Recognition of Prior Learning (RPL) Procedure

RTO Name: Safety Training Provider
RTO ID: 46426
Procedure Version: 1.0

Purpose

This procedure explains the steps to follow when a student asks for Recognition of Prior Learning (RPL).

Step-by-Step Process

Step 1: Student Enquiry

- The student contacts **Admin** by phone, email, or in person to ask about RPL.

- Admin explains what RPL is and checks that the student understands it means they will not receive training—only assessment.

Step 2: Suitability Check

- Admin asks simple questions about the student's work experience or past learning.

- If RPL is likely to be suitable, Admin gives the student the RPL application form.

Step 3: RPL Application

- The student completes and returns the RPL application form with any documents they must show their skills or experience (e.g. job letters, certificates, photos of work).

- Admin checks that the form is complete and forwards it to the Assessor.

Step 4: Assessment Planning

- The Assessor reviews the application and decides if the student can go straight to assessment.

- If yes, the Assessor advises Admin to book the student into an **assessment session**.

- Admin must ensure that the total number of students in the session will **not exceed 15**.

Step 5: Assessment Session

- The student attends the session and completes the required assessments.

- The Assessor uses the regular tools and methods approved for the course.

Step 6: Outcome

- If the student is successful, their results are recorded, and they are marked **competent**.

- If more evidence is needed, the student will be asked to provide it or complete more tasks.

- If the student is **not yet competent**, the Assessor will discuss next steps.

Step 7: Records

- All documents related to the RPL application, assessment and results are kept in the student file.

- Records are stored in line with data and evidence retention rules.

Roles and Responsibilities

- **Admin:** Gives advice, handles bookings, and manages forms and class numbers.

- **Assessor:** Decides if RPL is suitable and conducts the assessment.

- **Student:** Provides honest and clear information about their skills and experience.

Process Flow Chart