

RPL Policy

1. Purpose

This policy aims to outline the Recognition of Prior Learning (RPL) process at The Australian Compliance Institute. RPL is a formal process that assesses an individual's current skills and knowledge gained through formal, informal, and experiential learning. To some this might sound like a shortcut to a qualification but that is not its purpose, like any learning activity you must demonstrate competence (skills and knowledge) to a satisfactory standard this means that the RPL process is often as rigorous and as time-consuming as simply doing the actual course.

2. Scope

This policy applies to all learners who wish to apply for RPL for any qualification or course offered by The Australian Compliance Institute.

3. RPL Principles

- **Fairness:** The RPL process strives to be fair and equitable for all learners.
- **Transparency:** The RPL process must be clear and transparent if you are not clear on any points please reach out and we will clarify any areas of concern.
- **Validity and Reliability:** Assessments must be valid and reliable.
- **Flexibility:** The RPL process must be flexible and adaptable to different learner needs to the requirements of reasonable adjustment.
- **Confidentiality:** Learner information must be kept confidential.

4. Eligibility

To be eligible for RPL, learners must:

- meet the minimum entry requirements for the qualification or course, **and**
- provide sufficient evidence to demonstrate relevant skills and knowledge, **and**
- where applicable, be enrolled or have been enrolled in a relevant qualification that would give you units that could cross-pollenate to the course you wish to RPL.

5. RPL Process

1. **Learner Application:** Learners must submit a formal RPL application, including a

completed RPL application form and relevant documentation.

2. **Initial Assessment:** The RTO will conduct an initial assessment to determine the learner's potential eligibility for RPL based on this application this will include all the PC's and Elements of the course that the learner believes can be recognised.

Should it be determined that a low percentage of RPL will be granted the student will be advised at this time that it will be better for them to simply proceed with the qualification.

Should it be determined that an RPL may be granted providing the evidence is deemed satisfactory, an application fee will be invoiced and the application will progress.
3. **Evidence Gathering:** Learners must provide detailed evidence of their skills and knowledge, such as certificates, licenses, work experience records, testimonies of people who work or have worked with them and/or portfolios of evidence the learner's currency in these areas will also be assessed.
4. **Assessment:** The RTO will assess the evidence provided by the learner to determine if it meets the unit requirements.
5. **Decision-Making:** The RTO will make a decision regarding the amount of credit to be granted.
6. **Appeal Process:** Learners have the right to appeal the RPL decision.

6. Currency

Skills and knowledge can go "stale" and "out of date" to ensure your skills and knowledge are up to date we will not accept submissions citing Job Roles that are more than two years old or qualifications that are more than five years old. With any qualifications that are older than five years you must demonstrate that you have kept your professional development obligations and provide evidence of further learning. This will be examined and evaluated on a case-by-case basis.

7. RPL Assessment

RPL assessments will be conducted by qualified assessors who are experienced in the relevant field. Assessment methods may include.

- Written assessments
- Practical demonstrations
- Interviews
- Portfolio submissions
- Third-party verification

8. Student support

Students can contact student support at any time in order to get clarification on requirements, sufficiency or any issues.

9. RPL Fees

Please see our RPL fee structure at the end of this document

10. Review of the Policy

This policy will be reviewed annually to ensure its continued relevance and effectiveness and quality.

RPL Fee Structure

(effective 1 July 2024)

	RPL Price		Unit Price reduction on Credit Transfer
Name	Member	Non-Member	
10964NAT Certificate IV in Compliance and Risk Management	2,150 +GST	3,000 +GST	\$150 per CT (+GST) *9 max
10980NAT Graduate Certificate in Compliance and Risk Management	3,250 +GST	4,000 +GST	\$200 per CT (+GST) *9 max
FNSSS00010 Anti-Money Laundering and Counter Terrorism Financing Skill Set	750 +GST	1,000 +GST	\$50 per CT (+GST) *3 max
FNS80020 Graduate Certificate in Anti-Money Laundering and Counter Terrorism Financing	3,250 +GST	4,000 +GST	\$250 per CT (+GST) *3 max
FNS80120 Graduate Diploma of Anti-Money Laundering and Counter Terrorism Financing	4,000 +GST	5,000 +GST	\$250 per CT (+GST) *5 max