



# 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.

### Three Step RPL Process

#### 1. LET'S FIND OUT A BIT ABOUT YOU

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.

#### 2. COLLATE EVIDENCE

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.

#### 3. DISCUSSION WITH AN ASSESSOR

We will schedule an interview timeslot 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.

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.

### For more information, contact our Course Coordinator.

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# The 3-step RPL process



1

## LET'S FIND OUT A BIT ABOUT YOU

As we learn more about you, we can support you in identifying which units of competence to include in an RPL application.



## COLLATE THE EVIDENCE

We will guide you in collating your portfolio of evidence in preparation for the RPL interview.

2

3

## DISCUSSION WITH AN ASSESSOR

Chat about your current or previous job role to identify if additional evidence is required. We can also support you with training as required.

