GUIDELINES FOR AN RPL APPLICATION

WHAT IS RPL?

Recognition of Prior Learning (RPL) is a means of attaining formal recognition of a person’s current knowledge and skills regardless of where or when the learning occurred. You may be granted RPL for one or more units, or for a full qualification.

RPL is a form of assessment that will reduce the amount of study time a person would be required to undertake to gain a full qualification.

WHO CAN APPLY?

You are encouraged to apply for RPL if you believe:

- Your knowledge and skills are current (current refers to the last 18 months),
- You have gained relevant experience in paid and/or unpaid work,
- You have relevant life skills, and/or
- You have undertaken formal and/or informal training,

that matches the competencies for a unit.

The lecturer/assessor will advise you of the unit competencies, or you can find this information at: www.ntis.gov.au.

You will be required to provide as much information as possible, as the information you provide with your Application for Recognition of Prior Learning is assessed against the competencies for the unit you are seeking recognition for. The information you could provide may include:

- Work samples,
- Supervisor reports,
- Job Sheets/Log Books,
- Diaries/Journals,
- Résumé/CV,
- Photographs,
- Videos,
- References, and/or
- Written work.

You may also be asked to provide a practical demonstration of your skills or you could be observed at your workplace or another suitable venue.
**Are there any fees for RPL?**

Fees may be applicable for RPL.

If you are to be liable for fees for your RPL application, you will be informed of the fee prior to your application being submitted and/or processed.

**I’m interested in applying – what now?**

It is recommended that you speak to the relevant assessor/lecturer, as RPL is a detailed process that ensures you meet all the unit/s requirements to the relevant standard before RPL can be granted.

If you are well prepared, the RPL process can be quite simple.

To assist you in your preparation, it is recommended you:

- Have a copy of your Resumé/CV and be prepared to discuss your job roles.
- Write some notes on any voluntary work you may have undertaken.
- Check if your supervisor/s or workplace/s would be prepared to provide a report on your performance and if so, ensure you have the necessary contact details.
- Have your certificates/records from any courses or training you have undertaken either at work or at an educational institution.
- Have some samples of work you have produced. (Ensure privacy is maintained and confidentiality is not breached. If you are unsure, please check with your relevant supervisor).
- Gather evidence of anything that you believe will assist you in demonstrating your knowledge and skills for the relevant unit.

**What happens next?**

Once your assessor has received your Application for Recognition of Prior Learning and your evidence, it will be assessed against the competency standards for the unit/s.

If the assessor requires additional evidence, you will be informed of what is required.

When the assessment of your Application for RPL is complete, you will be informed of the outcome.

If you are not satisfied with the outcome of your application, you may lodge an appeal, in writing, to the Director of Student Services with 28 days of the initial notification.