

Recognition of Prior Learning

WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?

RPL is recognising and gaining credit towards a partial or full qualification by having your skills and experience assessed to see if they meet the industry standards and unit of competency requirements. This assessment takes into account your formal learning, informal learning and work history in order for a determination to be reached.

RPL can provide you the opportunity to gain a Nationally Recognised qualification or partial qualification without having to study areas you are already considered competent in.

This means you can save time and money by completing a qualification in a shorter period of time.

THE PROCESS

- When completing your enrolment form, you will be asked if you wish to apply for RPL. It's at this point that you should let us know if this is your intention.
- Post enrolment, a specialist assessor will contact you to conduct a RPL Determination Interview. This will assist us in determining if the process of RPL is suitable for you.
- If you are deemed a suitable candidate for RPL, you will be provided with an RPL kit which explains the evidence you are required to gather and submit in order for your RPL to be assessed.
- Once you submit your completed RPL kit and supporting portfolio of evidence, your assessor will mark your evidence and if deemed equivalent to the standard for the unit of competency, you will be assessed as competent and a partial or full certificate will be awarded.

FAQS

If I need help at any time during the process, what do I do?

Contact your assessor as he/she will be able to answer your questions and provide you support throughout the process.

Is study I completed many years ago valid evidence?

Yes, as long as you can show how you have maintained and applied the skills and knowledge over the years.

What if I can't find my old qualifications/certificates?

Contact the training provider where you completed the courses in the first instance and see if they can email you a copy. Alternatively you can list them and the training provider and we can assist on your behalf.

How long will the RPL process take?

This depends on how long you take to gather the evidence and submit to your assessor. Once your assessor receives your RPL kit, we will endeavour to respond to you with the outcome within three (3) working days.

THE COST

Costs will be determined per individual. We will provide you the upfront qualification cost at the time of enrolment, however, if you apply for RPL, we will then provide you the updated costs once your application for RPL has been finalised.

If you are a concession card holder, you may be entitled to RPL at a reduced rate.



NATIONALLY RECOGNISED
TRAINING

National Provider No. 32394

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