

(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
- Diploma of Leadership in Disability 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.

(RPL) RECOGNITION OF PRIOR LEARNING



WILL I HAVE TO DO EXTRA TRAINING OR COMPLETE ASSESSMENTS?

“GAP TRAINING” is determined when learners can 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)

WHAT QUALIFICATIONS ARE AVAILABLE FOR RPL?

We offer RPL assessment for all our qualifications, including:

- CHC33021 Certificate III in Individual Support
- CHC43121 Certificate IV in Disability
- CHC43315 Certificate IV in Mental Health
- CHC52021 Diploma of Community Services
- 11076NAT Diploma of Leadership in Disability Services
- CHC62015 Advanced Diploma of Community Sector Development

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

COMPLETE A FREE SKILLS ASSESSMENT:

You'll provide us with some information about your skills and experience, and our RPL Specialist will review your information and contact you to advise on your eligibility and/or advise on the most suitable pathway for you



ENROL INTO THE PROGRAM:

Upon your enrolment into the program, you will receive the RPL Kit and all the information you need to commence your evidence collection. The non-refundable \$200 initial payment is due at this stage.



SUBMIT YOUR RPL KIT AND EVIDENCE:

Once you have completed the RPL Kit and you send us your evidence, we will commence the assessment process. The balance of the RPL Fee is due prior to assessment taking place.



COMPETENCY CONVERSATION:

Once the assessor has reviewed your evidence, and any additional evidence that has been requested, has been provided, your assessor will arrange an online Competency Interview with you.



DETERMINATION OF ASSESSMENT:

Our assessor will make a determination on the outcome of your application. This may include: a request for further evidence, enrolment into GAP Training or an offer of an official credential

(RPL) RECOGNITION OF PRIOR LEARNING



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

(Not exclusive and will be dependent on the qualification you are applying for)

We will provide you with a comprehensive checklist of suitable and suggested workplace documentation

- **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

(RPL) RECOGNITION OF PRIOR LEARNING



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.

Enrolment for the RPL pathway remains open for 12 weeks only

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 14 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 quote if we deem it necessary for gap training, our hourly fee is \$95ph. Alternatively, you are able to 'fill' those gaps yourself by providing us with the required evidence.

All RPL fees involve 2 (two) payments:

- **The Initial Deposit** (payable on enrolment – 50% of course fee)
- **Balance Payment** (after the 'Competency Conversation' and prior to the certificate being awarded)

Please note: The initial deposit (\$200 is non-refundable).

You may be eligible for subsidized funding for the RPL process, however, funding is only applicable to a maximum on 70% of the qualification. Remaining units are charges at \$150 each.

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