

# RPL Policy

## **1. Purpose**

This policy ensures that all RPL processes at ACES are fair, transparent, rigorous, and fully compliant with the 2025 Standards for Registered Training Organisations (RTOs). It supports students to have their prior learning and experience formally recognised, while maintaining the integrity of our qualifications and the VET sector.

## **2. Scope**

This policy applies to all students and staff involved in RPL processes across all nationally recognised training products delivered by ACES.

## **3. Policy Statement**

- RPL is an assessment-only process that recognises competencies gained through formal, non-formal, and informal learning, including work and life experience.
- RPL is not an 'easy' or guaranteed path to a qualification. All RPL applicants must demonstrate competence to the same standard as those undertaking structured training.
- Students will be actively informed of their right to seek RPL, the process, and any third-party involvement, prior to and during enrolment
- Marketing of RPL will not suggest it is a shortcut, quick, or guaranteed route to a qualification.
- All RPL assessments are conducted by qualified assessors with current industry skills and knowledge
- RPL decisions are transparent, documented, and consistent, with all evidence and outcomes retained in accordance with record-keeping requirements
- Gap training will be identified and offered where a student's evidence does not fully meet competency requirements, including clear information on delivery and costs
- ACES monitors and validates all RPL practices to ensure ongoing compliance and quality

## **4. RPL Process**

### **4.1 Application and Information**

- Students are provided with clear information about RPL, including eligibility, process, evidence requirements, fees, and timelines.
- Students are encouraged to discuss their intention to apply for RPL with an RPL advisor before submitting an application.

### **4.2 Submission and Evidence**

- Applicants complete the RPL Application Form, including an evidence matrix mapping their prior learning and experience to each unit of competency.
- Evidence must be:
  - *Current, authentic, sufficient, and relevant* (in line with the rules of evidence and principles of assessment)
  - Clearly presented and, where applicable, certified.
  - Able to be verified for authenticity, including overseas qualifications (which must be mapped to Australian standards where relevant)

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## 4.3 Assessment

- RPL applications are assessed by a qualified assessor with relevant vocational competence.
- The assessment process applies the *same rigour* as all other assessments, ensuring the integrity of the qualification
- If evidence is incomplete, the assessor will identify gaps and advise the applicant of options for gap training or alternative assessment.

## 4.4 Decision and Feedback

- All decisions are documented, and applicants receive a written outcome, including feedback and, if applicable, a gap training plan.
- Where RPL is not granted, students are informed of the reasons and alternative pathways (such as further training or assessment)

## 4.5 Appeals

- Students have the right to appeal RPL decisions through the RTO's Complaints & Appeals Policy, which is made available to all applicants.

## 5. Roles and Responsibilities

Role	Responsibility
RPL Assessor	Provide information, assess applications, document decisions, identify gaps, Monitor RPL processes, ensure policy is current, validate RPL outcomes
Students	Provide accurate, authentic evidence and participate in the process

## 6. Monitoring and Continuous Improvement

- RPL processes are subject to review, and improvement.
- Staff involved in RPL receive training on compliance, assessment standards, and risks
- The RTO responds to any identified risks or compliance issues

## 7. Risks and Mitigation

- **Unethical marketing:** All promotional material is reviewed to ensure it does not misrepresent RPL.
- **Inadequate assessment:** All assessors are trained and assessments are validated for rigour and compliance.
- **Evidence authenticity:** All evidence is verified, and fraudulent or unverifiable claims are rejected

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## 8. Related Documents

- RPL Application Form and Evidence Matrix
- Complaints & Appeals Policy
- Assessment Validation Policy
- Staff Training Records

This policy was last updated: 8<sup>th</sup> March 2025

Signature:



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