



Recognition of Prior Learning Policy

Policy and Procedure Document

WEG-POL-RPL-001 | Version 2026.v01

Effective: 17 March 2026 | Review: 17 March 2027

✓ **ACTIVE — CURRENT**

Applicable Standards: Outcome Standard 1.6 (RPL) | Outcome Standard 1.7 (Credit Transfer) | Australian Qualifications Framework (AQF)



Document Control

Document Title	Recognition of Prior Learning Policy	Document Code	WEG-POL-RPL-001
Version	2026.v01	Status	✓ Active — Current
Effective Date	17 March 2026	Review Date	17 March 2027
Document Owner	RTO Manager	Approved By	Abhay Kumar, Director of Operations
Audience	(S&T;) Students and Staff	Confidentiality	Public
Applicable Standards	OS 1.6 OS 1.7 AQF	Applies To	All students seeking RPL or Credit Transfer at Wyatt Education Group

Version History

Version	Date	Author	Changes	Approved By
2026.v01	17 March 2026	Abhay Kumar	Initial release — aligned to 2025 ASQA Outcome Standards.	Abhay Kumar, Director of Operations

Wyatt Education Group acknowledges the Traditional Owners and Custodians of Country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the Elders past, present and emerging.

1. Purpose

Wyatt Education Group is committed to recognising and valuing the prior learning, skills, and experience of all students. This policy ensures that RPL and Credit Transfer processes are fair, rigorous, and consistent with **Outcome Standard 1.6** and the Australian Qualifications Framework (AQF).

2. Definitions

Term	Definition
RPL (Recognition of Prior Learning)	Assessment of an individual's existing skills, knowledge, and competencies gained through formal study, work experience, or other life experiences, regardless of how they were acquired.
Credit Transfer	The process of formally recognising previously completed and certified units of competency or qualifications from an ASQA-registered RTO or other AQF-authorised issuing organisation.
Gap Training	Training provided to address identified gaps between a student's existing skills and the full requirements of a qualification or unit of competency.
Competency	The consistent application of knowledge and skill to a standard of performance required in the workplace.

3. RPL Availability

RPL is available across all qualifications on Wyatt Education Group's scope of registration:

- BSB50120 — Diploma of Business
- BSB60420 — Advanced Diploma of Leadership and Management
- CPC31320 — Certificate III in Wall and Floor Tiling
- CPC50320 — Diploma of Building and Construction (Management)

RPL may be granted for individual units of competency or for a full qualification where sufficient evidence is provided. RPL fees are available on enquiry — contact the RTO Manager.

4. Acceptable Evidence for RPL

The assessor will consider a portfolio of evidence demonstrating competency. Acceptable evidence types include, but are not limited to:

Evidence Type	Examples
Direct evidence	Observation in the workplace, practical demonstration, third-party report from an employer or supervisor.

Product evidence	Work samples, completed projects, photos of work, job records, invoices, inspection reports.
Historical evidence	Certificates, statements of attainment, licences, trade cards, employment records, position descriptions.
Supplementary evidence	Written or oral questioning, resume, professional references, industry association memberships.

All evidence must be **valid** (relevant to the units), **sufficient** (enough to demonstrate competency), **authentic** (genuinely the student's own), and **current** (reflecting contemporary skills and knowledge — generally within 5 years, or within 2 years for construction trades unless current industry experience is demonstrated).

5. RPL Process

- 1 Enquiry** — Student contacts Wyatt Education Group to express interest in RPL. Initial discussion with the RTO Manager to assess suitability and explain the process.
- 2 Self-Assessment** — Student completes a self-assessment checklist to identify potential gaps between their experience and the qualification requirements.
- 3 Evidence Submission** — Student compiles and submits an evidence portfolio within the agreed timeframe. The assessor reviews the portfolio against unit requirements.
- 4 Assessment Interview** — The assessor may conduct an oral questioning session or practical observation to validate and supplement the portfolio evidence.
- 5 Gap Training (if required)** — Where evidence does not fully demonstrate competency, the assessor will identify specific gap areas. Gap training is provided by Wyatt Education Group to address these gaps. All students receive integrated gap training support as part of the RPL pathway.
- 6 Outcome Notification** — The student receives a written outcome within 20 working days of completing the assessment. Units are either granted (Competent) or not yet granted, with reasons provided.
- 7 Certification** — Upon successful RPL (and completion of any gap training), the student's USI is verified and the relevant Statement of Attainment or qualification is issued.

6. Credit Transfer

In accordance with **Outcome Standard 1.7**, Wyatt Education Group will grant credit transfer for units of competency or modules that are identical to, or equivalent to, units already completed by the student at an ASQA-registered RTO or other AQF-authorized issuing organisation. Students must provide the original Statement of Attainment or qualification certificate. Credit Transfer is provided at no charge.

7. Notes for International Students

Important — CRICOS Students: International students on a student visa must maintain a full-time study load as required by their Confirmation of Enrolment (CoE). RPL may reduce the remaining study load. Any reduction must be assessed against visa condition 8202 (course progress) requirements. Students should seek immigration advice before proceeding with RPL if this may affect their visa status. Note: RPL may not satisfy the Australian Study Requirement (ASR) for skilled migration purposes. Students seeking General Skilled Migration should seek independent immigration advice.

8. Related Documents

Document	Code	Purpose
Assessment Policy	WEG-POL-ASS-001	Principles of assessment underpinning RPL judgements.
Complaints and Appeals Policy	WEG-POL-CAP-001	Appeals against RPL outcomes.
Student Support Policy	WEG-POL-SSP-001	LLN and reasonable adjustment support.
RPL Application Form	WEG-FORM-RPL-001	Student RPL application and self-assessment checklist.

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