

Recognition of Prior Learning Booklet

General Information Only



What is RPL?

Recognition of prior learning is the formal acknowledgement of a person's competencies, regardless of how, when or where the learning occurred. It is an integral component of the vocational education and training system in Australia and is also referred to by a number of other terms, such as recognition of current competencies.

Competencies may be attained through:

- Formal or informal training and education
- Work experience
- General life experience
- A combination of the above

Recognition is given for the knowledge and skills gained to help you meet the required competency.

RPL has many benefits:

- Participants may finish their course earlier
- Study loads and costs may reduce
- The participant may take on additional study leading to further qualifications
- By identifying existing skills, RPL can effectively target gap training requirements

Fees and Charges

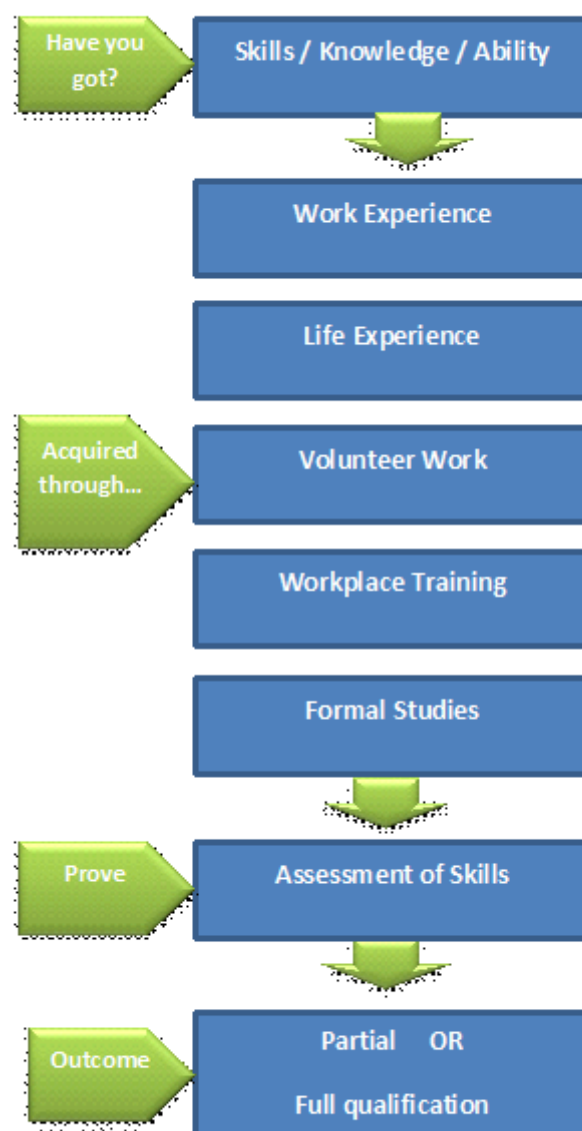
The organisation is committed to providing a cost-effective recognition service to current and prospective participants.

Further information on fees and charges please refer to the organisations marketing information and letter of offer if you have been accepted or by contacting the organisation directly.

The RPL Procedure

You will need to consult with an organisation appointed assessor who will follow the process as outlined in the training product training and assessment strategy, organisations policy and procedure.

Skills Recognition



To get things going you can complete the RPL application form below and attach it with your enrolment application.

While you are waiting for letter of offer you can get started by collecting your relevant workplace evidence to support your claims, for example:

- Diaries, business books
- Work related documents
- Samples of completed work
- References
- Certificates from training
- Photos of completed work (accompanied by statutory declaration)
- Evidence of self-employment e.g. Certificate of Registration
- Copy of Trade or Professional membership

When you have gathered all your relevant information and following receipt of your signed letter of offer the organisation will arrange for a meeting with its appointed assessor and yourself who will then follow the process as outlined in the training product training and assessment strategy, policy and procedure.

Remember

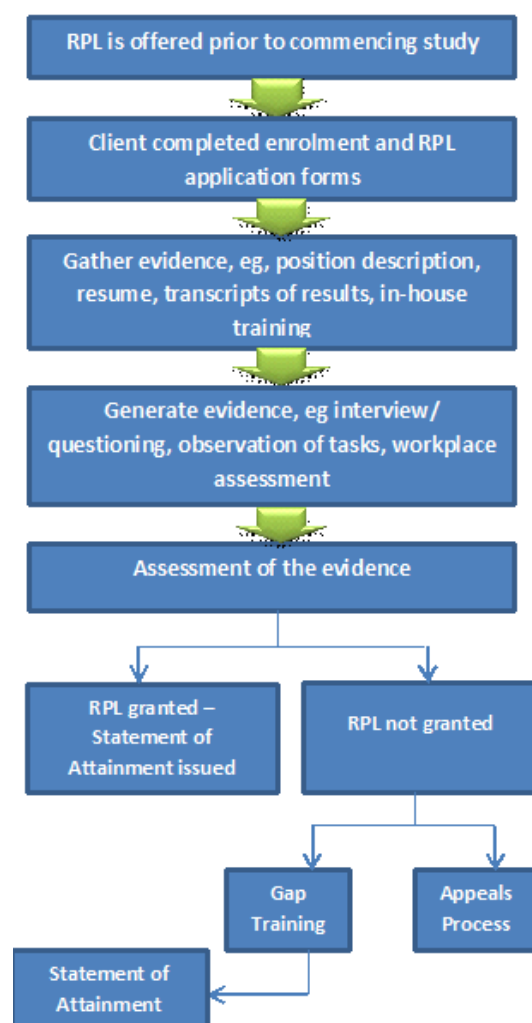
- Perform a self-assessment of your application
- Does it substantiate your claim?

What is Credit Transfer (CT)

Credit Transfer is the automatic granting of a competent result in a competency/module based on a participant's satisfactory result in another different unit/module. Credit can only be given when the equivalence between the units/modules is clearly stated in a Training Package or VET accredited course.

For example, a participant may complete a competency/unit in one course/program and the same competency is required in another course/VET accredited course.

The RPL Flowchart...



Recognition of Qualifications by other RTOs

The organisation will acknowledge the qualifications of all participants who are able to provide evidence of their AQF qualification and/or a Statement of Attainment that has been issued by another Registered Training Organisation (RTO).

Recognition of Prior Learning Application Form

SURNAME: GIVEN NAMES:

HOME ADDRESS: POSTCODE:

PHONE: MOBILE: EMAIL:

PROGRAM ENROLLED: PROGRAM CODE:

COMPETENCY UNIT (for which RPL is sought)		GROUNDS FOR APPLICATION (evidence supplied)	EVIDENCE PROVIDED	ASSESSOR RECOMMENDATION (Yes/No and Initials)
CODE	TITLE			

Recognition of Prior Learning Form

COMPETENCY UNIT (for which RPL is sought)		GROUNDS FOR APPLICATION (evidence supplied)	TYPE	ASSESSOR RECOMMENDATION (Yes/No and Initials)
CODE	TITLE			

ENDORSEMENT SIGNATURES

Assessor Name:

CEO Approval:

Signature:

Dated:

Dated: