

Overview

Related Outcome Standard: 1.6

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (CTH) – Standard 2

The Recognition of Prior Learning (RPL) Policy at Global Institute of Education provides a fair and transparent process for VET students to gain credit for prior knowledge and experience. By recognizing skills acquired through previous work or study, this policy helps avoid unnecessary repetition of learning. It aligns with national standards to ensure compliance and support quality education.

1. Purpose

This policy is designed to ensure that Global Institute of Education offers a clear, fair, and accessible Recognition of Prior Learning (RPL) process for all VET students. It supports students in avoiding unnecessary repetition of learning by recognising prior knowledge, work experience, and informal training. The policy aligns with the Outcome Standards for NVR Registered Training Organisations 2025 (Cth) and the National Code 2018 to uphold quality and regulatory compliance.

2. Legislative Background

- Outcome 1 – Training and Assessment
- Division 3 – RPL and Credit Transfer
- Standard 1.6 – Outcome Standards for NVR Registered Training Organisations Instrument 2025 (Cth)
- Standard 2 – National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)

3. Scope

This policy applies to:

- All qualifications and accredited courses listed on the Global Institute of Education's scope of registration.
- Prospective and currently enrolled learners seeking Recognition of Prior Learning (RPL).

4. Policy Statement

Global Institute of Education acknowledges that students may bring skills and knowledge gained through employment, prior study, or life experience. To support flexible and learner-centred pathways, Global Institute of Education commits to:

- Providing all students with information about the RPL process prior to enrolment and during orientation.
- Offering all eligible students the chance to apply for RPL.
- Ensuring all RPL assessments are conducted with fairness, validity, reliability, and flexibility.
- Making decisions based on the Rules of Evidence (validity, sufficiency, authenticity, currency).
- Maintaining accurate records of applications, supporting documentation, and assessment outcomes.
- Communicating RPL outcomes in writing within 10 business days of assessment.
- Retaining RPL records for a minimum of two years after the student is no longer enrolled.
- Issuing a revised Confirmation of Enrolment (CoE) where RPL reduces course duration.
- Updating PRISMS and notifying the student when RPL decisions affect duration post-enrolment.



RPL is only granted when a student demonstrates full competency at the level required for each unit of competency.

5. Procedures

I. Information and Student Access

Global Institute of Education ensures students are:

- Made aware of their right to apply for RPL before and during enrolment, and at orientation.
- Provided with access to the RPL Policy, Procedure, and Application Form via the student handbook, website, and pre-enrolment materials.
- Supported by the Academic Manager or Student Support Officer throughout the process.

II. Submitting an application

To apply for RPL, the student must:

- Complete and submit an official RPL Application Form.
- Provide a comprehensive portfolio demonstrating competency relevant to the units applied for.

The **Student Support Officer** will:

- Log the application in the RPL Register.
- Forward the application to the **Academic Manager**, who assigns a qualified assessor.

The assessor will:

- Conduct an initial consultation with the applicant to clarify requirements.
- Schedule follow-up sessions to review and collect additional evidence as needed.

III. RPL Assessment Process

The assessor must:

- Evaluate the submitted evidence against the performance criteria and elements of each unit.
- Conduct interviews, observations, or supplementary tasks if required.
- Use the RPL Assessment Tool to assess competence.

All RPL assessments must comply with:

- **Principles of Assessment** – Fairness, Flexibility, Validity, Reliability
- **Rules of Evidence** – Validity, Sufficiency, Authenticity, Currency

IV. Decision and Documentation

The assessor must:

- Base decisions only on verified, adequate evidence.



- Record decisions in the **RPL Decision Report**.
- Notify the student of the outcome within **10 working days**.
- Ensure assessments are not influenced by delivery timelines or internal targets.

The **Student Support Officer** must:

- Record the result in the Student Management System (SMS).
- File all related documents in the student's record.

V. Appeals and Reassessment

If a student is not satisfied with the outcome, they may:

- Submit an appeal under the **Feedback, Complaints and Appeals Policy**.
- Request a second opinion from another qualified assessor.

The **Academic Manager** ensures appeals are reviewed and responded to within prescribed timeframes.

VI. Monitoring and Continuous Improvement

The **Academic Manager** periodically reviews RPL practices, decisions, and evidence to ensure fair and consistent application of the policy. Improvements are recorded in the Continuous Improvement Register, where necessary.

Procedure Step	Responsibility
Strategic Oversight & Governance <ul style="list-style-type: none"> • Ensures the organisation supports valid, fair, and compliant RPL systems • Approves policies and reviews effectiveness of RPL framework 	CEO
Process Implementation & Oversight <ul style="list-style-type: none"> • Oversees the RPL process and ensures assessors are supported • Reviews RPL decisions for consistency and compliance • Manages appeal responses 	Academic Manager
RPL Information & Student Access <ul style="list-style-type: none"> • Provides RPL information pre-enrolment and at orientation • Offers ongoing support to students 	Student Support Officer / Academic Manager
RPL Application Lodgment <ul style="list-style-type: none"> • Receives and logs application in RPL Register • Forwards to the Academic Manager for assessor assignment 	Student Support Officer
Assessor Assignment <ul style="list-style-type: none"> • Assigns a qualified assessor for each RPL application 	Academic Manager



<p>Initial Consultation & Evidence Gathering</p> <ul style="list-style-type: none"> • Clarifies evidence requirements with the student • Conducts follow-up for additional evidence if needed 	Assessor
<p>RPL Assessment</p> <ul style="list-style-type: none"> • Decision & Outcome Notification • Assessor: Records decision and notifies student within 10 working days • Support Officer: Updates SMS and student file 	Assessor / Student Support Officer
<p>Appeals & Reassessment</p> <ul style="list-style-type: none"> • Reviews appeals and coordinates second opinions where required 	Academic Manager
<p>Academic Manager:</p> <ul style="list-style-type: none"> • Reviews of RPL data for quality • Compliance Officer: Ensures ongoing alignment with policies, standards, and integrity requirements 	Academic Manager / Compliance Officer
<p>Maintains student records in SMS and ensures secure documentation storage</p>	Student Support Officer
<p>Compliance Oversight</p> <ul style="list-style-type: none"> • Audits RPL documentation and decisions for integrity and policy compliance 	Compliance Officer