

What is Recognition of Prior Learning?



Experienced people often have skills and knowledge that enable them to gain a qualification without completing a standard training program or course.

These skills and knowledge – that would have otherwise been developed through undertaking a nationally recognised course – may have been gained through some other form of study, training, self-tuition, work experience or life experience.

To achieve Recognition of Prior Learning (RPL), an applicant simply proves his or her competence to a qualified assessor. You can demonstrate your skills and knowledge in a number of ways. A popular method is to compile a portfolio for assessment, followed by an interview.

A portfolio typically includes:

- ✓ a resume
- ✓ current and/or recent job description/s
- ✓ references
- ✓ feedback from clients and colleagues
- ✓ relevant training records, and
- ✓ work documents



For example, to receive a Certificate IV in Business, Kate is gathering evidence for one of the units: 'Organise meetings'. Kate needs to prove that she:

- makes meeting arrangements,
- prepares meeting documentation, and
- records and produces the minutes

She needs to make sure that she gathers enough for her assessor to review, so Kate chooses two recent meetings that she has arranged. She decides to add the following work documents to her portfolio, which will help prove her ability to organise meetings:

- agendas she produced
- emailed invitations
- screen shots of her calendar
- minutes she produced
- verification from her employer

After the assessor has reviewed Kate's portfolio, they arrange a convenient time for an interview. During the discussion, Kate's assessor asks her a few questions based on different situations. It's a lot like a job interview, but without the nerves and stress.

If there are any gaps in Kate's 'evidence' the assessor will give her an opportunity to submit additional pieces. The assessor will then conduct a Gap Assessment.

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RPL is offered for the following qualifications:

- Certificate II in Business
- Certificate III in Business
- Certificate IV in Business
- Certificate IV in Frontline Management
- Certificate IV in Training and Assessment
- Diploma of Management

Frequently Asked Questions



How do I know if I'd be a good candidate for RPL?

Initially, you have a **Pre-Assessment Meeting** with your assessor. During that meeting (which is held online, in a very swanky conference room), you will have the opportunity to discuss your experience and choose a qualification which matches the level of your role.

Do I get any help with deciding what to put into my portfolio?

You will be provided with a user-friendly **RPL Pack**, which outlines each of the units in your qualification, and provides you with a list of suggestions for what types of documents/evidence you could submit to prove your competence.

How much does it cost?

The cost of RPL is a lot lower than standard course fees:

Pre Assessment Meeting.....	\$80.00
RPL Pack	\$80.00
Assessment Certificate II (per unit).....	\$60.00
Assessment Certificate III (per unit).....	\$60.00
Assessment Certificate IV (per unit)	\$80.00
Assessment Diploma (per unit).....	\$105.00
Gap assessment (per unit)	\$50.00

For example, Kate chose the Certificate IV in Business, which is made up of ten units. Her total costs are:

Pre Assessment Meeting.....	\$80.00
RPL Pack	\$80.00
RPL Assessment(Cert IV x 10 units).....	\$800.00
TOTAL COST.....	\$960.00

Can I choose to submit one unit first, to test the RPL system, before going on to complete the rest of the units?

Of course! Often people choose this option, to make sure that they understand the process before heading off to complete the rest of the units.

Typically, doing one unit up-front serves the purpose of putting your mind at ease. People generally walk away saying, 'Wow - that was EASY!'

Of course if you have the experience already, it SHOULD be easy!! 😊

How long do I have to complete my RPL application?

As long as you complete within 12 months of receiving your pack, you can be assured that your application will be processed.

We take your enrolment fee when you send your portfolio in for marking. That means you only pay your enrolment fees when you're ready to be assessed.

How long does it take to arrange an interview after my portfolio has been assessed?

You can expect to hear from us within two weeks of receiving your portfolio. We'll arrange a mutually convenient time to conduct your final interview.

After everything has been completed, including the interview, how long will I need to wait before I receive my results and certificate?

You'll receive your results within two weeks. If you're eligible to receive a qualification, your certificate will arrive within two weeks of your final interview as well.

I have more questions.

If you have more questions, why not call our office on 08 9278 2581? Alternatively, send an email to enquiries@lotuspm.com.au