

# 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.

Personnel Training offers a combination of the two types of RPL pathways. It follows an Assessment-Only Pathway, where candidates go directly to standard assessments without the need for additional training. However, Personnel Training accepts Traditional RPL Pathway evidence whereby candidates can submit portfolio of evidence (e.g., work samples, third party reports, prior training/qualifications) which aligns with the standard assessments against unit requirements.

## 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 RPL Assessments. The RPL Assessments will require you to:
  - a) Explain how you do a range of tasks.
  - b) Provide documentary evidence for each task.
  - c) Explain your underpinning and current knowledge.
  - d) 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.

## Evidence Requirements

Personnel Training will evaluate your evidence to ensure the evidence used to decide about competence is valid, sufficient, authentic and current by:

- Valid – relevant to the Unit of Competency (UOC)
- 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 several types of evidence you can collect and present.

- Direct evidence – anything you have either produced yourself or for which you have been primarily responsible and may include oral questioning and/or observation
- Personal statements – this gives you the opportunity to explain your skills and knowledge
- Indirect evidence – information about you (such as formal qualifications or Third-Party Reports)
- Supplementary evidence – any of the above (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 Training on 1300 874 000 or at [training@personneltraining.com.au](mailto:training@personneltraining.com.au)