

## Recognition of Prior Learning (RPL)

### RPL

RPL refers to your relevant prior learning/experience, which you believe demonstrates that you *already* have the knowledge and competencies of the module/s.

### Applying for RPL

Ask for a copy of the *Recognition of Prior Learning (RPL) Application Form* from Reception or download a copy from the intranet. The form enables you to provide information about yourself and your request for recognition of prior learning and experience in order to gain credit for that experience against a particular subject/learning segment.

### Application Procedure

1. You should meet with your Course Coordinator to discuss your application, so that you have a clear understanding of the procedure and the evidence/documents that you will need to provide to support your application.
2. After you have discussed your application with your Course Coordinator, complete all sections and return the form to your Course Coordinator.
3. Your Course Coordinator will then meet with the RPL Assessor to determine the fee for your RPL application, and inform you of this fee.
4. You should then pay the RPL fee at the reception, and show the receipt to the RPL Assessor at your first RPL interview

To proceed with the application, you should then note the following carefully.

### Supporting Evidence

Please attach to the *Recognition of Prior Learning (RPL) Application Form* supporting evidence, which you believe will assist your application; for example copies of any statements, references or articles about your employment, evidence of education and training that you feel is relevant, a detailed Curriculum Vitae, letters references from previous employers/clients.

Also include:

- ! Relevant work samples, such as contracts, completed work projects, a folio of examples of previous work which indicates your level of competence
- ! Outlines of any formal or short courses which you have undertaken which demonstrate competence
- ! Any other information that you feel might aid your assessment (work experience, life experience, on-going training).

After submitting your application to your Course Coordinator, you will be invited to attend for an interview with the RPL Assessor. Bring along any further information that you feel will assist your application for RPL **together with your receipt for payment of your RPL Application Fee.**