learning Policy

Purpose

This policy is designed to outline the objectives of Recognition of Prior Learning (RPL) for our Students and to clearly outline the process for assessing the competencies of the Student. Competence may have previously been acquired through formal and informal learning, work experience or other life experience, which is used to determine if the requirements of the Training Program have been met.

Policy

Skillinvest ensures all prospective Students are informed of the RPL Policy and offered the opportunity to seek recognition of prior learning during the pre-training review and enrolment process or commencement of training, and advised that RPL applications can be requested directly by the Student through the enrolling officer or their Trainer and Assessor.

Decisions relating to recognition of prior learning are based on evidence of prior skills, learning and experience, and are undertaken in accordance with our Assessment System.

Skillinvest ensure decisions relating to recognition of prior learning are documented and decided in a way that is fair, transparent, consistent amongst students, and maintains the integrity of the training product.

Skillinvest are committed to ensuring the following objectives are met:

- The RPL Process is fair and consistent with the Access and Equity Policy
- All RPL assessments comply with the requirements detailed in the training package or curriculum documentation
- Assessments are undertaken by an approved Trainer and Assessor
- Sufficient information is provided to Students to enable them to prepare evidence to meet the requirements of the RPL assessment process
- The Principles of Assessment and Rules of Evidence are complied with
- Feedback to Students is provided within a reasonable timeframe

Assessment Process

Skillinvest ensures our assessment systems comply with the assessment requirements of the training package or VET accredited course, in conjunction with the Principles of Assessment and Rules of Evidence.

The assessment process for RPL will incorporate the following requirements:

- The broad range of skills and knowledge required must be demonstrated to ensure competency.
- Knowledge and skills will be integrated into the practical application.

- During assessment, judgement to determine the Student's competency, wherever possible, are based on evidence gathered on a number of occasions and in a variety of contexts or situations, including the validation of evidence.
- The assessment process will be monitored and reviewed to ensure consistency in the interpretation of evidence.
- The assessment process should cover both on and off-the-job components of training.
- The RPL process is made accessible to individuals so that they can proceed readily from one competency standard to another.
- Assessment procedures and the criteria for judging performance and evidence must be made clear to Students seeking assessment through RPL.
- The assessment approach should be participatory. The process of assessment should be jointly developed/agreed between the Assessor and the Student.
- Reference checks will be conducted if required to verify and authenticate evidence.
- Opportunities must be provided to allow Students to challenge assessments, and provision must be made for reassessment in accordance with the Complaints and Appeals Policy & Procedure.

Principles of Assessment

Assessments are conducted in accordance with the Principles of Assessment as outlined in the Outcome Standards 2025.

Fairness	Assessment accommodates the needs of the VET student, including implementing reasonable adjustments where appropriate and enabling reassessment where necessary
Flexibility	Assessment is appropriate to the context, training product and VET student, and assesses the VET student's skills and knowledge that are relevant to the training product, regardless of how or where the VET student has acquired those skills or that knowledge
Validity	Assessment includes practical application components that enable the VET student to demonstrate the relevant skills and knowledge in a practical setting
Reliability	Assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of which assessor is conducting the assessment.

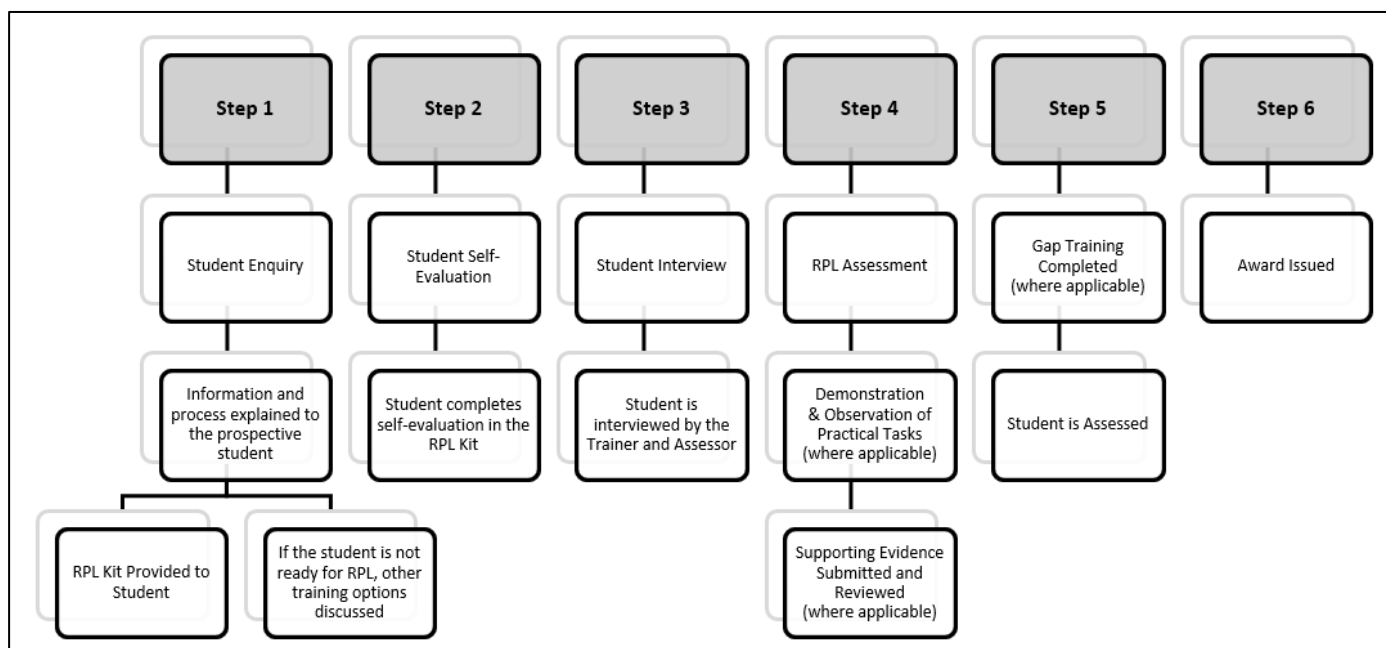
Rules of Evidence

Assessments are conducted in accordance with the Rules of Evidence as outlined in the Outcome Standards 2025.

Validity	Assessment evidence is adequate, such that the assessor can be reasonably assured that the VET student possesses the skills and knowledge described in the training product
-----------------	---

Sufficiency	The quality, quantity and relevance of the assessment evidence enables the assessor to make an informed judgement of the VET student's competency in the skills and knowledge described in the training product
Authenticity	The assessor is assured that a VET student's assessment evidence is the original and genuine work of that VET student
Currency	The assessment evidence presented to the assessor documents and demonstrates the VET student's current skills and knowledge

Overview of the Recognition Process



References

Outcome Standards for NVR RTOs 2025
 Access and Equity Policy
 Assessment Policy and Procedure
 Recognition of Prior Learning Application Kit
 Student Handbook