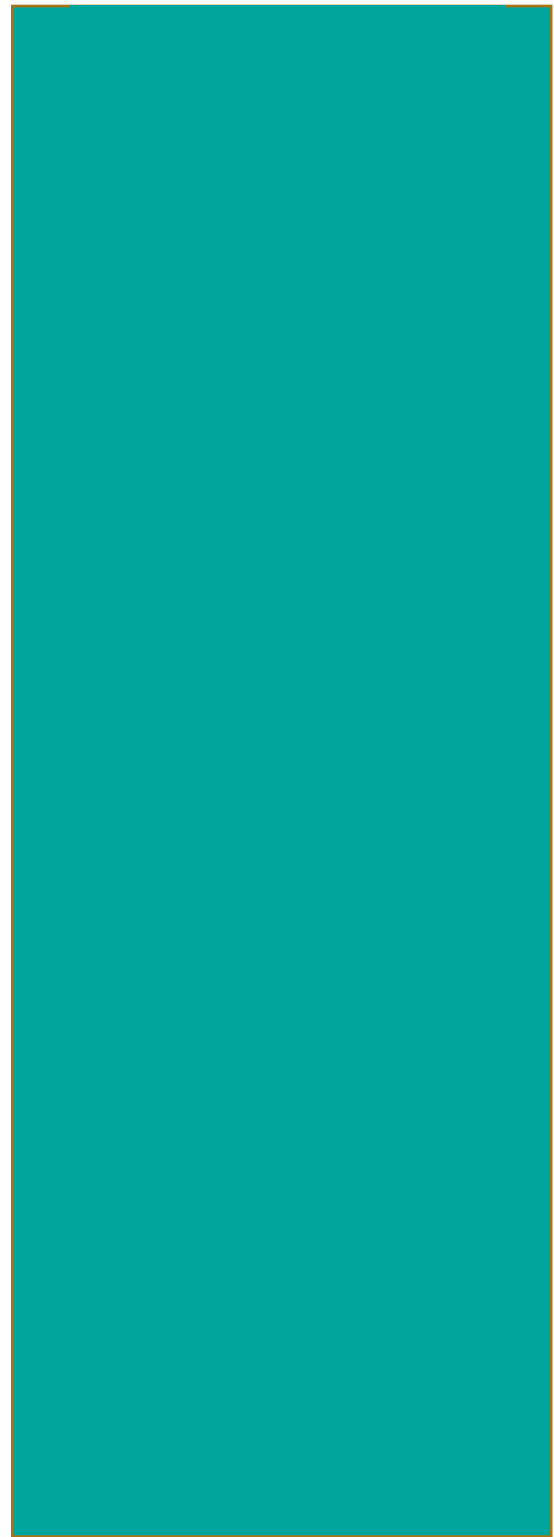


Recognition of Prior Learning



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 can finish their course earlier;
- Study loads and costs are reduced;
- The participant can 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.

For those eligible for a government-funded place, there will be a small administration fee. For fee-for-service courses (not government funded), an RPL fee is applicable. Further information on these fees can be obtained by contacting the organisation.

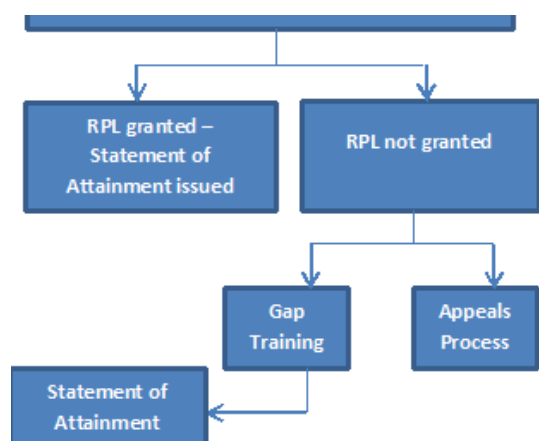
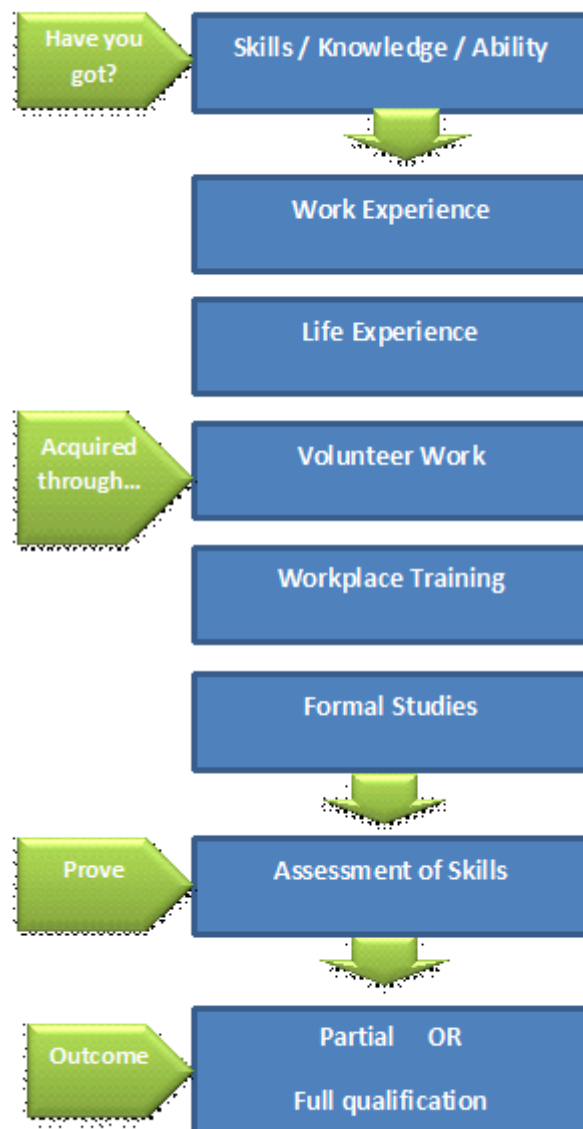
The RPL Procedure

You will need to consult with an appointed RPL staff member and an RPL application form will be given to you to complete.

Collect and present your evidence to support your claim. You must support your application with evidence, for example:

- Diaries, business books

Skills Recognition



- 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, hand it into the Training Manager for processing. The Training Manager will assess the application along with a trainer/assessor.

Written notification will be forwarded to you regarding the result of the application.

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.

An RPL application form will be given to you to complete.

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 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: