Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 00001K

Recognition of Prior Learning Procedure

Contents

Owner: Executive Director, Education Futures and Students
TRIM Number: CIT2024/620
Category: Teaching and Learning
Approval for Open Access – yes

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Version: 1.0

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Step	Action	Responsibility
		Marketing – Student Handbook CIT website
2	Advise students of the availability of RPL, through the application and enrolment process and during Information/Enrolment sessions.	Education/Enrolment Officers College Administrative staff
3	Prepare RPL unit assessment tools for qualifications using the CIT templates and process. *Note: The RPL unit assessment tools may already be written or can be compiled as needed.*	Educators

3.2 RPL Application

Applications for RPL may be made by:

- lodging a Recognition of Prior Learning Expression of Interest form

- contacting CIT Student Services

- attending a course specific information or enrolment session.

Step	Action	Responsibility
1	**A. Application for entry to and enrolment in a course** Where the applicant expresses an intention to apply for RPL, at application or enrolment, this is communicated to the teaching team and the nominated RPL assessor. **B. At Induction or after coursework has commenced** Refer the applicant/student to the nominated RPL Assessor. **C. If the inquiry for RPL is as a result of a direct enquiry (e.g. from industry, member of the public or using a Skills Recognition Request for RPL form)** Identify the relevant teaching team and communicate the interest to the relevant Head of Department or RPL Assessor (if known).	Student Services Educators Student Services College Administrators
2	Contact RPL candidate and conduct an initial discussion either by phone or in person (one hour maximum). The discussion, led by the RPL Assessor will include the following: - the candidate's experience and skills relevant to the qualification - the RPL process	RPL Assessor

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Step	Action	Responsibility

- information and guidance about the evidence required
- the selection of appropriate units of competency based on the applicant's skills and kno b3u [text corrupted/illegible]

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Step	Action	Responsibility
	Authenticate any third-	

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- [Skills Recognition Request for RPL form](#)

- Interview Assessment Cover Sheet & Template

- Observation Practical Assessment Cover Sheet & Template

- Portfolio Assessment Cover Sheet & Template

- Third Party Evidence Report Template

- Written Assessment Cover Sheet and Template

- https://www.aqf.edu.au/sites/aqf/files/rpl-explanation.pdf

- Skills Recognition RPL Flowchart

5. Definitions

All terminology used in this policy is consistent with definitions in the CIT Definition of Terms. Specific terms referred to in this procedure are:

Formal learning	Learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).
Informal learning	Learning that results through experience of work-

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