

Enquiry for Recognition of Prior Learning (RPL)

Dear Student,

Thank you for choosing to apply to have your skills, knowledge and experience considered for recognition of prior learning (RPL).

RPL is an assessment process which provides you with an opportunity to submit a range of evidence to be reviewed by a qualified assessor.

This evidence must meet the requirements of each unit of competency listed in your course as outlined on www.training.gov.au and you must be able to demonstrate that you have submitted your own work demonstrating your skills and knowledge that will be assessed.

Fees are applicable for the RPL process and can be discussed with the VET Training Manager by sending an e-mail to admin@pcc.edu.au

This fee will depend on the number of units you will be applying for as well as the volume of supporting documentation you are submitting for consideration. You will be notified of the fee after you have completed your initial RPL meeting / competency conversation with the VET Training Manager. If this fee is not paid you will not be able to progress to RPL Application - Stage 2.

The steps in the RPL process are as follows:

1. Complete the RPL Application Form, which is Stage 1 of the RPL process and e-mail it to VET Training Manager via admin@pcc.edu.au with the required documents as per the instructions.
2. The VET Training Manager will review these documents and arrange a meeting with you to discuss the units you have chosen for RPL and the types of evidence required to be submitted for assessment. It may take up to 10 business days to review your application and arrange time for discussion via phone, Teams or face to face meeting.
3. In the meeting the Training Manager will ask questions to clarify how long you have worked in the industry, what roles you had, what type of work you did in these roles and what is your ability to provide the required evidence to support your skills, knowledge and experience.

Please note, telling the VET Training Manager that you can do a task is a preliminary requirement only. Your ability to complete a task must be demonstrated by providing a range of evidence relevant to the task.

It is also important to provide current evidence of work activities that you have completed in the last twelve (12) to eighteen (18) months.

However, it may take you several weeks to gather all the required supporting evidence and collate it into a logical format either in a folder or electronically to submit to the VET Training Manager for review.

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If you and the VET Training Manager agree that it would not be possible or would take too long for you to gather all the required supporting RPL evidence, you will be advised to take the training and assessment pathway to complete the unit/s required in the course.

It may be that you can provide sufficient and current evidence for some of the units but not all the units. Please note you cannot get recognition for part of a unit of competence.

You may find that you have completed the exact or equivalent units in another course in which case you may be eligible for a credit transfer.

To be considered for credit transfer you must provide your certificates, Statements of Attainment and/ or USI Transcripts that will be verified by the issuing registered training organisation.

4. You will be notified by an e-mail from the VET Training Manager on the outcome of your RPL Application – Stage 1. This outcome will be made by a qualified Trainer and Assessor based on the review of the evidence you provide in your RPL Application as well as the information provided in the initial RPL meeting.

This will confirm that:

- a) you will not be proceeding with the RPL process and will be completing the required training and assessment by attending the course.

or

- b) you will be proceeding with the RPL process for some units and will be completing the remaining units through training and assessment by attending the course

or

- c) You will be proceeding with the RPL process for all units in the course.

5. If you proceed with the RPL process, you will be sent an RPL Application – Stage 2 Form to complete.

When you have gathered all the required documents and submitted them to the allocated Trainer & Assessor for marking, please allow up to four (4) weeks for that evidence to be assessed.

Good luck with your RPL Application and remember you can contact the VET Training Manager and/or Trainer and Assessor for further explanation of any of the documents and evidence required during the RPL process.

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1. BACKGROUND INFORMATION

Document	Provided	Comments
Resume/CV	<input type="checkbox"/>	
Job Description/s	<input type="checkbox"/>	

2. APPLICANT DECLARATION

I declare that the information provided in this application and the attached evidence is true and correct. I understand that the training provider may contact referees or request further evidence to support this application.

I understand that the RPL assessment process may include interviews, competency conversations, practical demonstrations, or additional assessment if required.

Applicant Name: _____

Applicant Signature: _____

Date: ____ / ____ / ____

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3. RTO Approval:

RPL application is accepted: Yes No (if no please list reasons below):

Applicant can progress to RPL Stage 2

Applicant has been sent RPL Stage 2 Form

If you have ticked no to RPL Application accepted please list reasons here:

Response email by VET Training Manager Yes Date: ____ / ____ / ____

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