Recognition of Prior Learning (RPL)

What is RPL?

Recognition of Prior Learning or RPL is an assessment process aimed at confirming and recognising the competencies a candidate has obtained outside of a formal education and training environment.

These competencies might have been gained through informal or non-formal training, or they may have been gained through life or work experience. RPL assessment enables individuals to forego training and move directly to having their competencies assessed, thus avoiding the need for unnecessary training that brings with it additional costs, including time and effort.

Based on the skills and knowledge that you have, you can apply for up to 100% of a qualification or a course.

RPL is not the same as Credit Transfer. Credit transfer applies if you already hold completed units of competency from a nationally recognised qualification. You can seek exemption from any equivalent unit of competency within another qualification. This means that you can achieve your qualification faster, and more cost effectively.

At Royal College, providing recognition of prior learning is a process that includes interviewing you and analysing your current skills and knowledge against the qualification you are applying for. We then determine with you which units you have been granted RPL for and which units (if any) we can train you in to fill any knowledge or skill gap you might have. We will work with you then to design a training program to suit your needs. We provide a streamlined process that eliminates the mountains of paper work that is often associated with recognition programs and develop a system that works for you.

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Step-by-step process of our RPL system

Step 1
- Candidates enquire about RPL and agree to participate in an RPL process.
- Candidates are sent an 'Application Form' to prepare for the RPL process.

Step 2
- An initial interview is organised. The candidate meets with an assessor for an initial interview where the RPL process will be discussed and the candidate will be provided with a 'Self- Assessment Checklist'.
- The candidate returns this form to the assessor and the assessor considers evidence from this Self- Assessment Checklist and advises the candidate of the potential to achieve RPL.
- If the decision is to proceed with the RPL process, a range of RPL interviews are organised. Candidates are provided with a 'Candidate Instructions' form which outlines the RPL process and the tools they are required to use in the RPL process (Evidence Index and Self-Evaluation)
- If the evidence from the self- assessment checklist shows that RPL is unlikely, the candidate will be offered a training and assessment pathway.

Step 3
- An RPL interview is organised. This interview involves the assessor and the candidate participating in a number of competency conversations and provides the list of structured questions.
- A list of structured questions is used to ask competency questions around clusters of units. The assessor records the candidate's responses and documents this evidence.
- This interview also requires the assessor to observe the candidate's skills in the workplace in the relevant 'Workplace Tasks'.
- A number of these interviews/observations will be conducted until all units required have been assessed.
- During these interviews, any gap training required will be identified and recorded on a training action plan and the assessor will determine if third party evidence is required.

Step 4
- If any third party evidence has been requested, the workplace is provided with a 'Third Party Report'. This tool is used to verify competency in the candidate's job role relating to workplace expectations and performance criteria.
- Once complete, this evidence will be collected and the assessor records this evidence in the student file.

Step 5
- The RPL documentation is collated. The assessor finalises their assessment decision and provides the candidate with detailed feedback on the RPL outcomes.
- A statement of attainment for the units achieved is provided to the candidate.

Step 6
- If any gap training has been identified, and should the student wish to continue, this training will be provided. Training for gaps in skills and knowledge might include readings, project work, attendance at individual training sessions, and attendance at group classes, further workplace assessment or all of the above.
- The candidate is re-assessed against these units. The assessor records the candidate's evidence and documents their own observations.
- A statement of attainment for the units achieved is provided to the candidate.

How to enrol or begin your RPL journey

Contact an RPL assessor on 1300 032 011 who will discuss your RPL needs and provide you with a Candidate information form to commence the RPL application.

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