

# Recognition of Prior Learning Policy and Procedure

## Purpose

AA Academy recognises the value of learning acquired outside formal education and training systems. In accordance with Clause 3.4 of the Standards for RTOs 2025, the RTO ensures that learners are provided with fair and equitable access to Recognition of Prior Learning (RPL), enabling them to have their existing skills and knowledge formally recognised, whether acquired through work experience, informal learning, or life experience.

RPL decisions at AA Academy are evidence-based, consistent, and systematically documented. Learners are informed of the RPL option prior to enrolment and supported throughout the application process to ensure they are not disadvantaged due to language, literacy, digital skills, or prior educational background. All RPL assessment practices comply with Clause 4.1, which requires that assessments—regardless of delivery or recognition pathway—are conducted in accordance with the Principles of Assessment and the Rules of Evidence.

## Scope

This policy applies to all current and prospective learners seeking RPL for any unit of competency or qualification offered by AA Academy.

## Policy

AA Academy is committed to providing Recognition of Prior Learning (RPL) as a valid assessment pathway in accordance with Clause 3.4 of the Standards for RTOs 2025. All learners are made aware of their right to apply for RPL prior to enrolment, and are provided with sufficient, accurate, and accessible information to support informed decision-making. This process acknowledges that individuals may acquire relevant competencies through previous formal, non-formal, or informal learning.

In accordance with Clause 4.1, RPL is treated as an assessment method subject to the same requirements as any other assessment activity. RPL must adhere to the Principles of Assessment (validity, reliability, flexibility, and fairness) and be supported by evidence that meets the Rules of Evidence (validity, sufficiency, authenticity, and currency). RPL assessment must confirm that the learner can demonstrate competence that aligns fully with the requirements of each unit of competency or module for which recognition is sought.

As outlined in Clause 4.2, RPL assessments must comply with the assessment conditions and requirements detailed in the relevant training package or accredited course. Recognition can only be granted for full units of competency or modules within qualifications that are listed on AA Academy's scope of registration.

## Recognition of Prior Learning Policy and Procedure

Under Clause 6.2, only assessors who hold the required vocational competencies and TAE40122 (or equivalent) qualification, and who can demonstrate current industry skills and assessment experience, are authorised to conduct RPL assessments on behalf of AA Academy.

In line with Clause 7.4, the applicant is responsible for submitting a complete and accurate portfolio of evidence to support their claim. Assessors may use supplementary methods such as observation, interview, or third-party verification to confirm the authenticity and adequacy of the evidence provided. RPL applications may include evidence derived from workplace activities, previous training, overseas qualifications, community engagement, or other life experience, provided these align with the unit requirements.

Recognition is not granted for partial completion of units. Only full units or modules may be awarded through the RPL process. In cases where a learner has completed non-competency-based training, a credit transfer may be issued if equivalency can be established through formal mapping, as permitted under Clause 3.6.

RPL applicants are advised of any associated fees as outlined in the Schedule of Fees, in accordance with Clause 5.2, which requires that learners are informed of all costs prior to enrolment. No certification documentation will be issued until all fees have been paid in full and the RPL process is finalised.

In compliance with Clause 4.3, all RPL outcomes are recorded, stored securely, and incorporated into AA Academy's assessment validation plan. RPL records and assessor decisions are reviewed periodically as part of the RTO's quality assurance and self-assurance framework, consistent with Clause 2.2.

AA Academy ensures that all RPL activities are fair, transparent, and consistently applied, maintaining the integrity of the assessment process and ensuring that learners are not disadvantaged when seeking recognition for their prior learning.

### Procedure

When a learner expresses interest in RPL, either during the pre-training review or prior to enrolment, they are provided with detailed guidance on the process. This includes information on the types of evidence required, timelines, fees (if applicable), and expected outcomes. Trainers and assessors, in line with Clause 5.2, are responsible for clearly communicating the RPL process and supporting learners to make informed decisions about whether to proceed.

All RPL applications are assessed by a qualified assessor with relevant vocational competencies, as required by Clause 6.2. The assessor uses a structured approach to evaluate the authenticity, currency, sufficiency, and validity of the evidence provided. Where necessary, the assessor may conduct interviews, practical demonstrations, or request third-party reports to supplement the evidence portfolio.

## Recognition of Prior Learning Policy and Procedure

AA Academy ensures RPL decisions are consistently documented, stored securely, and communicated in a timely manner. If a learner is deemed not yet competent through the RPL pathway, they are offered the opportunity to enrol in the full training and assessment program. No learner is disadvantaged due to an RPL outcome.

Decisions relating to RPL must be based on sound professional judgment and documented using the RTO's assessment tools and evidence-gathering templates. AA Academy retains records of all RPL decisions and evidence for audit and quality assurance purposes, in compliance with Clause 7.4.

RPL applications are also included in the RTO's assessment validation schedule under Clause 4.3, ensuring that recognition outcomes are subject to the same quality review processes as other assessment pathways. Data from RPL usage and outcomes informs the RTO's continuous improvement processes and contributes to self-assurance under Clause 2.2.

### **Student Support Officer**

1. Discuss with the client to determine if the client already has knowledge or skills that they would like to apply for recognition.
2. Provide a copy of the RPL Kit to the student and advise them to complete the self-assessment section and email it back.
3. Advise the client of the RPL processing fees that apply
4. Once the student has sent back the self-assessment questions book in a time for a Trainer / Assessor to contact the student.

### **Trainer / Assessor**

5. Contact the client and discuss their self-assessment questionnaire.
6. If the Trainer / Assessor feels that the student would be successful in an RPL conversation, advise the student to continue filling out the RPL application and start gathering their evidence.
7. Once the student submits their evidence, the Trainer / Assessor will assess the application in line with the assessment policy.
8. Notify the client about the assessment outcome of RPL.
9. Update the details in the SMS.
10. Update the outcome in the Client file.