



**SOUTHERN CROSS**  
INTERNATIONAL LEARNING INSTITUTE

## **Recognition of Prior Learning (RPL)**

### **Information for Applicants**

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## Introduction

This document provides you with the information to use Recognition of Prior Learning (RPL)/Recognition of Current Competencies (RCC) to help you gain a qualification.

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## RPL

Briefly RPL (RCC) recognises that people who already have the knowledge and skills required for competency in various units or modules of an accredited training course should not be required to re-learn what they already know.

The process of RPL takes into account that various competencies can be acquired through:

- previous qualification
- work experience
- life experience.

The main focus of RPL is on the performance criteria in the various units of the course, not how, when or where the learning occurred. Hence there is no distinction between formal and informal learning.

There are two stages in the RPL process - application and assessment.

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## Application

The application document for RPL with the organisation is included in this package.

You may apply for RPL for any number of units in the certificate course but there must be sufficient reliable and valid evidence to support your application.

Consult with the RPL assessor if necessary if you need help.

When you have completed the application, submit it for assessment by postal mail.

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## Assessment

This stage includes an interview with the RPL assessor and if necessary the course facilitator. This interview may be conducted by telephone for people in remote areas.

You will be able to negotiate the method of assessment.

There are only three possible outcomes of the assessment:

- grant recognition
- deny recognition
- require further assessment.

You will be advised of the result of the assessment in writing. The relevant certification will be issued to you. If the recognition is not granted, you will be advised of the review process.

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## Requirements to receive the qualification

To gain the qualification you must complete all core units as stated in the course structure. You must also demonstrate application of your skills and knowledge on-the-job.

You would usually achieve this as you complete the units and apply them on-the-job through the various assessment activities.

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## On-the-job training

In your application for RPL indicate if you are involved in the delivery of a training program or a training course, either in a workplace or in a class-based course.

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## Award

On your satisfactory completion of the application you will be awarded a nationally recognised certificate. If you request RPL for individual units you will be issued with a statement of attainment, specifying the unit(s) successfully completed.

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## Relevant work experience

You must have five years of experience in the industry for which you are applying for a qualification.

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## Relevant life experience

In your application list other things that have helped you gain the knowledge and skills to assist you as a workplace trainer - for example coaching for sporting teams, being a parent, involvement in hobby groups, clubs, community organisations.

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## Copies of qualifications

These will be sighted at the interview. If you are completing the application by distance please forward copies with your application.

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## Other documentary evidence

You need to submit at interview other documentary evidence applicable to the unit(s) for which you are seeking RPL, eg a copy of a training program you have prepared. If you are in a remote area, indicate this is available. There is no need to send the complete document with your application. Select a few relevant pages as samples.

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## Referee

If you are seeking RPL for Units 404A - Train Small Groups and/or 407A – Deliver Training Sessions please supply the name of a referee who can attest to your competency in these units.

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## Help

Should you require assistance contact the RPL assessor.

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## Fees

The fee structure is as follows:

RPL for all units	Depends on course, please see course information
RPL for individual units (per unit)	\$250.00

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## Your evidence

Accompanying this documentation is the EVIDENCE GUIDE that forms part of the official record of your application that is retained by the organisation.

In your application provide concise details of any relevant prior experience you are using as the basis for the application. You may make cross reference to your qualifications and work experience above. Remember that you may use your life experience as well as your qualifications and your work experience to support your application.

Record your reasons for seeking RPL for each unit listed in the space provided after the description of the relevant unit. If there is overlap between units, it is sufficient to cross reference. Indicate the nature of the evidence you are supplying to support your application.

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## Supporting information

Please read the relevant pages before completing your statement of reasons for seeking RPL for the particular unit(s) in the accompanying EVIDENCE GUIDE.

Make the statement at the end of the particular unit(s) in the EVIDENCE GUIDE, incorporating where possible relevant aspects relating to the range of variables and the evidence guide as they relate to your experience and/or current work situation for the various units.

To meet accreditation requirements, the organisation must retain as its evidence for the issuance of the qualification the completed EVIDENCE GUIDE.