GUIDE: RECOGNITION OF PRIOR LEARNING (RPL)

Information to Candidates

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1 RECOGNITION OF PRIOR LEARNING (RPL)

1.1 What is RPL?

RPL is a formal assessment process used to determine if your **existing skills and knowledge** meet the requirements of one or more units of competency.

You may be eligible for RPL if you've gained relevant experience through:

- Work (paid or unpaid)
- Life experience
- Community involvement
- Previous training (non-accredited or informal)

Formal learning	Non-formal learning	Informal learning
refers to learning that takes place through a structured program of instruction and is linked to the attainment of an Australian Qualification Framework (AQF) qualification or statement of attainment (for example, a certificate, diploma or university degree)	refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business)	refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative)

Tips for a Successful RPL Application

- Be thorough: Provide clear and relevant documentation.
- Match evidence to unit requirements
- Use the third-party report template if referring to supervisors or employers.
- Keep copies of everything you submit.

Who to Contact for Help

Support Team

Phone: (08) 9334 1233

Email: firstaid@stjohnwa.com.au

In-person: Belmont Head Office or Regional Offices

2 HOW TO APPLY FOR RPL

The Recognition of Prior Learning (RPL) process is a structured and supported assessment pathway. The following steps outline how you can apply and complete your RPL application:

Application Process	
1. Initial Enquiry	Applicants will make an enquiry about RPL.
	Application pack is sent to candidate • This pack includes the following information 1. Application form, 2. Qualification and unit details being applied for (select units that apply) 3. Employment Details 4. Professional Referees information 5. Other qualifications 6. Minimum supporting evidence to be provided as part of the application 7. Self-assessment checklist – complete only relevant units 8. Student declaration
2. Submission of Application	• The candidate completes and submits the application pack electronically to [insert email/contact point]. • Submissions must be complete and include all mandatory sections.
3. Application is reviewed for suitability	The application is reviewed by the RTO to determine suitability for RPL.
	Suitability approved: If suitable: proceed to Step 4 / Suitability not approved: If not suitable: candidate is informed and provided alternative options (e.g. formal training or partial RPL)
4. Pre-Assessment Interview arranged and Conducted	• A pre-assessment interview is arranged with a qualified assessor. • The interview includes: o Clarification of unit evidence requirements o Discussion of the candidate's experience and relevant roles o Emphasis that the candidate is responsible for mapping their evidence to unit requirements o If evidence mapping is unclear, candidates may be asked to revise and resubmit o RPL fees are confirmed and processed
5. Candidate Record Creation	A student record is created in the Student Management System (SMS) and Learning Management System (LMS).
6. RPL Kit Issued	The candidate receives a unit-specific RPL Kit including: • Unit overview and requirements • Knowledge questions • Evidence checklist • Third-party report template • Competency conversation preparation guide (optional)
7. Evidence Collection	The candidate prepares their submission by: • Completing knowledge questions for each unit • Collecting and mapping supporting evidence • Arranging for the completion of third-party reports
8. Submission of RPL Portfolio	Candidate submits their full RPL portfolio in line with kit instructions
9. Competency Conversation	An assessor is assigned and reviews the submission. A **competency conversation** is arranged to: • Validate submitted evidence • Explore workplace context and decision-making • Address any knowledge or performance gaps

<table>
<tr><td></td><td colspan="2">• Assessors may request you to undertake specific tasks to address any gaps
If required, the assessor may require that student complete additional assessment tasks or a challenge test relevant to a specific unit. This may be completed in this stage or after the RPL assessment Decision has been made.</td></tr>
<tr><td rowspan="3">10. RPL Assessment Decision</td><td colspan="2">The assessor reviews:
• Documentary evidence
• Third-party reports
• Knowledge question responses
• Outcomes of the competency conversation</td></tr>
<tr><td>Candidate deemed Competent</td><td>Candidate Deemed Not Yet Competent</td></tr>
<tr><td>• The candidate is notified of the outcome of the assessment application
• Notification is recorded and stored in candidate assessment folder

The unit of competency, statement of attainment or qualification is issued as applicable to the candidate</td><td>• Candidate is notified in writing
• Candidate is offered one opportunity to submit additional evidence
• Candidate may have an opportunity to complete additional assessment activities
• If the second submission is still Not Yet Competent, the assessor may recommend further training
• Candidate is informed of their right to appeal</td></tr>
<tr><td>11. Final Record Keeping</td><td colspan="2">All outcomes, correspondence, and evidence are stored in the candidate’s assessment folder and RTO assessment records.

SMS and LMS are updated to reflect final results.</td></tr>
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