

# (RPL) RECOGNITION OF PRIOR LEARNING



## WHAT IS RECOGNISED PRIOR LEARNING?

Recognition of prior learning (RPL) is a process that assesses your competency—acquired through formal and informal learning—to determine if you meet the requirements for a unit of study.

Recognition of Prior Learning (RPL) and full qualifications are two different pathways within the Australian Vocational Education and Training (VET) system.

Both have their own unique benefits and drawbacks, and the choice between the two often depends on an individual's circumstances and career goals.

You can use a variety of documentation to apply for RPL.

## AM I ELIGIBLE FOR RPL?

A minimum of 12 months (FTE) or 1976 hours of relevant work experience is required to be eligible for this pathway.

Only Australian citizens and Permanent Residents may apply to us for RPL.

## WHAT QUALIFICATIONS ARE AVAILABLE FOR RPL?

We offer RPL assessment for all our qualifications, including:

- Certificate III in Individual Support
- Certificate IV in Disability
- Certificate IV in Mental Health
- Diploma of Community Services
- Advanced Diploma of Community Sector Development

## CAN I USE RPL TO GAIN A FULL QUALIFICATION?

Recognition against the criteria of a unit can lead towards partial or full recognition of a qualification. Only completed units can go on to be credited towards a qualification.

If your credits do not lead to recognition of a full qualification, you can still receive a Statement of Attainment for the units completed.

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## WILL I HAVE TO DO EXTRA TRAINING OR COMPLETE ASSESSMENTS?

“GAP TRAINING” is determined when learners are able to provide most of the evidence required within each unit of competency, however there is a ‘gap’ in either some of their knowledge or performance.

Gap training may be conducted via:

- Face to Face training
- Workplace observations or
- Online training

Gap Training is payable on an hourly basis. (see the RPL FEE section for more information)

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## THE STEPS TO GET RECOGNISED FOR YOUR SKILLS, KNOWLEDGE AND EXPERIENCE

### Step 1 - Complete a risk, commitment and fee-free RPL Suitability Assessment

- This includes providing us with as much detail about your knowledge, skills and experience as possible. This allows our assessors the ability to provide you with a realistic assessment of your skills.



### Step 2 - Receive notice from our assessor regarding your suitability for an RPL assessment

- You'll schedule a call with an assessor who will discuss and clarify anything with you, to help determine your suitability



### Step 3 - Agree to Proceed with the RPL Program

- If you choose to proceed with the RPL program, you will notify us in writing. We will then provide you with:
  - An enrolment application (the initial fee is payable at time of enrolling)
  - RPL Candidate Kit and
  - Skills Assessment Review



### Step 4 - RPL Assessment Commences

- Once we receive your RPL Candidate Kit and all associated evidence, we will issue you with the next progress payment invoice.
- On receipt of payment, the assessor will review the evidence that you have provided and then schedule a (F2F/Zoom/Call) with you to run over any items requiring clarification during the assessment process and complete the 'Competency Conversation'. This usual takes about an hour.
- Note: This may include providing GAP Training notification.



### Step 5 - RPL Assessment Completed

- During the Competency Conversation, we will seek to clarify any concerns/questions we have in relation to your RPL evidence. Once completion of the call, our assessor will notify you of the outcome of your assessment. This may be that further evidence is required, or that you have successfully demonstrated the skills and knowledge required to be awarded your certification. We will issue you the invoice for the final progress payment. On receipt of the payment, your certificate will be issued.

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## Types of Evidence      Examples

### Job Descriptions and Performance Reviews

These can demonstrate your role and responsibilities in providing individual support in a community or residential setting.

### Certificates from Relevant Training

Any certificates from training courses related to individual support, health, community services, or working with diverse people can be used as evidence.

### Work Samples

- **Care Plans:** Documents you've created or contributed to that outline the support needs and preferences of an individual client.
- **Risk Assessments:** Documents where you've identified potential risks to a client and outlined strategies to mitigate these risks.
- **Incident Reports:** Reports you've written following an incident involving a client.
- **Communication Records:** Examples of written or electronic communication with clients, their families, or other professionals.
- **Activity Plans:** Plans you've created for individual or group activities that promote independence, well-being, and community participation.
- **Behaviour Support Plans:** Documents outlining strategies to support a client with challenging behaviours.
- **Medication Charts:** Records showing that you've assisted clients with their medication in line with their care plan.
- **Progress Reports:** Documents outlining a client's progress towards their goals.
- **Meeting Minutes:** Records of meetings you've attended related to client care, showing your contribution.
- **Referral Letters:** Letters you've written to refer clients to other services.
- **Client Feedback:** Written feedback from clients or their families about the support you've provided.
- **Daily Logs:** Records of daily tasks and activities you've completed with clients.
- **Emergency Response Plans:** Evidence of your involvement in creating or implementing emergency response plans.
- **Health and Safety Checklists:** Checklists you've completed related to health and safety in the client's home or community setting.
- **Personal Development Plans:** Documents showing your goals and progress in professional development related to individual support.
- **Policies and Procedures:** Evidence that you've contributed to the development or review of workplace policies and procedures related to individual support.

### References or Testimonials

Letters from current or previous employers, colleagues, or clients can attest to your skills and experience

### Evidence of Worked Hours

If the qualification requires evidence of these hours, we accept documents such as timesheets or a letter from your employer.

Any other documentation that may demonstrate industry experience

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## HOW OLD CAN MY EVIDENCE BE?

RPL is evidence-based so we would expect that your evidence is dated within the last 3 years.

## HOW LONG DOES THE PROCESS TAKE?

This will depend on how many units you are applying for and the time it takes for you to collect, collate and submit your evidence.

We would expect for you to have completed this step within 3-4 weeks.

Generally, once you have submitted a full and complete portfolio of evidence, we would expect the RPL process to be completed and a result communicated to you within 28 calendar days.

## RPL FEES

It is important to note that the RPL process is an 'assessment only' process, whereby you provide us with the evidence required for each unit of competency of the qualification.

There is no training or learning resources provided unless 'GAP TRAINING' is required.

**Gap Training** is payable on an hourly basis. We will provide you with an all-inclusive total if we deem it necessary for gap training, our hourly fee is \$80ph. Alternatively, you are able to 'fill' those gaps yourself by providing us with the required evidence.

All RPL fees involve three (3) payments:

- **The Initial Deposit** (payable on enrolment – always \$250)
- **Evidence Submission Payment** (payable when we receive your completed RPL Candidate Kit, prior to our assessors commencing the 'mapping' of your evidence)
- **The Balance Payment** (after the 'Competency Conversation' and prior to the certificate being awarded)

**Please note:** The initial deposit (\$250 is non-refundable).

Please see individual course pages or our Course Fees page on our website for RPL fees.

Occasionally, we run special deals on RPL which can be found on the individual course pages