



The College for
Adult Learning

RECOGNITION OF PRIOR LEARNING



Your comprehensive guide on
how to achieve your qualification
via the RPL process

EVERYTHING YOU NEED TO KNOW

Recognition of Prior Learning with the College for Adult Learning

Formally recognise
the skills you have
to accelerate your
qualification

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WHAT IS RPL?

If you're thinking about studying or training, your first step is to think about what skills, experience and expertise you already have. You may be able to reduce the time needed to get your qualification, or you may not need to study at all.

Recognition of Prior Learning (RPL) is an efficient way for professionals with substantial and proven industry experience to gain a qualification quickly. The process of RPL will reduce (or cut out completely) the amount of study time required in order to achieve a formal qualification.

Your time is valuable, so we're here to help you to get a nationally recognised qualification in the shortest possible time.

RPL is an assessment process based on evidence of your existing skills, knowledge, expertise, experience and proven abilities, usually obtained through your working environment as well as life experiences in general.

Much of what we learn happens outside of the formal education and training system. It is often referred to as 'informal learning' and can include work and life experience, paid and volunteer work, as well as skills attained through leisure pursuits.

WHO SHOULD APPLY FOR RPL?

If you are an experienced professional, you probably hold a high level of knowledge, competence and ability in your field. The RPL process assesses that knowledge, potentially providing you credit towards your studies.

RPL is useful if you have been working in your industry for a significant period of time (usually five years or more) and you have developed the knowledge, expertise and skills required to do your job.

To be successful through the RPL process, you must provide current and relevant workplace evidence that demonstrates your skill set, and satisfies the criteria outlined in the units of competency of your selected qualification.

BENEFITS OF RPL

Your skills are formally acknowledged with a nationally recognised qualification with little to no study required



Avoid studying something you already know or can already do

Work one-on-one with our coaches and advisors, as they guide you through the RPL process



Potentially increase your career prospects and unlock further study opportunities with a qualification

Complete the process in a time frame that suits you. There's no need for face to face interviews or classroom attendance



With a qualification, increase your job opportunities. Show employers you're qualified, with the skills to back it up

THE PROCESS

RPL is a great way to streamline your qualification process and we keep it as simple as possible.

Undertaking a qualification via RPL is significantly shorter than enrolling in a traditional mode of study. Despite this, the RPL process is robust, ensuring you have the equivalent skill set to those completing the qualification in full.

1. Enquire

- Complete the self-evaluation tool and submit it online
- A CAL RPL representative will then contact you with your results

2. Enrol

- Enrol in your selected qualification,
- If your RPL enquiry is successful, you'll be provided with access to the RPL@CAL unit in your student dashboard,
- Complete your self-evaluation quiz for each unit you're applying for RPL for,
- If successful, you will be provided with the RPL Competency Matrices and documents needed,
- Start collecting your evidence,
- Ask a third party (usually your employer or supervisor) to verify your evidence,
- Submit your completed RPL documentation to CAL for each unit,
- Proceed to an RPL Competency Conversation for each unit.

2.5 Gap Training

- If there are major gaps in your knowledge or evidence, your assessor will recommend sections of the course you must complete via online study in order to meet the requirements of the qualification

3. Graduate

- Once all completed, you will be awarded your nationally accredited qualification



WHAT IS EVIDENCE?

Evidence is information which, when matched against the elements and performance criteria of a unit of competency, provides proof of competence and expertise.

Evidence can take many forms and can be gathered from a number of sources. Evidence may be 'direct' such as documents or reports you have written, or 'indirect' such as letters from clients.

The quality of your evidence is more important than the quantity of evidence that you provide. Although direct evidence is more valid than indirect evidence, your assessor will expect to see a variety of both.

Your evidence must be relevant to the units of competency within your chosen qualification. You will need to show that you have the required skills and knowledge for each unit by providing evidence to meet each performance criteria.

If you find that your evidence meets some of the performance criteria but not all of it, you may need to undertake additional study or assessment.





TYPES OF EVIDENCE

Direct evidence

Direct evidence is anything that you have produced yourself or for which you have been primarily responsible. Providing various examples of evidence that you have produced over time is recommended.

This is work produced by you. It may include but is not limited to:

- Videos of you undertaking work or participating in meetings
- Videos of you training others
- Photos of work you have completed along with written statements about the work
- Checklists and forms you have completed on the job
- Meeting minutes, emails and other communications
- Project management documents
- Strategic business and operational plans
- Policies and procedures
- Documented processes
- Action plans and work plans
- Screen shots from computer dashboards
- Change Management strategies and plans
- Performance management processes and documentation
- Enterprise Agreements
- Budgets or estimates
- Financial plans
- Business cases

Indirect evidence

These are statements of information that are relevant to a performance criterion for the unit of competency.

This is information about you. It may include, but is not limited to:

- Certificates/statements of results for training you have completed
- Minutes of meetings that contain information about you participating in or performing duties
- Your position description
- Performance appraisals
- Letters of appreciation from stakeholders
- References from previous employers
- Workplace testimonials or third party reports
- Workplace awards
- Statements from your manager clients and/or colleagues
- Reports from managers or supervisors who have witnessed specific activities that meet performance criteria

GAP TRAINING

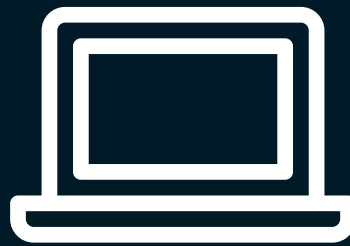
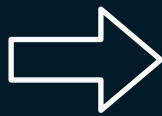
If you are not able to provide evidence for complete units of competency, you will be required to undertake 'gap training'.

In this case, you will be given access to the required units in our online learning portal. You can then work through the content and complete the necessary assessments in your own time.

Your RPL assessor will continue to work closely with you through this process.



**Identify
Gaps**



**Complete
Gap Training**



**Get
Qualified**



COSTS

Unlike other RTOs, we charge no application fee for RPL.

The full cost will vary depending on the course in which you are enrolling in and on the outcome of your RPL self-evaluation questionnaire.

As a general rule, the cost for RPL is comparable to the full study mode cost of the course you are enrolling in. However, the time it takes to gain your qualification will be months, not years.

You can begin your RPL enquiry by completing the self-evaluation form sent to you via email.



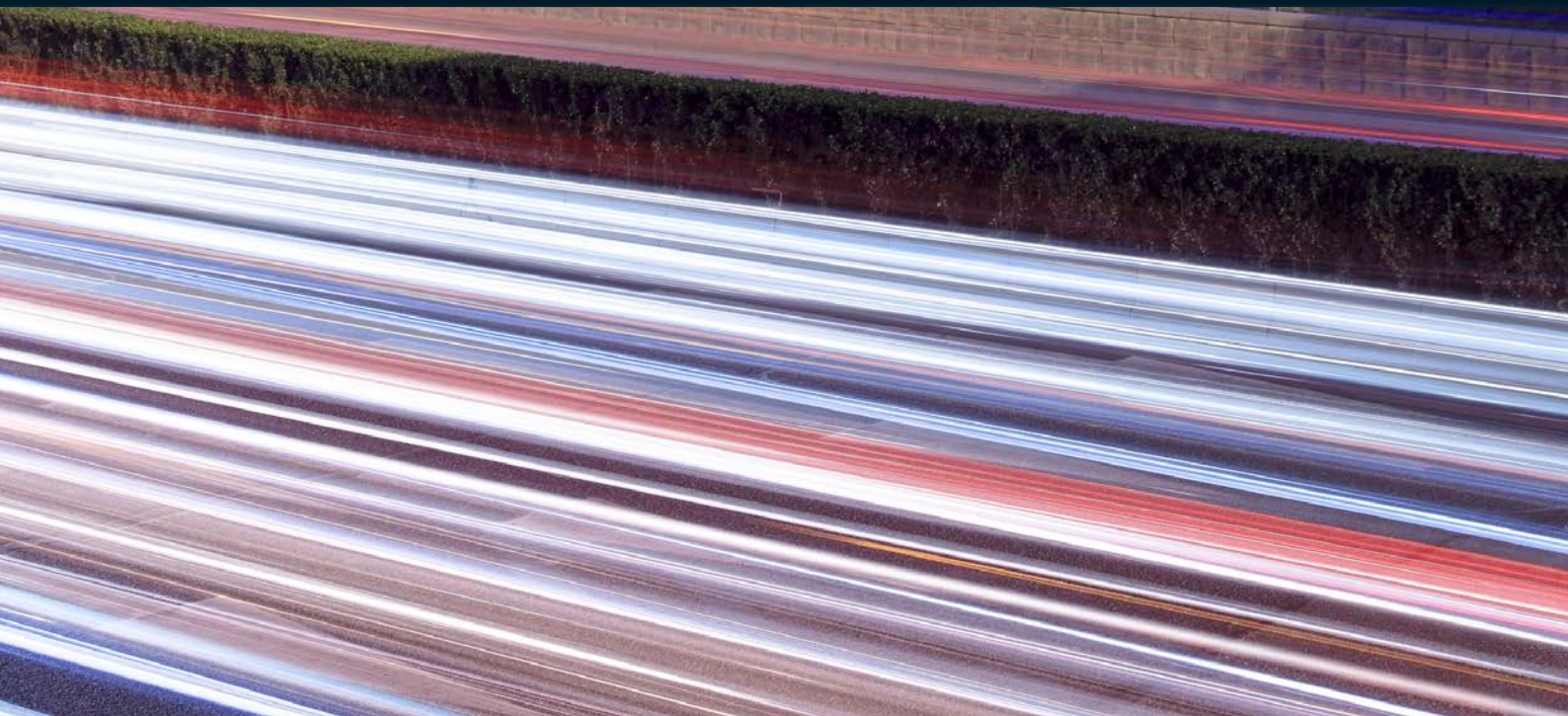
**Cost
Effective
Training**



**Free Self
Assessment
Tool**



**Unlimited
Coaching
Support**



NEXT STEPS

If you're ready to explore applying for RPL, the next step is to complete the self-evaluation form sent to your email. Once you submit this form, we will assess your responses and determine whether you are likely to benefit from RPL. One of our Professional Learning Consultants will follow up with you within two business days.

If you have further questions about the RPL process, contact one of our Professional Learning Consultants, or reply to the email you received this document from.



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