



Recognition of prior learning

Have your knowledge and skills recognised

WHAT IS RPL?

Recognition of Prior Learning (RPL) is the recognition of any existing knowledge and experience you have and a form of assessment that helps you move towards a qualification.

REIWA Training can assess the knowledge and skills you have gained through life and work experience in addition to any formal training you may have completed. They are measured against the qualification in which you are enrolled. Should you have gaps in your competency, additional evidence or training may be required.

WHAT ARE THE BENEFITS OF RPL?

- **Save time.** Attain your qualification in a shorter period of time.
- **Avoid repetition.** Use your existing knowledge and skills.
- **Increase your options.** Your career and education options may be increased through formally recognised knowledge and skills.

EVIDENCE YOU NEED TO SUPPORT YOUR RPL APPLICATION

For your knowledge and skills to be formally recognised, an assessor needs to confirm that you have what it takes to meet industry standards as specified in the qualification in which you are enrolled.

You will need to provide evidence – that is sufficient proof that demonstrates your competence. It is not enough to simply state that you possess the knowledge and skills required. Your evidence may include work reports including appropriate documentation, testimonials and previous training courses you have attended. Evidence can also be obtained through oral or written questioning and a gap interview. This information will also be substantiated by your referee. Your referee will be asked to provide information about the work they have observed you doing together with your experience in the time they have been associated with you.

Evidence must meet the principles of assessment, the rules of evidence and any industry specific workplace requirements. Evidence needs to be:

- **Valid.** It must cover all requirements of the unit of competency.
- **Authentic.** It needs to be your own work.
- **Sufficient.** Enable assessors to make a decision about competence over time and in different situations.
- **Current.** Demonstrate current competence (the past three years).

The 4-step RPL process



STEP 1. Contact the Course Coordinator

Before you commence the RPL application process, have a discussion with our Course Coordinator about your professional background. We encourage you to provide your current resume and any certificates from previous training courses together with supporting documentation. Our Course Coordinator will guide you through the application process, provide the necessary forms and answer any questions you may have.

To apply, you will need the following:

- 1. Complete the RPL Application Form.** Detail your current and previous work experience.
- 2. Complete the Referee Declaration.** Select a referee who is familiar with your performance at work and who will provide feedback on your knowledge and skills. Your referee will be asked to provide information about the work you have performed and their experience of working with you.
- 3. Return both forms to the Course Coordinator.**

STEP 2. Complete a self-evaluation checklist and prepare your evidence

Rate your knowledge and skills against the information given on the form. Include your list of workplace evidence that you will provide to the assessor. These relate to the unit(s) for which you are seeking RPL.

You will also be provided with a list of suggested evidence that you could use to demonstrate your competency. This list is a guide only and we encourage you to share other suitable evidence with us to support your claim. If you believe that you don't have any suitable evidence, contact us to discuss your options.

Your referee will need to complete a component of this form.

STEP 3. Sighting of evidence by an assessor and gap interview

We will schedule an interview with an assessor for you. The assessor will review your information and supporting documentation and you will be asked questions relating to your work experience and job functions. This questioning forms part of the assessment as it will identify your current knowledge and skills and/or any gaps in the area for which you are applying for RPL.

Step 4. Post interview requirements

Your referee will be contacted after the interview. You will be given a result after feedback from your referee has been received. You will then be asked to provide further evidence if required or undertake formal training.

An RPL application is a form of assessment, and you will be asked to pay for the process just like attending a formal class and submitting an assessment. The fee for RPL per unit is the same as the fee for training and assessment per unit.

For more information, contact our Course Coordinator.

