

# PAX-T02 Recognition of Prior Learning Policy

## PAX-T02 Recognition of Prior Learning Policy

**Version Number:** 1.0

**Person Responsible for Implementation:** Administration Manager, Academic Team, RPL Trainer and Assessor

**Effective Date:** 1 July 2025

**Review Date:** 1 July 2026

### Relevant Standards:

- Outcome Standards for RTOs 2025: Standards 1.6
- Credentials Policy Section 1B
- ESOS Act 2000
- National Code 2018: Standards 2 and 3

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### Purpose

This policy outlines PAX Institute of Education's approach and process for Recognition of Prior Learning (RPL) and Credit Transfer in accordance with Standard 1.6 of the Outcome Standards for RTOs 2025.

RPL supports equitable training by acknowledging the value of skills, knowledge, and experience acquired through previous formal, informal, or non-formal learning. Credit Transfer provides students with formal recognition for equivalent units of competency they have previously completed. Both processes enable students to gain formal recognition and progress efficiently through training products without repeating learning they already possess.

Where accepted, PAX is committed to implementing RPL and Credit Transfer processes that are fair, transparent, rigorous, and fully compliant with the Standards for RTOs 2025, the ESOS Act 2000, and the National Code 2018, whilst maintaining the integrity of training products and ensuring public safety.

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### Scope

This policy applies to all domestic and international students enrolled in, or seeking to attain a training product offered by PAX Institute of Education through Recognition of Prior Learning. It covers all units of competency and qualifications listed on the Institute's scope of registration, unless specific units are excluded due to licensing or regulatory requirements.

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### Definitions

- **Recognition of Prior Learning (RPL):** An assessment process used to determine the extent to which an individual's previous learning or experience meets the requirements of a unit or qualification.
- **Assessment System:** The framework used by PAX to plan, implement, and validate assessment activities including those related to RPL.
- **Gap Training:** Additional learning required when prior learning does not fully meet a unit's requirements.

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- **Authenticity:** Assurance that the evidence presented genuinely belongs to the student.
- **Currency:** The evidence presented reflects the student's current skills and knowledge.
- **Credit Transfer:** The process of granting credit towards a qualification for units of competency that have been successfully completed as part of another qualification or course, as evidenced by AQF certification documentation.
- **Equivalency:** Determination that units of competency are equivalent based on current unit code and title, or superseded units deemed equivalent by training package developers as published on the National Register.
- **AQF Certification Documentation:** Official qualifications documentation including certificates, statements of attainment, and authenticated VET transcripts.

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## Policy Statements

### 1. Ensuring Access to RPL

PAX ensures that all students are made aware of their right to apply for RPL. Information about the RPL process is clearly provided prior to enrolment and is accessible throughout the student lifecycle. Marketing Officers and Education agents prior to enrolment and Admission Officers post enrolment and commencement are responsible for explaining the availability of RPL and guiding students through the initial stages of the process.

RPL is available for all eligible units within a training product unless prohibited by licensing or other regulatory conditions.

For CRICOS students, significant RPL may affect CoE duration, which must be reported in PRISMS. Where RPL results in a shortened course duration for a student on a student visa, students must be informed about impact of RPL on visa duration and PAX will notify the Department of Home Affairs via PRISMS in accordance with the National Code 2018.

### 2. Conducting Robust RPL Assessments

RPL assessments are conducted using tools and procedures that are consistent with the principles of assessment (fairness, flexibility, validity, and reliability) and the rules of evidence (validity, sufficiency, authenticity, and currency). RPL assessment tools are designed and applied with the same rigour as PAX's broader assessment system.

Assessments are carried out by qualified assessors meeting Credentials Policy Section 1B requirements, with vocational competency and industry currency relevant to the unit being assessed. These assessors are also trained in making informed RPL decisions and understanding the application of the unit in real-world industry contexts.

Assessment methods may include structured interviews, practical demonstrations, third-party reports, workplace documentation, portfolio reviews, and any additional evidence that might be deemed required depending on the training product.

The assessment process includes mandatory gap identification, followed by provision of tailored training to address any competency shortfalls.

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RPL cannot be used to avoid monitoring requirements or undermine course integrity, and cannot be automatically granted based solely on possession of a higher AQF level qualification in the same industry.

### 3. Evidence Authentication and Currency Verification

PAX implements robust procedures to verify the authenticity and currency of all RPL evidence, including:

- Document verification procedures including contact with issuing organisations
- Reference checking with employers and supervisors
- Structured interviews to verify claimed experience
- Practical demonstrations where appropriate
- Currency testing against current training package requirements and industry standards

For overseas qualifications and experience, evidence must be mapped to Australian legislative and regulatory requirements, including Australian Work Health and Safety legislation and other industry-specific laws.

All evidence is assessed for currency to ensure it reflects current competencies required by the training product.

### 4. Decision-making and Transparency

All RPL decisions are:

- Based on mapped and validated evidence aligned with training product requirements
- Documented, including reasons for partial or non-recognition
- Shared with students in writing, with opportunities to provide further evidence
- Subject to student appeal through the formal complaints and appeals process

No RPL decision is granted solely on the basis of a higher qualification or unverified claims. All decisions are subject to oversight by the Compliance Manager and internal review.

### 5. Supporting Integrity and Consistency

PAX applies quality assurance measures to ensure consistency of RPL and Credit Transfer outcomes. This includes internal validation of assessments, periodic review of tools and assessor practices, and tracking of outcomes to detect patterns or areas for improvement.

Neither RPL nor Credit Transfer may compromise the integrity of the training product. Assessors are required to verify that all units for which recognition is granted have been properly assessed and evidenced.

Where third parties conduct RPL assessments on PAX's behalf, they must meet the same Credentials Policy Section 1B requirements and be subject to the same validation and monitoring processes.

### 6. Risk Management and Student Protection

PAX implements procedures to identify and mitigate risks including:

- Detection of non-genuine students seeking RPL for purposes other than education

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- Prevention of inappropriate marketing promoting RPL as "easy, quick or guaranteed"
- Verification of evidence authenticity to prevent fraudulent applications
- Ensuring high-risk work licensing thresholds are met where applicable
- Mapping overseas qualifications to Australian requirements

Staff are trained to understand that granting RPL or Credit Transfer where students do not meet requirements may have serious consequences for student safety, industry confidence, and the reputation of the VET sector.

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## Procedures

### 1. Information and Application

Students are informed of the RPL process and availability through information provided to them pre-enrolment (through education agents, marketing officers and website of pax institute) and post enrolment / for current students by marketing officers, admissions officers and training/compliance manager.

Students express interest in RPL via the RPL Application Form. Both form and policy detailing the process are available from PAX Institute website. The application is submitted with supporting evidence such as previous qualifications, employment records, references, or portfolios.

A pre-assessment discussion is held to guide the student in selecting relevant units and compiling appropriate evidence.

### 2. Assessment Process

Each RPL application is assigned to an adequately qualified assessor meeting credentials policy requirements for review.

The assigned assessor:

- Reviews evidence against the RPL tool for the training product and/or unit of competency
- Conducts authenticity verification through document checks, reference verification, and structured interviews
- Assesses currency of evidence against current training package requirements
- For overseas qualifications, ensures mapping to Australian legislative and regulatory requirements
- Determines whether evidence meets all performance and knowledge criteria
- Identifies if additional assessment activities are required
- Determines whether gap training is needed and how it will be delivered
- Documents rationale using RPL mapping tools and completes an RPL Outcome Report

### 3. Notification and Recordkeeping

Students are informed of their outcome in writing within ten (10) working days. Outcomes may be:

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- **RPL Granted** – PAX will proceed to issue a statement of attainment or Certificate based on the RPL application outcome.
- **RPL Not Granted** – PAX will notify students in writing of the outcome of their application.
- **Partial RPL (Gap Training Required)** – PAX will notify student in writing of the outcome of the application, and detailed information as to additional evidence or gap training required, timeframes, and potential additional cost involved.

All outcomes are recorded in the Student Management System. Documentation is retained in accordance with regulatory requirements for two years.

#### 4. Appeals and Continuous Improvement

Students have the right to appeal RPL outcomes in line with PAX’s Complaints and Appeals Policy. The Compliance Manager reviews RPL data annually, including:

- Number of applications submitted, approved, and rejected
- Feedback from students and assessors
- Trends in evidence sufficiency and assessor consistency
- Authenticity verification outcomes
- Currency assessment results
- Third party assessor performance (where applicable)

RPL processes including the assessment process, and the tools are subject to validation of tools and outcomes. This review informs updates to the RPL policy, procedures, and tools to ensure continuous improvement.

#### Responsibilities

- **Education agents, marketing officers:** Inform students about RPL and assist with application submissions (Pre enrolment)
- **Academic/ Admissions Officers:** Inform students about RPL and assist with application submissions
- **Assessors:** Conduct fair and valid assessments in line with training package requirements, verify authenticity and currency of evidence, meet credentials policy requirements, complete comprehensive documentation.
- **Compliance Manager:** Monitor implementation, approve RPL outcomes, lead quality assurance activities, conduct annual reviews, manage third party assessor agreements and monitoring.
- **Quality Assurance Team:** Validate RPL practices across training products, identify areas for improvement, conduct internal sampling and validation activities.

#### Monitoring Mechanism Summary Table

What is Monitored	How	Frequency	Responsible
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Student awareness of RPL	Orientation sessions, website, handbooks, pre-enrolment information	Ongoing	Academic Officers, Marketing Officers
Authenticity of evidence	Document verification, reference checks, structured interviews, contact with issuing organisations	Per application	Assessors
Currency of evidence	Currency testing against training packages, industry standard verification	Per RPL application	Assessors
AQF certification authentication	USI transcript service access, issuing organisation contact	Per Credit Transfer application	Admin Officers/ reception
Equivalency determination	National Register checking, mapping analysis	Per Credit Transfer application	Assessors
Overseas qualification mapping	Australian legislative/regulatory requirement verification	Per relevant application	Assessors
Consistency of RPL judgements	Internal validation and sampling of assessments	Annual	Quality Assurance Team
Third party assessor compliance	Credential verification, performance monitoring, validation activities	Ongoing	Compliance Manager
High-risk work licensing compliance	Licensing threshold verification, industry regulator compliance	Per relevant application	Assessors, Compliance Manager
Documentation of decisions	SMS records, RPL Outcome Reports	Ongoing	Assessors to produce, Compliance Manager to review, Academic Officers to record and retain
Non-genuine student identification	Application pattern analysis, evidence verification, structured interviews	Per application	Assessors, Compliance Manager

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Feedback and improvement	Student and assessor feedback, validation reports	Annual	Compliance Manager
RPL Granted during application stage of CRICOS student	Use Reduced CoE duration in PRISMS	At the time of issuing CoEs	Admissions Officer
RPL granted during enrolment	CoE and PRISMS must be updated with accurate end date	As soon as RPL is finalised	Admissions Officer

### Review and Continuous Improvement

This policy is reviewed annually by the Compliance Manager in consultation with the Quality Assurance Team. Feedback from students, assessors, and industry stakeholders informs revisions. Data collected from RPL assessments, outcomes, and validations is used to evaluate effectiveness and ensure compliance with regulatory standards.

The review process specifically examines:

- Compliance with Standards 1.6 requirements
- Effectiveness of authenticity and currency verification procedures
- Third party assessor performance and compliance
- Risk management effectiveness
- Student satisfaction and outcomes

### Relevant Documents and Records

- RPL Application Form
- RPL Assessment Tools and Mapping Templates
- RPL Outcome Report
- Student Management System Records
- Gap Training Plans
- Third Party Assessor Agreements
- USI Transcript Authentication Records
- Overseas Qualification Mapping Documentation
- High-Risk Work Licensing Verification Records
- Complaints and Appeals Policy and Procedure
- Trainer/Assessor Credentials and Currency Records
- Continuous Improvement Register
- Continuous Improvement Policy and Procedure
- Validation of Assessment Tool Report
- Assessment Policy
- Student Handbook
- PAX Institute Website
- Marketing and Communication Guidelines