

Recognition of Prior Learning (RPL) Policy

Policy Reference	WEG-POL-RPL-001	Version	2026.v01
Effective Date	1 July 2025	Review Date	1 July 2026
Document Owner	RTO Manager	Approved By	Director of Operations
Standards	OS 1.6 AQF Qualifications Issuance Policy Standards for RTOs 2025	Status	Active — Current
Applies To	All Students (Domestic and International)	Classification	Student-Facing Policy (S)

Version	Date	Author	Changes	Approved By
2026.v01	1 July 2025	S. Reddy	Initial issue — aligned with 2025 Standards for RTOs and ESOS Act 2000	A. Kumar

1. Purpose

This policy establishes WEG's commitment to fair, rigorous, and accessible RPL processes in accordance with **Outcome Standard 1.6 (OS 1.6)** of the 2025 Standards for RTOs and the AQF Qualifications Issuance Policy.

2. What is RPL?

RPL is a formal assessment process under the **AQF** and **OS 1.6** that recognises skills, knowledge, and experience gained through work, life, or previous study — mapped against nationally recognised qualification requirements.

RPL is not a shortcut. It is a rigorous, evidence-based assessment. Where gaps exist, integrated gap training fills only those gaps.

3. Student Rights

All students have the right to apply for RPL at any time. **WEG will not discourage students from applying for RPL.** RPL outcomes may be appealed under [WEG-POL-CAP-001 — Complaints and Appeals Policy](#).

4. RPL Available — All 4 Courses

Qualification	Code	RPL	Gap Training
Diploma of Business	BSB50120	Yes	Integrated
Adv. Diploma of Leadership and Management	BSB60420	Yes	Integrated
Certificate III in Wall and Floor Tiling	CPC31320	Yes	Integrated
Diploma of Building and Construction (Mgmt)	CPC50320	Yes	Integrated

5. RPL Process — 3 Steps

Step	Description
1 — Evidence Review (Free, No Obligation)	Review of work history, prior learning, and experience against the target qualification. Honest eligibility assessment with no commitment.
2 — Formal RPL Assessment	Qualified assessor maps evidence against unit competencies one unit at a time. Evidence: employment records, supervisor references, photos/logbooks, prior certificates, structured interview. Rigorous and independent.
3 — Integrated Gap Training	Where gaps identified, targeted gap training in small groups fills only those gaps. Assessment standards comply with WEG-POL-ASS-001 — Assessment Policy .

6. Acceptable Evidence

Type	Examples
Documentary	Employment records, payslips, position descriptions, prior certificates, licences
Third-Party Testimony	Employer references, supervisor statements, statutory declarations
Demonstration / Practical	Practical tasks, site observation, work samples, project portfolio
Structured Interview	Verbal discussion verifying depth of knowledge and experience

7. RPL Outcomes

- **Full Competency** — All units demonstrated. Qualification issued without further training.
- **Partial Competency** — Some units demonstrated. Gap training plan developed.
- **Not Yet Competent** — Insufficient evidence. Standard enrolment recommended.

All outcomes recorded in PRISMS (international students) and student file. Students may appeal under [WEG-POL-CAP-001 — Complaints and Appeals Policy](#).

8. International Students and RPL

- Any reduction in course duration from RPL reported to DHA via PRISMS — may affect CoE and visa
- RPL may not satisfy the Australian Study Requirement (ASR) for some migration pathways — seek migration advice
- Valid CoE must be maintained throughout RPL and gap training period
- Fee protections apply throughout — refer to [WEG-POL-TPS-001 — TPS and Provider Default Policy](#)

9. Credit Transfer

Credit transfer (CT) available where a student has completed an identical or equivalent unit at an ASQA-registered RTO. CT applications require a certified transcript or Statement of Attainment. Approved CT recorded in student file and AVETMISS data.

10. Related Documents

[WEG-POL-ASS-001 — Assessment Policy](#)

[WEG-POL-CAP-001 — Complaints and Appeals Policy](#)

[WEG-POL-SSP-001 — Student Support Policy](#)

[WEG-POL-TPS-001 — TPS and Provider Default Policy](#)

Acknowledgement of Country

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