POLICY AND PROCEDURE

Recognition of Prior Learning (RPL)

Version 1.0	Issued on **01/07/2025**	Review by **01/07/2026**
Contact Person	Reece Thomas - reece.t@aiit.vic.edu.au	
Approval and Endorsement	Principal Executive Officer - khalid.h@aiit.vic.edu.au	

Refer to the following Legislative Frameworks	
National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025	**Quality Area 1: Dvision 3 - Recognition of prior learning and credit transfer** (Standard 1.6) **Quality Area 2: Division 5 - Feedback, complaints and appeals** (Standard 2.7)
National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025	**Division 1 - Information and Transparency** (7. Marketing and advertising) **Division 2 - Integrity of Nationally Recognised Training Products** 9. Issuance of AQF certification documentation 10. Records of AQF certification documentation and assessments 11. Issue of VET qualifications and VET statements of attainment 12. Student identifier requirements
National Code of Practice for Providers of Education and Training to Overseas Students 2018	Standard 2
Other Applicable Legislation	Data Provision Requriements 2012 Student Identifiers Act 2014

Related Documents and/or Supporting Resources (Internal)

Australian International Institute of Technology Orientation Presentation and Materials
Australian International Institute of Technology Student Handbook
Australian International Institute of Technology Student Written Agreement
Credit Transfer Mapping Tool
Form: Application
Form: Credit Transfer
Form: Letter of Offer (Conditional)
Policy and Procedure: Complaints and Appeals
Policy and Procedure: Credit Transfer Exemptions
Policy and Procedure: Education Agents
Policy and Procedure: Marketing and Recruitment Practices
Policy and Procedure: Providing Secure Certification
Policy and Procedure: Training and Assessment Strategy and Practices
Recognition of Prior Learning Skills Recognition Kits as per registered scope
Training and Assessment Strategy (TAS) and Practices documents as per registered scope
USI Transcript Verification Process Guidance Statement

Related Documents (External)

AQF Assessment of foreign qualifications
AQF Qualifications Issuance Policy
AQF Certification Documentation: An Explanation
ASQA Fact Sheet - Sample AQF Documentation
MyGov
Statutory Declaration
USI Privacy Notice

Australian International Institute of Technology
RTO - 45485 | CRICOS - 03754M | ABN - 24 622 575 679
Level 13, Suite 17, 401 Docklands Drive, Docklands, Melbourne, Victoria, 3008, Australia
E: info@aiit.vic.edu.au W: https://www.aiit.vic.edu.au/
Version 1.0 | Last update: 01/07/2025
Page **1** of **6**

1. Purpose

Australian International Institute of Technology's will ensure VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the relevant training product.

VET students are offered opportunities to seek recognition of prior learning and are made aware of Australian International Institute of Technology's policy for seeking recognition of prior learning via this instrument.

If an applicant who applies for Recognition of Prior Learning (RPL) is able to demonstrate learning, skills and knowledge that meet the performance criteria, range statement, performance evidence and knowledge evidence (as per the Assessment Conditions) of the units of competency for which the candidate is applying for recognition of prior learning.

2. Scope

This policy and procedure applies to Australian International Institute of Technology's applicants for enrolment and current students.

It also applies to all Marketing and Recruitment, Student Services Administration and Academic employees engaged in supporting the Recognition of Prior Learning (RPL) application and assessment processes.

3. Definitions

AQF - Australian Qualifications Framework specifies the standards for educational qualifications in Australia.

Certification Documentation - is the set of official documents that confirms that a qualification has been completed and awarded to an individual.

Challenge Test - An Assessment activity designed to ascertain and verify the students prior learning conducted with the same rigour as any other form of assessment.

CoE - Confirmation of Enrolment

Credit Transfer Exemption (CT) - means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

Credit for Prior Learning - an apprentice or trainee may gain 'credit' for relevant prior learning or experience. This prior learning or experience must be formally recognised and may mean the duration of the training contract can be changed.

Equivalency Test – a test to measure the extent to which a person's existing knowledge or skills satisfy the requirements of an education or training program or a job.

PRISMS - Provider Registration and International Student Management System.

Recognition of Prior Learning (RPL) - the acknowledgement of a person's skills and knowledge acquired through previous training, work, or life experience, which may be used to grant status or credit in a subject or module. It can lead to a full qualification in the VET sector.

Australian International Institute of Technology
RTO - 45485 | CRICOS - 03754M | ABN - 24 622 575 679
Level 13, Suite 17, 401 Docklands Drive, Docklands, Melbourne, Victoria, 3008, Australia
E: info@aiit.vic.edu.au W: https://www.aiit.vic.edu.au/
Version 1.0 | Last update: 01/07/2025
Page **2** of 6

Statement of Attainment (SoA) - formal certification in the vocational education and training sector by a registered training organisation that a person has achieved:

- Part of an Australian Qualifications Framework (AQF) qualification; or,
- One or more units of competency from a nationally endorsed training package; or
- all the units of competency or modules comprising an accredited short course.

Qualification - formal certification that is awarded by an accredited authority in recognition of the successful completion of an educational program.

Record of Results (RoR) or a **Transcript** - a certified record of a student throughout a course of study having full enrolment history at educational school including all courses attempted, grades earned, and awards conferred.

RTO - Registered Training Organisation.

Testamur - the AQF defines a Testamur as "*an official certification document that confirms that a qualification has been awarded to an individual"*.

Unique Student Identifier (USI) - a national student identifier (or number) for vocational education and training (VET) students with the capability of being fully integrated with the entire education and training system and potentially, also covering early childhood education.

4. **General Guidelines**

In order for Australian International Institute of Technology to grant recognition of prior learning a verified assessor must be confident that an Applicant can present evidence thar is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in the relevant Training Package as published on the National Register; https://training.gov.au/.

The evidence to support an application and decision may take a variety of forms and could include certification, industry accreditation, references from past employers, testimonials from clients and valid work samples.

The Assessor must ensure that the evidence meets the performance indicator "*principles of assessment"* and the "*rules of evidence"* and deems all evidence to be authentic, valid, reliable, current, and sufficient.

This "*Australian International Institute of Technology skills recognition kit"* is a guide, which aims to facilitate the skills recognition process. It contains sections relevant to the Applicants self-assessment against the units of competency contained in the qualification or accredited course.

It also contains information on how to construct an evidence plan that will allow applicants to proceed to a formal assessment of skills once the required evidence is collected.

The templates and other tools contained in the Assessment System for each unit of competency also provide the Assessor with useful information to assist the process which describe the sufficiency of evidence required to demonstrate competency for each unit of competency.

Unsuccessful applicants requesting Recognition of Prior Learning (RPL) may apply to have their assessment decision reviewed via the "*Complaints and Appeals process"*.

All appeals regarding credit transfer assessments must be in writing and lodged at the reception counter within "***ten (10) working days"*** of the credit transfer exemption assessment outcome being made available to the applicant. For more information refer to the "*Complaints and Appeals policy and procedure"* https://aiit.vic.edu.au/pol-pro.

The information about the "*Complaints and Appeals policy and procedure"* is further provided in the "*Student Written Agreement"*, the "*Student Handbook",* and the "*Student and Induction Orientation"* presentation and materials.

Australian International Institute of Technology
RTO - 45485 | CRICOS - 03754M | ABN - 24 622 575 679
Level 13, Suite 17, 401 Docklands Drive, Docklands, Melbourne, Victoria, 3008, Australia
E: info@aiit.vic.edu.au W: https://www.aiit.vic.edu.au/
Version 1.0 | Last update: 01/07/2025
Page **3** of **6**

5. Evidence Requirements

Evidence is the material proof that you have performed the task to a required minimum standard. Evidence can take many forms and the Australian International Institute of Technology Assessor will use your portfolio of evidence you present to support their judgement of your competence.

During the RPL process it is the applicant's responsibility to gather suitable evidence to prove what they have achieved. The Australian International Institute of Technology Assessor will guide the applicant as to the most appropriate forms of evidence to submit during the process.

Sufficient evidence (this does not necessarily mean "lots") for each Unit of Competency is required and the more recent the prior learning, the more value such evidence has as an indication of current core competence.

Examples of evidence that should be provided by the applicant can include:

- Certified copies of certificates, qualifications and other documents from courses undertaken at other institutions, Registered Training Organisations, TAFEs, and universities;
- Statements outlining courses and or study undertaken and the learning outcomes and/or competencies from these;
- Details of positions held in the workforce;
- Curriculum vitae (CV) or resume of work experience (this may include reports from work colleagues);
- Certified copies of any statements, references or articles about a candidate's employment or community involvement;
- Relevant samples of completed work tasks (e.g. Rosters, Standard Recipe Cards, SOPs);
- Licences or Workplace Accreditation (e.g. White Card, Blue Card of Food Handler Certificate);
- Verifiable Photographs of work undertaken;
- Diaries or Workplace Journals;
- Task sheets and Position Descriptors;
- Logbooks and Timesheets;
- Pay slips and Timecards;
- Membership of relevant professional or industry associations (e.g. Australian Culinary Federation);
- Industry Awards;
- Performance Appraisals;
- Industry involvement including completed events, functions, or trade show;
- Relevant work or other experiences;
- Evidence of self-directed study, which may include a list of recent readings, synopsis of seminars attended, reports of own research or analysis undertaken.

6. Recognition of Prior Learning (RPL) Fees and Charge

There will be a fee for the processing of each Recognition of Prior Learning (RPL) application.

The fee applies for each individual unit of competency for which a Recognition of Prior Learning (RPL) assessment is being sought.

Payment of the tuition fee must be made prior to, or with, the submission of the application for Recognition of Prior Learning (RPL).

The Recognition of Prior Learning (RPL) fee is listed on the Australian International Institute of Technology *Tuition Fee Register* and is further provided in the "*Student Written Agreement"*, the "*Student Handbook"*, and the "*Student Orientation, Onboarding and Induction"* presentation and materials.

Australian International Institute of Technology
RTO - 45485 | CRICOS - 03754M | ABN - 24 622 575 679
Level 13, Suite 17, 401 Docklands Drive, Docklands, Melbourne, Victoria, 3008, Australia
E: info@aiit.vic.edu.au W: https://www.aiit.vic.edu.au/
Version 1.0 | Last update: 01/07/2025
Page **4** of **6**

7. Recognition of Prior Learning (RPL) Steps Summary

Step 1 - Arrange an appointment with the Australian International Institute of Technology delegated Recognition of Prior Learning (RPL) Assessor. This session and meeting are aimed to provide applicants an understanding and overview of how the skills recognition process works and what they can do to help the process and their application.

Step 2 - A discussion with the applicant with the Academic Manager or designated Assessor from the field of study chosen is completed during step 2. This informal discussion will be the first step in an applicant demonstrating skills and competence.

Step 3 - Applicants share relevant experiences and discuss suitable methods for providing evidence of their current skill level to achieve a certain competence. The Assessor will require evidence of skills and relevant secondary evidence will assist confirm and verify it. These methods could include practical demonstrations, copies of Position Descriptions, Employment Contracts, Rosters, or written evidence (Statutory Declarations) from a confirmed Supervisor or a Manager.

Step 4 - The assessor will need to collaborate to collect any additional secondary information needed. You may find that extra information is needed to confirm and validate your skills. The Assessor will negotiate with the applicant how that might be done-it might be it through a workplace visitation, a practical demonstration, providing documents from other training courses or supporting evidence you have developed from the applicant employment experiences e.g., a Business Plan, a Marketing Plan, Employee Roster etc.

Step 5 - Assessment. The assessor will inform, and provide feedback, which skills have been recognised. Each unit of competency will be awarded an assessment judgement and outcome a nationally recognised outcome. Applicants will be awarded any relevant "*AQF Certificate Documents*" will also be able to source information about further training to continue your learning pathway and employment opportunities into the future.

Step 6 - Signature of the applicant and endorsement by the Assessor. Applicants will need to sign the completed skills recognition kit confirming that the applicant have been provided feedback and accept the decision.

8. Changes to course duration upon granting of Recognition of Prior Learning (RPL)

If a credit transfer exemption is granted as an outcome of an application for recognition of prior learning (RPL) to an offshore applicant for enrolment, and that applicant has, or intends applying for, a student visa, the course duration (which will be reduced from the usual course duration) is indicated in the CoE subsequently issued for that student.

Should a credit transfer exemption be granted as an outcome of an application for recognition of prior a recognition of prior learning (RPL) to a student onshore, and that student has a student visa, the change in course duration is reported via the "*Provider Registration and International Student Management System (PRISMS)".*

A recognition of prior learning (RPL) to "*does not under any circumstances"* lead to an overseas student on a student visa carrying any less than a full-time load of study.

For an existing onshore student, a note is made in the student management system (Wisenet) of the change in course duration for the student.

9. Responsibility

The delegated Assessor is responsible for following the mechanisms, guidelines, protocols, and assessment practices in relation to the Recognition of Prior Learning (RPL) applicant in alignment with the policy and procedure and the "*principles of assessment"* and "*rules of evidence".*

Further the Assessor is responsible for supporting the applicant through the Recognition of Prior Learning (RPL) process.

Australian International Institute of Technology
RTO - 45485 | CRICOS - 03754M | ABN - 24 622 575 679
Level 13, Suite 17, 401 Docklands Drive, Docklands, Melbourne, Victoria, 3008, Australia
E: info@aiit.vic.edu.au W: https://www.aiit.vic.edu.au/
Version 1.0 | Last update: 01/07/2025
Page **5** of 6

The Academic Manager is responsible for the effective implementation and management of this policy as well as provision of information on how to resolve complaints of breaches of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer (CEO) in person or by email to ceo@aiit.vic.edu.au.

10. **References** (Key)

Source	Document Title	Version - Date
External	Australian Qualifications Framework (AQF) https://www.aqf.edu.au/	(Accessed 01/07/2025)
	AQF Qualifications Issuance Policy (January 2013)	PDF
	AQF Certification Documentation: An Explanation	PDF
	ASQA Fact Sheet - Sample AQF Documentation	PDF
	National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 https://www.legislation.gov.au/F2025L00354/asmade/text	(Accessed 01/07/2025)
	National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 https://www.legislation.gov.au/F2025L00355/asmade/text	(Accessed 01/07/2025)
	VET Knowledge Bank - Glossary of VET https://www.voced.edu.au/vet-knowledge-bank-glossary-vet	(Accessed 01/07/2025)
	Unique Student Identifer Scheme (USI) https://www.usi.gov.au/	(Accessed 01/07/2025)

+++ END OF DOCUMENT +++

Australian International Institute of Technology
RTO - 45485 | CRICOS - 03754M | ABN - 24 622 575 679
Level 13, Suite 17, 401 Docklands Drive, Docklands, Melbourne, Victoria, 3008, Australia
E: info@aiit.vic.edu.au W: https://www.aiit.vic.edu.au/
Version 1.0 | Last update: 01/07/2025
Page **6** of **6**