

RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

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1.0 Purpose

The purpose of this policy and procedure is to outline the requirements and process for assessing Recognition of Prior Learning (RPL) for students undertaking Engineering Institute of Technology (EIT) Vocational Education and Training (VET) courses. RPL enables eligible students to gain credit towards their qualification by demonstrating existing skills, knowledge, or experience that align with specific modules/units.

Note: Credit Transfer is also available for students who have previously completed an equivalent module/unit. Please refer to the *Credit Transfer Policy and Procedure* for further information.

2.0 Scope

This document applies to all current and prospective EIT students and staff involved in VET courses.

Note: RPL is not available for non-award courses.

3.0 Objectives

EIT aims to:

- Ensure compliance with relevant legislation
- Provide students with a fair and consistent opportunity to have relevant prior learning recognised
- Define how students with sufficient evidence of knowledge and skills may undertake an assessment-only pathway and be exempt from participating in structured learning activities
- Support student progression and reduce duplication of learning
- Clarify the process and responsibilities for both students and staff in relation to RPL

The RPL Process flow is in *Appendix 1*.

4.0 Policy Principles

4.1 Fairness and Transparency

RPL applications will be assessed in a fair, consistent, and transparent manner.

Students will receive clear information about the RPL process, including eligibility, timelines, and available support.

4.2 Eligibility and Scope

RPL applies to formal, informal, and non-formal learning, provided the student can demonstrate the required competencies. Students may be eligible if they can provide evidence of substantial knowledge in a subject area, even without prior formal study.

Students must:

- Be successfully enrolled in the relevant EIT VET course
- Have made their first course payment
- Not have any outstanding debts with EIT

All applications are assessed on a case-by-case basis.

4.3 Alignment with National Standards

RPL is conducted in accordance with the AQF and RTO Standards 2025, which entitle students to recognition of prior learning for enhanced access to and mobility between qualifications.

Learning outcomes from the student's prior experience must be:

- Mapped to the module/unit being applied for; Consistent with the AQF level of the qualification
- Demonstrated through a structured evidence-gathering process.

4.4 Assessment Standards

Evidence submitted must be:

- Relevant to the unit/module outcomes
- Current (completed within the past 5 years and actively maintained)
- Authentic (able to be verified by the assessor)
- Sufficient, covering all learning outcomes/elements of the module/unit

If the evidence provided by the student does not meet these standards, RPL cannot proceed to the next stage.

Assessments are carried out by appropriately qualified assessors with relevant industry experience and vocational competencies.

4.5 Assessment-Only Pathway

Where evidence supports RPL eligibility, students will proceed via an assessment-only pathway, bypassing class attendance or structured learning.

The pathway generally includes, but is not limited to:

- A pre-assessment
- Completion of knowledge assessments
- Completion of practical assessments (if applicable)

RPL is only awarded upon successful demonstration of all module/unit outcomes.

4.6 Fees and Financial Implications

EIT does not charge a fee for processing RPL applications. However, exemptions granted through RPL do not reduce the total course/module/unit fees payable.

An RPL assessment will only commence if payment of the course fees has been received or loan arrangements have been finalised.

If a student undergoes an RPL assessment and withdraws before the first census date of a course, they will be liable for the module/unit fee of each module/unit assessed.

4.7 Feedback and Appeals

Students whose RPL applications are unsuccessful will receive a written explanation of the decision and be informed of their right to appeal via EIT's *Student Complaints, Grievances, and Appeals Policy*.

5.0 Procedure

5.1 Starting the RPL Process

- Students can contact either an EIT Course Advisor or their Learning Support Officer (LSO) for advice on the RPL process, taking note of the following time restrictions:
 - RPL applications for the first module/unit must be submitted at least four (4) weeks prior to the course start date.
 - RPL applications for any other module/unit must be submitted at least four (4) weeks prior to the module/unit start date.
- Once a student has expressed an interest in applying for RPL, they will be provided with detailed information on the RPL process.
- The student must fully complete the pre-assessment document for the module/unit for which they want to apply for RPL.
- The completed pre-assessment document must be submitted by the student, along with the required supporting evidence (as per the instructions in the document), at least four (4) weeks before the start date of the module/unit being considered for RPL.

5.2 Processing an RPL Application

The RPL application and evidence will be reviewed by the Learning Support Officer (LSO) responsible for the course that the student is enrolled in to make sure that all the necessary documents have been fully completed and the required supporting evidence has been provided. The LSO will refer back to the student to request any missing information.

The LSO will identify an assessor that holds the appropriate qualification and industry experience relevant to the unit/module for which RPL is being sought and request them to conduct the assessment.

5.3 Assessment of Evidence

- The assessor will review the Pre-Assessment document and the evidence provided by the student and complete the RPL Assessor Marking Tool for the module/unit being assessed (following the instructions contained in the document). EIT may ask the student to provide further evidence at this point.
- The assessor will then conduct an interview with the student and complete the relevant sections in the RPL Assessor Marking Tool (following the instructions contained in the document).
- Following the interview, the assessor will make the decision whether the student has demonstrated sufficient knowledge of the subject, to confirm that the student does not require any further training and can progress to assessment only.
- The assessor will advise the LSO of the decision and provide them with the completed RPL Assessor Marking Tool, confirming the decision.

5.4 Informing the Student of the Decision

On receipt of the completed RPL Assessor Marking Tool, the LSO will advise the student of the decision:

- If 'Recommended' – the student must be advised of the decision and the next stage of the RPL Process, i.e. assessment completion; or
- If 'Not Recommended' – provide the student with the reasons for this as stated in the RPL Assessor Marking Tool. The student should also be provided with the Student Complaints, Grievances and Appeals Policy and Procedure. The student will be required to complete the module/unit in full.

5.5 Assessment

If the student has been 'Recommended' to move to Stage 2 of the RPL Process, the LSO must provide the student with access to complete the knowledge assessments which will be assessed under the same criteria as all other students to ensure fairness and equity.

Once the knowledge assessments have been successfully completed by the student and marked as Satisfactory by the assessor, this completes the confirmation that the student has sufficient knowledge to complete all required practical assessments in Stage 3 of the RPL Process.

The student must be provided with access to the practical assessment documentation for the module(s) / unit(s) for which they have been deemed as 'Recommended' by the RPL assessor and have successfully passed the knowledge assessments for.

Once the practical assessment has been completed by the student and marked as Satisfactory by the assessor, a final decision about the student's RPL application will be made.

5.6 Final Decision

The LSO must complete an RPL Assessment Summary (following the directions in the document) referring to the student's evidence and assessor's decisions and make a final decision on whether the student is:

- Competent – If all assessment requirements have been met, the student may be found competent and awarded RPL.
- Not Competent – If all assessment requirements have not been met, the student will not be awarded competency in the unit/module and will need to complete the unit/module in full.

The LSO will send the completed RPL Assessment Summary to the Compliance Department for verification.

Once verified, the LSO will notify the student of the decision, along with the reason if the student was found Not Competent.

6.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

7.0 Related Documents

- Academic Honesty and Misconduct Policy and Procedure.DS
- Admissions Policy and Procedure.VET
- Artificial Intelligence Policy.DS
- Assessment and Validation Policy and Procedure.VET
- Award Nomenclature and Academic Records Policy and Procedure.VET
- Credit Transfer Policy and Procedure.VET
- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- Ethics Statement.DS
- Facilities and Learning Resources.DS
- Information Management and Security Policy and Procedure.DS
- Online Learning and ICT Support Policy and Procedure.VET
- Privacy Policy.DS
- Records Management Policy.DS
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy and Procedure.VET
- Student Consultation Policy.VET
- Trainers and Assessors Policy.VET
- Tuition Payment, Withdrawal and Refund Policy and Procedure.VET
- VET Regulatory Compliance and Cooperation Policy.VET
- VET Student Loans Debt Review and Recredit Policy and Procedure.VET
- VET Student Loans Policy.VET
- VET Student Loans Tuition Fees and Charges Policy.VET
- VET Student Loans Withdrawal and Cancellation Policy and Procedure.VET

8.0 Related Legislation

The following legislation is relevant to this policy; however, not all are mandatory for education providers:

- [Age Discrimination Act 2004 \(Cwth.\)](#)
- [Australian Human Rights Commission Act 1986 \(Cwth.\)](#)
- [Australian Qualifications Framework \(AQF\) \(National Policy\)](#)
- [Copyright Act 1968 \(Cwth.\)](#)
- [Credentials Policy \(Cwth.\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025](#)
- [National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [VET Student Loan Act 2016 \(Cwth.\)](#)
- [VET Student Loans \(Courses and Loan Caps\) Determination 2016 \(Cwth.\)](#)
- [VET Student Loan Rules 2016 \(Cwth.\)](#)

9.0 Accountabilities

The Academic Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.

APPENDIX 1 - RPL PROCESS

