LETTA

Recognition of Prior Learning (RPL) policy

Approved & adopted on:	Spring 2025	To be reviewed:	Spring 2027

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1. Purpose

This policy is for centre staff and employers who are planning to use Recognition of Prior Learning (RPL) as evidence towards the achievement of a qualification. This policy sets out how and when RPL can be used as a method of assessment, and includes guidance on how the RPL process can be managed.

2. Scope

This document applies to LETTA's internal RPL processes for qualifications. In some instances, for example when a qualification has been validated for delivery by an external partner, this policy may be superseded by the quality requirements and processes required by that partner.

3. Definition

Recognition of Prior Learning (RPL) is an assessment process which makes use of evidence of a learner's previous certified and non-certificated achievements to demonstrate competence or achievement within a unit or qualification. Through the RPL process, evidence of a learner's previous learning is assessed against the learning outcomes of a unit or qualification.

4. When to use RPL

The RPL process is relevant where a learner has evidence of having previously learned something related to the qualification they wish to undertake. This could be learning from a previous qualification, or other learning that has not received formal recognition through a qualification or other form of certification. For apprenticeship qualifications, RPL is also used to determine if the apprenticeship is suitable for the learner and if the learner is eligible for funding.

5. Assessment of RPL evidence

Eligibility for RPL should be discussed as part of the initial assessment that LETTA conducts with the learner. During the initial assessment, a LETTA representative must be satisfied that the learner does not need to undertake the learning for a specific unit/s or qualification criteria (KSB) and would be able to meet the assessment criteria for the specified unit/s on the basis that they have demonstrated sufficiency and currency of experience and knowledge.

When considering the evidence presented, LETTA will consider whether the evidence presented:
- demonstrates that the demands of the learning outcome have been met;

- Is genuinely the individual work of the learner;
- Is sufficient to fully meet the requirements of the learning outcome(s) for the unit/s being considered.

Where a decision is made by LETTA that a learner can use RPL for all or part of a unit/s, evidence of this decision, including mapping of the evidence to the relevant learning must be captured from the learner and recorded on the training plan.

6. Outcome of RPL

If individuals can produce relevant evidence, that meets learning outcome requirements then recognition can be given for their existing knowledge, understanding or skills. If the learner is undertaking an apprenticeship, then a reduction in cost must be applied. A reduction in learning time may also be applied. If a reduction in learning time reduces the off-the-job training hours below the minimum requirement, the learner will be ineligible for funding.