

Document title:		Recognition of Prior Learning (RPL) Policy
Approving authority:		Board of Directors
Related policies:		Assessment and Learning Materials Policy Assessment Marking and Grading Policy Assessment System Policy Assessment Validation Policy Course Development and Review Policy Internal and External Audit Policy Qualification Issuance Policy Regulatory Requirements Policy Application and Admissions Policy Course Fees Policy Credit Transfer Policy Pre-Admission Interview Policy Workplace Learning Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Introduction

Recognition of Prior Learning (RPL) is an assessment process that evaluates an individual's competence acquired through formal, non-formal, and informal learning experiences, determining the extent to which they meet the requirements specified in the training package or VET accredited courses. ITAC is committed to providing RPL opportunities to all students who wish to have their existing skills and knowledge recognized.

2. Purpose

This policy outlines the process and requirements for RPL applications, ensuring consistency and fairness for all students seeking RPL at ITAC.

3. Definitions

- a. **Formal Learning:** Learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (e.g., a certificate, diploma, or university degree).

- b. Non-formal Learning: Learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment (e.g., in-house professional development programs conducted by an employer).
- c. Informal Learning: Learning that results from work-related, social, family, hobby, or leisure activities (e.g., the acquisition of interpersonal skills developed through experience as a sales representative).

4. Entry Requirements for RPL

Candidates for RPL should generally have at least 7 years of experience in an Australian school (FTE), be currently employed in a relevant role (e.g., teacher aide), and typically hold at least one relevant or related qualification at the same or higher level. RPL applications are assessed on a case-by-case basis, and entry is granted at the discretion of the program coordinator.

5. RPL Application Process

- a. Students may apply for RPL before or during their course.
- b. To apply for RPL, students must provide evidence of their suitability, including:
 - i. Evidence of current employment (pay slip, email from a teacher, etc.)
 - ii. Evidence of experience (contract, email from a teacher, resume) – 7 years
 - iii. Evidence of ongoing learning (PDs, certificates, units completed elsewhere)
 - iv. Evidence of completed courses and qualifications (Certificate II, III or other)
- c. Students must complete an RPL application form and submit it to ITAC along with the required evidence.

6. Assessment Procedure

ITAC uses an 'assessment-only' approach to RPL in most cases. This means candidates work through the same assessment tasks that full-course students complete. There are no essays or long reports, and most assessments are short-answer questions. There is a workplace portfolio to complete. All students are assessed in the workplace by an ITAC assessor, and this typically takes 2-3 hours.

7. Accelerated Program

For students with some experience and knowledge but not ready for RPL, the accelerated program is recommended. Accelerated students have access to the full suite of teaching and learning materials, resources, and support, and can choose to attend tutorials to brush up on their skills. Accelerated students complete the same assessments as full-course and RPL students, resulting in a higher success rate compared to RPL.

8. Review and Appeals

Students who are not satisfied with the outcome of their RPL application may request a review of the decision. If still not satisfied after the review, students may lodge a formal appeal in accordance with ITAC's Complaints and Appeals Policy.

9. Monitoring and Improvement

ITAC will regularly review and update this policy to ensure compliance with the Standards for RTOs, ASQA requirements, and industry best practice for Vocational Training.
