

## Frequently Asked Questions (FAQs)

### *What are the benefits of RPL?*

The benefits of RPL include:

- Less time undertaking formal studies;
- Not having to study what is already known;
- Identification of skills and knowledge to improve access to:
  - A career path
  - Further training
  - Improved employment prospects

### *Am I eligible to apply for RPL?*

Consider the following questions and if you answer 'yes' to them, you give yourself the best chance of gaining recognition:

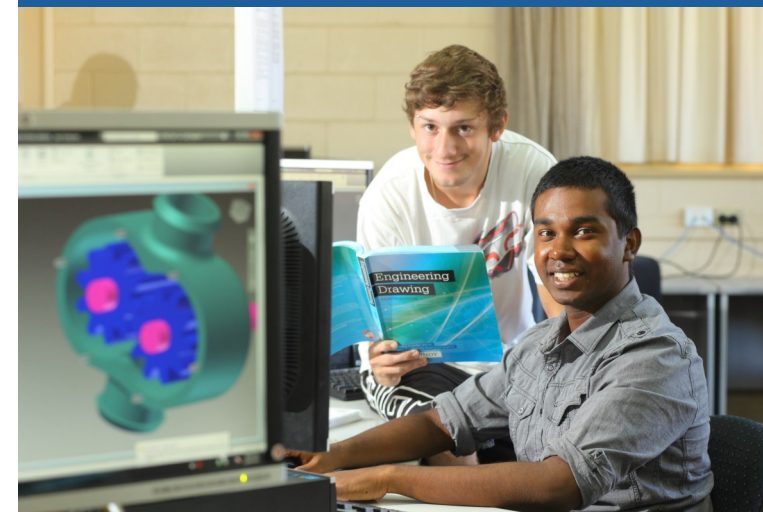
- Have I done this in the past?
- Do I still remember it thoroughly?
- Have I practised it enough to be confident?
- Do I have evidence to back up my claims?
- Could I demonstrate this to someone else?

Your knowledge and skills may be assessed by a variety of methods. These include portfolio, demonstration, interview or a combination of these.

## Campuses

- **SMB Campus**  
PO Box 668, Lydiard Street South  
Ballarat, Victoria 3353
- **Mt Helen Campus**  
PO Box 663, Ballarat VIC 3353  
University Drive, Mt Helen VIC 3350
- **Horsham Campus**  
PO Box 300, Baillie Street  
Horsham, Victoria 3402
- **Camp Street Campus**  
PO Box 745, Camp Street  
Ballarat, Victoria 3353
- **Ararat Campus**  
PO Box 340, Laby Street  
Ararat, Victoria 3377

# Recognition of Prior Learning (RPL)



Information Brochure 2015

Vocational Education and Training (VET)

## What is Recognition of Prior Learning?

RPL is recognising and gaining credit towards a qualification by having a student's skills and experiences assessed to see if they meet current industry standards. If you have extensive work or life experience in a particular industry or field and you are enrolled or are planning to enrol in a program, then RPL could be an option for you.

*RPL formally recognises current skills and knowledge gained through previous 'informal' learning such as:*

- *Work Experience*
- *Life Experience*
- *Education*

## What are the benefits of RPL?

RPL can provide you with an opportunity to gain a full or partial qualification without having to study units you already have skills and knowledge in.

This means you can save time by completing a qualification in a shorter period of time.



## What is the RPL Process?

### Stage One: Contact & Initial Discussion

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

Applicant



Assessor



### Stage Two: Enrolment

- Applicant enrolls in units/qualification – as advised by the Assessor
- Student receives RPL Tool Kit from Assessor, which includes information on evidence requirements. This would include:
  - Portfolio of Evidence
  - Demonstration of workplace tasks
  - Third party reports

Applicant  
(Student)  
& Assessor



### Stage Three: Plan and Gather Evidence

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

Applicant  
(Student)  
& Assessor



### Stage Four: Review & Determine Competency

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

Assessor



### Stage Five: Record & 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.

Certification



**For further information on RPL go to:**

- VET RPL Web Resources Webpage: [www.federation.edu.au/policycentral-rpl](http://www.federation.edu.au/policycentral-rpl)
- Contact your School or Student Administration