

Recognition of Prior Learning (RPL) recognises that you may have life experiences that may be assessed for credit in your chosen course.

RPL is an assessment process that involves assessing your relevant prior learning which may have been gained through employment, voluntary work, formal or informal learning experiences.

You will be asked to provide evidence of your life experiences and an assessor will work with you to determine whether it meets the requirements of one or more units of your course. They will advise you as to which units you could apply for RPL and help you to identify evidence to collect.

Frequently Asked Questions (FAQs)

1. Why apply for RPL?

If you complete units through RPL, you will have more time to concentrate on your other units. Credit may shorten your length of study, so you could finish your course earlier than expected.

2. How will I know if I should apply for RPL?

The option of applying for RPL will be discussed with you at enrolment time. Together with an assessor's guidance you may identify units and suitable evidence to support an RPL application. You can then make a decision as to whether to go ahead with an RPL application.

3. Is RPL a test?

No. You will be assigned an assessor who will coach you through the process, working closely with you to identify which units you should apply for RPL. They will talk to you about your life experiences and assist you to identify evidence for each unit on your RPL application. You can expect that the assessor will be open and honest with you throughout the process.

4. What is the RPL process?

The RPL process is an assessment only process. You will be assigned an RPL assessor who will guide you through every step of the process. The role of the RPL assessor is to support you through the process.

Step 1: RPL Guidance Briefing. Your RPL assessor will contact you and arrange a briefing interview with you. At this briefing the assessor will:

- Ask you questions about your previous work, voluntary and life experiences
- Help you to identify which units you could apply for RPL
- Help you to identify specific evidence that will be suitable for each unit
- Answer any questions you have about your evidence
- Ensure that you understand what you need to do next
- Arrange a time for you to present the evidence
- Provide written confirmation of dates/ locations of meetings and what evidence you have to gather

Step 2: Gathering evidence

You will gather and organise your evidence, ready to present to your RPL assessor. You may contact your RPL assessor at any time during this stage if you want support or have any questions.

Step 3: Presentation of evidence and interview

You will present your evidence. Your assessor will ask you questions about this evidence. Their aim is to match up the evidence against the units. Your assessor will work with you to give you the chance to provide the evidence needed to meet the unit of competency.

Your assessor may decide that the evidence could be added to, by asking you to demonstrate a skill or sit a challenge test. In such cases your assessor will arrange a time with you to complete these additional tasks.

Step 4: Finalising RPL assessment

Your assessor will advise if your skills and experience have been recognised and provide a result against those units. Your assessor will give you feedback about your RPL assessment. You will also receive an official GOTAFE result for the units.

5. Can I appeal if I am not happy with the RPL result?

You may lodge an appeal through the GOTAFE Complaints and Appeals process. <https://www.gotafe.vic.edu.au/about-us/contact/feedback/feedback-appeal>

What sort of evidence should I provide?

Your portfolio of evidence will be unique; however you will be expected to bring a resume to Stage 3 interview. If you do not have a current resume, there is information on what it should include in FAQ no. 6 in this document. You can consider these categories of evidence:

- Resume
- Qualifications or other training certificates
- Position descriptions of roles you have held
- Photos or work samples
- Testimonies
- Performance reviews
- Workplace document such as minutes from meetings or work schedules
- Industry awards
- Voluntary work
- Workplace references

6. Can I have some information about each of the general types of evidence?

Here is a brief description of each category. .

Resume

This is an important piece of evidence each candidate must prepare. See FAQ no. 7 in this document. 'What should I write in a resume?'.

Qualifications

- Qualifications including a list of units / subjects
- Short courses such as White Card or other industry 'tickets'
- In-house workplace training
- Training with volunteer organisations e.g. Red Cross

You will need to present original copies of qualifications, transcripts and Statement of Attainments as these will need to be authenticated

Samples of work

- Photos
- Written documents (e.g. workplace letters)
- Videos of the candidate performing tasks
- Models and products (e.g. items produced by the candidate)

Testimonies

- Client/Customer
- Colleague
- Stakeholder/Network contacts

Referees' reports

- Performance appraisals
- Written reports about the candidate's work

Your assessor may decide to seek further evidence from a Referee by asking particular questions. Make sure you have your Referee's contact details.

Third party report

Third party reports can be used as supplementary evidence.

Demonstration of skills

A practical demonstration may be organised to assess certain skills. These will be used when it appears you have a strong background in the unit however your evidence does not support this. You will be fully informed about a demonstration of your skills beforehand.

Other

- Other sorts of evidence could include:
- Awards or certificates of merit
- Minutes of meetings involving the candidate
- Memberships of professional or voluntary organisations
- Hobbies, voluntary work
- Work diaries
- Workplace documents e.g. Standard Operating Procedures

7. What should I write in a resume?

You will prepare a resume as evidence. Put simply, a resume is your record of your work experiences and should include:

- Current job and previous jobs – length of time and dates
- Position description outlining duties and responsibilities for most recent roles
- Qualifications
- Training programs provided at your work
- Voluntary work including any positions held e.g. Cricket Club Secretary
- Interests and hobbies
- Name and contact details of past employers or referees

8. How much does RPL cost?

The fees for RPL are the same as for training and assessment for a unit.

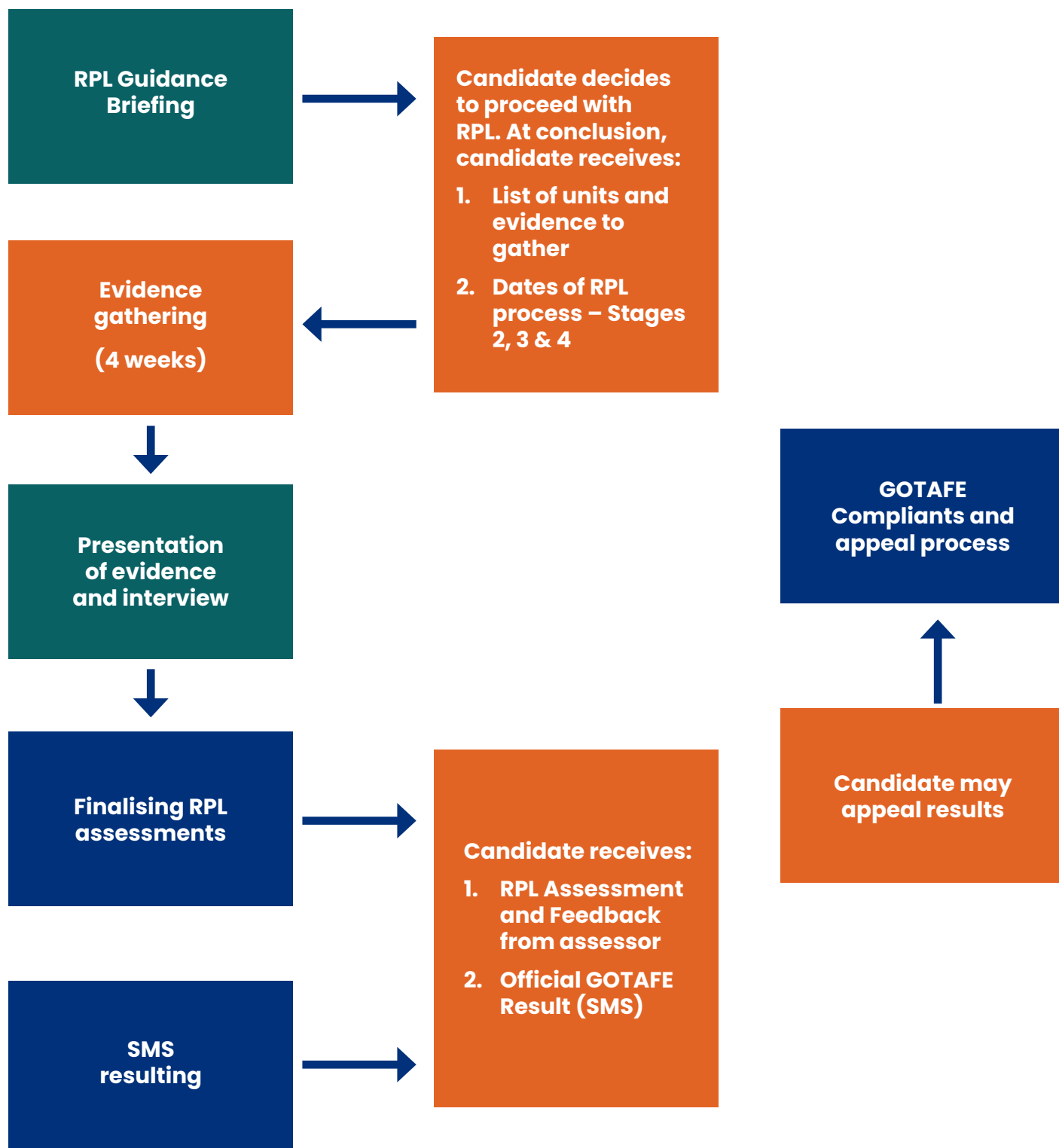
9. What happens if my RPL application is not successful?

If your application is not successful you may enrol into the unit for training and assessment.

10. How long will the RPL process take?

GOTAFE will complete your RPL process within 3 months from the initial RPL Briefing Interview. In general, you can expect to be contacted within one week after discussing a possible RPL with the on-boarding team. You can expect to be contacted by the assessor who will organise the first RPL interview within 2 weeks. You will be given 4 weeks to gather your evidence portfolio. You may discuss a shorter timeframe with your assessor.

RPL Process – Candidates



RPL Assessor



Candidate



Candidate + Assessor