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
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

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

Stage Three:
Plan and Gather Evidence
- 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 & Determine Competency
Assessor reviews all evidence and determines whether competency has been demonstrated.

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.

For further information on RPL go to:
- VET RPL Web Resources Webpage: www.federation.edu.au/policycentral-rpl
- Contact your School or Student Administration