What is Recognition of Prior Learning (RPL)?
RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills and knowledge attained through leisure pursuits such as musical, mechanical or linguistic abilities. RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. You may not need to complete all of a training program if you already possess some of the competencies taught in the program.

Why should I apply for RPL?
If you apply for RPL and your application is successful you could:
- reduce or eliminate the need for any training in skills and knowledge you already have
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work
- save money because you will not have to buy textbooks and other learning material
- complete your qualification in a shorter time
- advance to a higher level qualification in a shorter time if desired.

It is important that you understand the following terms to assist you with your RPL application.

- **Competence** is the demonstration of skills and knowledge that you have gained through life and work experiences as well as any training that you have successfully completed that can be matched against a set of industry performance standards referred to as units of competency. These units are grouped together to form a specific industry qualification, within the Australian Qualifications Framework (AQF).
- Each unit of competency is divided into elements (which are set of activities that relate to a job task). Each of these elements are described by a set of performance criteria.
- The RPL process involves matching your evidence against each of the key aspects of each unit.
How much RPL can I apply for?
There is no limit to the number of units of competencies you can apply for. You can request RPL for an entire qualification, or for a single unit. But it's important that you base the scope of your RPL application on whether you're able to provide evidence of your current competence in each unit.

What Evidence Will I Require?

Forms of evidence
Assessors are required to look for certain forms of evidence and must be satisfied that the evidence you provide is:

<table>
<thead>
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<th>Valid:</th>
<th>matches the unit of competency you are seeking credit for</th>
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<td>Authentic:</td>
<td>can be demonstrated to be legitimate and work that you have completed</td>
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<td>Current:</td>
<td>recent enough that it has relevance to the unit of competency you are seeking credit for</td>
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<tr>
<td>Sufficient:</td>
<td>there is enough evidence to meet the unit of competency requirements for assessment</td>
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Assessors can seek this evidence in a number of forms:

- **Direct Evidence**
  - Evidence that the assessor observes first-hand, e.g. observation, work samples

- **Indirect Evidence**
  - Evidence that someone else has observed and reported, e.g. third party reports

- **Supplementary Evidence**
  - Evidence that can indicate performance, such as training records, questioning, written work, portfolios

Your assessor will advise you about the forms of evidence needed and whether the evidence you have is sufficient. The evidence you gather will be referred to as your **Evidence Portfolio**. Below are just a few examples of documentary evidence that you may be able to provide:

- Position description/s
- Resume/Curriculum Vitae
- In-house training certificates
- Examples/photographs of work undertaken
- Diaries/task sheets/job sheets/logbooks
- Business/operational plans
- Correspondence/reports you have produced
- Site training records
- Workplace references
- Professional development certificates
- Work projects
- Minutes of meetings attended or conducted
- Documents showing organisational and supervisory skills
- Awards, commendations or certificates of merit
- Skills tickets held, e.g. forklift, crane
- Membership of relevant professional associations
- Hobbies/interests/special skills outside work
- Examples of duties you’ve carried out as a volunteer
Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process to identify other types of evidence.

What is the process for RPL?

**Stage One: Contact & Initial Discussion**

- Applicant enquires about RPL to the School.
- Assessor discusses RPL process with Applicant.
- Applicant completes a Self-assessment form and discusses with the Assessor.

You make contact with the relevant University School and make an appointment to meet with an Assessor to discuss the RPL process. University contact details:

**Phone:** 1300 BALLARAT (1300 225 527)
**Email:** info@ballarat.edu.au

Or refer to this site, [http://www.ballarat.edu.au/schools](http://www.ballarat.edu.au/schools), to identify the University School responsible for your vocational/qualification area of interest.

**Stage Two: Enrolment**

- Applicant enrolls in units/qualification – as advised by the Assessor.
- Applicant (now student) identifies referees (third party reports).
- Student receives RPL Tool Kit from Assessor.

**Stage Three: Plan and Gather**

- Student collates Portfolio of Evidence and demonstrates workplace tasks (if required by assessor).
- Assessor reviews student evidence, then conducts an interview to clarify and/or confirm competency.

**Stage Four: Review and Determine Competency**

Assessor reviews all evidence and determines whether competency has been demonstrated.

**Stage Five: Record and Report**

Student is advised by Assessor of RPL result. If RPL is not granted, the student is advised of options for completing unit/s or qualification.
Can I resubmit evidence if I fail to demonstrate competence?
As you gather evidence and move towards your final assessment, you’ll be interacting constantly with your assessor. They’ll advise you if you need to gather further evidence. If there are significant gaps or additional documentation required, you’ll be informed well before the final assessment takes place. For this reason, there is generally no opportunity to resubmit evidence in cases where an original application was not successful.

What will happen if I can’t demonstrate competence?
If you are unable to demonstrate competence in all units you may be able to re-enrol in the unit and undertake the training required to complete the unit to be awarded the qualification.

Will my university qualification give me credit towards a vocational program?
It is possible to use university qualifications towards a vocational program. However, you will have to supply the course outline together with an authorised academic history for the courses (smallest unit of study) you are using as evidence.

I am an international student, can I apply for RPL?
Yes, you may apply for RPL for part of your qualification but if course credits or exemptions are granted through RPL this may reduce the duration of the course. If this occurs before a student visa is granted the university will advise the student of the course duration, as per the reduction granted by RPL. If course credits or exemptions are granted after a student visa is granted, the student must be notified of any course duration changes and the change in length of the course will be recorded in the Provider Registration and International Student Management System (PRISMS) as per the ESOS Act 2000 (as amended).

If I want someone to help me with my English at the RPL interview, how do I arrange this?
You can bring someone along with you to the interview that is capable of assisting with translation and is familiar with your skills and knowledge.

Do I need to have good literacy skills to participate in the RPL process?
The level of literacy skills required will depend on the competency units you select. If you believe you will require literacy support, please talk to your RPL assessor so this can be arranged for you.

Tuition Fees and Charges
Refer to the following link:  