

Recognition of Prior Learning

What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) is the formal recognition of a person's current skills and knowledge. This may be through formal or informal training, paid or unpaid work experience.

What is the RPL process?

1. Complete the RPL Application Form.
2. Conduct the RPL Conversation with your trainer/assessor.
3. If your request for RPL is approved you will be required to complete the RPL Assessment Guide (RPL Assessment). The RPL Assessment will require you to:
 - a) Explain how you do a range of tasks.
 - b) Provide documentary evidence for each task.
 - c) Have a Third Party person, such as your employer or supervisor, complete a Third Party Report confirming how you do the tasks and the evidence provided.

Documentary evidence

The documentary evidence you provide for your RPL assessment must be:

- Valid – relevant to the Unit of Competency (UOC) you want to RPL
- Relevant – relates directly to the UOC and be at a comparable standard
- Current – demonstrates your skills/knowledge now (less than two years old)
- Authentic – verifies that your skills/knowledge/experience is genuine and your own work
- Sufficient – to determine your level of competency

There are four types of evidence you can collect and present.

- Direct evidence – anything you have either produced yourself or for which you have been primarily responsible
- Indirect evidence – information about you (such as formal qualifications or Third Party Reports)
- Personal statements – this gives you the opportunity to explain your skills and knowledge
- Supplementary evidence – may include oral questioning and/or observation (if required)

What does RPL cost?

Personnel Training is committed to providing a cost-effective RPL process. For further information on fees contact Personnel Training or refer to the website for current fees and charges.

How do I apply for RPL?

Are you currently undertaking training with Personnel Training?

Yes.

Ask your trainer/assessor for the RPL Application Form.

No.

Contact Personnel Recruitment on 1300 874 000 or at training@personneltraining.com.au.