

# RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE



Pegasus International College is committed to ensuring learners have the opportunity to have their previously acquired skills, knowledge and experience formally recognised through a structured Recognition of Prior Learning (RPL) process. RPL allows learners to avoid unnecessary duplication of training, obtain formal qualifications based on their competencies, and progress more efficiently through their training programs.

Policy Name	Recognition of Prior Learning (RPL) Policy and Procedure
RTO Name	Pegasus International College
RTO Code	46222
Standard	Standards for RTOs 2025 – Standard 1.3, 1.4 ,1.6, 2.8, 4.1, 4.2, 4.3, 4.4
Version	V1
Effective Date	March 2026
Review Date	May 2027
Policy Owner	CEO

## 1) SCOPE

This policy applies to:

- All staff, learners and clients; and
- All of our training and assessment services and related business functions.

## 2) SOFTWARE

- OneDrive/SharePoint (storing RPL application forms, evidence packages and assessment records)

## 3) RESPONSIBILITIES

### CEO

- Ensures compliance with legislation, regulations and Standards for RTOs.
- Oversees the implementation of the RPL process.

### Administrative and Support Staff

- Communicates RPL processes to learners.
- Coordinates communications between the Trainer and Assessor and the learner.
- Manages administrative RPL tasks and updates student records on Avetmiss Done.

### Trainers and Assessors

- Processes RPL applications, verifies evidence provided and determines competency outcomes.

- Maintains RPL records accurately and securely on OneDrive/SharePoint.
- Supports learners through the RPL process.

#### 4) GENERAL PRINCIPLES

At Pegasus International College, we are committed to:

- Clearly informing learners of the RPL assessment process in our Course Fact Sheet and Student Handbook.
- Providing equitable access and enabling all learners to apply for RPL in the training program they are enrolled in.
- Providing RPL assessment processes only for training products on our scope of registration
- Encouraging learners to apply for RPL prior to the commencement of their training program to streamline their learning pathway. Pegasus International College engages with learners during the enrolment process, asking if they would like to apply for RPL in the Enrolment Form and during the Enrolment Interview.
- Enabling learners to apply for recognition at any time throughout their enrolment period.
- Not charging any fees for a learner to access our RPL assessment process.
- Applying the following principles and rules of evidence in our RPL assessment process:

##### Principles of assessment:

- **Fairness** – assessments consider the individual needs of VET students, providing reasonable adjustments where necessary and offering reassessment opportunities when required;
- **Flexibility** – assessments are designed to suit the training context, qualification and learner, recognising and evaluating the skills and knowledge a VET student has gained regardless of how or where they were acquired;
- **Validity** – assessments ensure that skills and knowledge are tested in practical, real-world contexts, allowing students to demonstrate their abilities in ways that reflect actual workplace conditions; and
- **Reliability** – assessment outcomes remain consistent and objective, ensuring that different assessors interpret evidence in the same way, leading to comparable results across all assessments.

##### Rules of evidence:

- **Validity** – assessment evidence confirms that the VET student possesses the skills and knowledge outlined in the training product;
- **Sufficiency** – the assessment evidence is of adequate quality, quantity and relevance to support a sound judgement of competency;
- **Authenticity** – the evidence submitted for assessment is verified as the VET student's own work; and
- **Currency** – the evidence provided reflects the VET student's current skills and knowledge.
- Only assessing full units of competency – RPL is only awarded for complete units of competency, not partial units.

- Providing learners with the opportunity to appeal the outcome of an RPL assessment should they be dissatisfied with the result – refer to our Complaints and Appeals Policy for timelines and processes.
- Not granting any RPL where the learner does not meet the requirements of the training product, as this may have serious consequences for public safety, industry confidence and the reputation of the VET sector.

## 5) SUITABLE RPL EVIDENCE

As RPL is a type of assessment, evidence must be collected to prove that the student has the knowledge and skills previously acquired through informal training, work, volunteering, life and other relevant experiences. The evidence collected must prove that the knowledge and skills held by the student are sufficient, valid, authentic and current.

Examples of acceptable evidence include:

- Assessments of current knowledge
- Certificates of informal learning or training undertaken by the candidate in the past 5 years
- Evidence of relevant unpaid or volunteer experience
- Examples of work products
- Job descriptions and/or letters of offer detailing the candidate's job scope
- Licence documents
- Observation by an assessor in the workplace
- Performance appraisals or reviews
- Photographs or videos of the candidate carrying out their work
- Practical assessments of current skills
- Professional or trade memberships
- Records of workplace training
- Reports from current and previous supervisors or managers
- Resume
- Testimonials from clients
- Verified references from current and previous supervisors or managers
- Work records and samples

Pegasus International College does not consider only one form of the above evidence sufficient. Multiple forms of evidence will be required to support the judgement that the student is competent and meets the requirements of the unit(s) of competency.

## 6) LEGISLATIVE AND STANDARDS COMPLIANCE

This policy aligns with the following:

### Standards for RTOs 2025

- **Outcome Standards:**
  - **Standard 1.3** – The assessment system is fit-for-purpose and consistent with the training product.
  - **Standard 1.4** – The assessment system ensures assessment is conducted in a fair and appropriate way and enables accurate judgements of VET student competency.
  - **Standard 1.6** – VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the training product.
  - **Standard 2.8** – Effective appeal processes are available where a decision of the RTO adversely impacts a VET student.
  - **Standard 4.1** – The RTO operates with integrity and is accountable for the delivery of quality services.
  - **Standard 4.2** – Roles and responsibilities are clearly defined and understood.
  - **Standard 4.3** – Risks to VET students, staff and the RTO are identified and managed.
  - **Standard 4.4** – The RTO undertakes systematic monitoring and evaluation to support continuous improvement.

Failure to comply with this policy can have serious consequences, including but not limited to:

- **For the RTO** – breaches may result in financial penalties, loss of registration, reputation damage, or regulatory enforcement actions.
- **For Staff Members** – staff who fail to comply may face disciplinary actions, up to and including termination of employment.
- **For Learners and Clients** – non-compliance could lead to invalid qualifications, compromised learning outcomes or disruptions to training and assessment services, potentially affecting future employment opportunities.

## 7) CONTINUOUS IMPROVEMENT

- Feedback from staff, learners, clients and industry stakeholders will be used to inform improvements to compliance processes and the effectiveness of our operations.
- An internal audit is to be conducted at least once per year to assess our compliance with this policy and the relevant legislative and regulatory requirements. The audit schedule is outlined in our Continuous Improvement Schedule and areas for improvements are documented in our Continuous Improvement Register.
- Internal audit review questions for self-assurance purposes should include:
  - How do you ensure students know about and understand where RPL is a valid option for them?
  - How are you testing the authenticity of evidence supplied by students seeking RPL?
  - How do you ensure that your RPL policies are consistently applied?

- What systems and processes do you have in place to determine RPL outcomes?
- What training do you provide to your Trainers and Assessors to assist them in managing the expectations of students seeking RPL?

# RPL ASSESSMENT PROCEDURE

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## 1. APPLICATION FOR RPL RECEIVED

- I. When the application is received from the learner, the Administrative and Support Staff is to check that the RPL Application Form submitted is completed in its entirety, correctly and is signed.

## 2. RPL PROCESS ADVISED TO LEARNER

- I. Advise the learner of the RPL process and inform them that the Assessor will review their application and will contact them within 15 business days to discuss an assessment plan.
- II. The Administrative and Support Staff is to forward the learner's RPL Application Form to the relevant Trainer and Assessor.

## 3. COMPLETE AN RPL ASSESSMENT PLAN

- I. Once the Assessor has reviewed the learner's RPL Application Form, they are to prepare an RPL Assessment Plan for the learner.
- II. The Assessor may contact the learner for further information to assist in preparing the assessment plan.  
Once the Assessor has completed the RPL Assessment Plan, they are to send it together with the RPL Evidence Form to the learner.
- IV. The learner is then to be contacted so that the Assessor can explain the assessment process, the units of competency included in the RPL assessment, and the types of evidence that would be acceptable. This must be done within 15 business days of receipt of the student's application for RPL.

## 4. COMPILE EVIDENCE AND COMPLETE THE RPL EVIDENCE FORM

- I. The learner is to compile the evidence as outlined in the RPL Assessment Plan and populate the relevant fields in the RPL Evidence Form.
- II. The RPL Evidence Form enables learners to provide a clear record of the evidence they are able to provide against each unit of competency.
- III. Learners are to submit the form together with the evidence to the Assessor by the agreed due date. The due date should be a reasonable period, depending on the number of evidences the learner is to gather, and should be set in cooperation with the student.

## 5. REVIEW ASSESSMENT EVIDENCE

- I. The Assessor is to review the evidence, verify its authenticity with the employer(s), colleague(s) and/or client(s), map the evidence to the relevant sections of the unit(s) of competency using the RPL Assessment Mapping template, and decide on the need for additional evidence where there are gaps.
- II. The Assessor may require the learner to answer knowledge questions verbally or in writing, or undertake practical assessment tasks.

## 6. PROVIDE FEEDBACK AND THE APPEALS PROCESS

- I. Feedback is to be provided at various stages of the evidence collection and RPL assessment process.
- II. Once all evidence has been collected, including any knowledge and skills assessments, the Assessor is to provide the learner with written feedback regarding the assessment outcome by completing the RPL Assessment Summary.
- III. Where the outcome of the RPL assessment is Not Yet Satisfactory, the Assessor is to advise the learner of Pegasus International College's Complaints and Appeals Policy should the student wish to appeal their outcome. The Assessor should direct the learner to the Student Handbook for more information.

## 7. ASSESSMENT OUTCOMES

- I. When all assessment and appeal processes (if applicable) have concluded, the assessment outcome is to be recorded on the learner's file on Avetmiss Done and a new training plan is to be issued to the learner.
- II. Where required, the learner is to be issued with their AQF certification documents in line with our Issuing of AQF Certification Documentation Policy and Procedure.

## 8. RECORD MANAGEMENT

- I. All evidence, assessment tools and communications relating to the RPL assessment are to be saved to the student's file on OneDrive/SharePoint and recorded on Avetmiss Done.

# RPL ASSESSMENT PROCESS FLOW-CHART

