

What is the RPL process?

1 MAKING CONTACT

Contact Challenger's Career Development Services on 9239 8066 to discuss the RPL process and your industry experience with a Career Development Adviser (CDA). Alternatively, you can email rpl@challenger.wa.edu.au with your enquiry.

2 ROLE OF SKILLS ASSESSOR

A Skills Assessor will then contact you to arrange an interview to discuss your skills and experiences. Prior to the interview you may be asked to complete a skills assessment checklist. Bring to the interview any documentary evidence to support your claim for recognition such as:

- Job descriptions and resume
- Records of employment, workplace documents, photos
- References from employers
- Certificates from in-house training, awards or prizes
- Any other evidence that is relevant to the work you do

3 GATHERING ADDITIONAL EVIDENCE

After the assessor has considered your evidence they will decide if it is adequate. Additional requirements may involve observing you in the workplace or in a similar environment or contacting referees or employers to support your claims.

4 FINALISING THE ASSESSMENT

Once all evidence is gathered, the assessor will advise you if your skills and experience have been officially recognised towards a full or part qualification. If there is a gap you will be advised what other training you will need to complete to achieve a full qualification.



To find out more about RPL or to register for RPL please contact Career Development Services:

Challenger Institute of Technology
41 South Terrace, Fremantle
Western Australia 6160

PHONE 9239 8066 or 9239 8189
FAX 9239 8088
EMAIL rpl@challenger.wa.edu.au

Services cover Fremantle and surrounding districts and the Rockingham and Peel regions.

www.challenger.wa.edu.au



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Recognition of Prior Learning

Got Skills?

GET RECOGNISED!

RPL

The skills you have may count
towards the qualification you need...

November 2011



Turn your knowledge and experience into a formal qualification with Challenger's Recognition of Prior Learning.

Frequently asked questions

IS IT EASIER AND CHEAPER JUST TO ENROL IN THE SUBJECTS?

In most cases, applying for recognition will save you money because you do not have to pay resource fees. If you have gaps in your skills and need to attend classes, you will have to pay the necessary fees and charges.

IS IT DIFFICULT FOR ME TO APPLY FOR RPL?

No. You are supported throughout the RPL process by staff who are able to:

- Provide you with information on the RPL process
- Provide help in completing forms
- Explain the costs involved
- Discuss what you need to support your application.

WHAT IS INVOLVED IN THE ASSESSMENT PROCESS?

Once you and the assessor agree that you are eligible for the RPL process you will be required to gather evidence which proves your competence. Providing evidence may involve:

- Answering questions about your work skills and experience
- Demonstrating your skills and knowledge by completing practical tasks
- Providing supporting evidence such as a resume, job description, references, workplace documents
- This evidence must confirm that you have shown competence over a period of time and you can work to industry standards
- Where possible assessors carry out interviews in the workplace so you have access to workplace documents and it is easier for you to demonstrate your skills.

What is Recognition of Prior Learning (RPL)?

RPL is recognising and gaining credit towards a qualification by having your skills and experiences assessed to see if they meet today's industry standards. If you have significant work or life experience in a particular industry or field and you are enrolled or are thinking of enrolling in a course, then RPL could be an option for you.

How could Recognition of Prior Learning benefit you?

RPL can provide you with the opportunity to gain a full or partial qualification without having to study subjects you already have skills in. This means you can save time and money by completing a qualification in a shorter period of time. RPL can also lead to better employment opportunities, a pay increase or a job promotion!

IF I NEED HELP AT ANY TIME DURING THE PROCESS, WHAT CAN I DO?

You can contact the assessor at any time to discuss the RPL process or to get help to gather supporting evidence.

IS STUDY I COMPLETED MANY YEARS AGO OKAY AS EVIDENCE FOR RECOGNITION?

Yes, but you will need to show how you have applied and maintained the skills and knowledge over a period of time.

WHAT IF I CAN'T FIND MY OLD QUALIFICATIONS?

Contact the organisation where you completed your studies as they may be able to provide you with a copy of your qualification. If this is not possible, you will need to demonstrate your competence in other ways which you can discuss with your assessor.

CAN I JUST SHOW YOU MY SKILLS RATHER THAN HAVE TO LOCATE MY OLD QUALIFICATIONS?

Yes. You can demonstrate your skills and knowledge without having to present your qualifications.

CAN ANYONE APPLY FOR RECOGNITION?

Yes, anyone can apply for RPL.

WHAT WILL RECOGNITION COST?

Costs will depend on your individual circumstances. Recipients of certain Centrelink benefits and holders of concession cards may receive RPL at a reduced rate. All RPL clients save money by not having to pay resource fees or buy textbooks.

HOW LONG WILL THE PROCESS TAKE?

This will depend on how much recognition you are applying for and how quickly you gather your evidence.

IF MY APPLICATION FOR RECOGNITION IS UNSUCCESSFUL, WILL I HAVE TO PAY AGAIN IF I ENROL IN THE CLASS?

Yes, your RPL application is the same as any enrolment. If you are unsuccessful and want to enrol in a class you will need to pay the required fees and charges again.

I WANT TO MIGRATE TO AUSTRALIA. WHAT CAN I DO TO HAVE MY SKILLS AND KNOWLEDGE RECOGNISED?

If you are applying for a skills assessment to obtain an Australian visa, it is important you check with the Department of Immigration and Citizenship (DIAC) about their requirements for the visa you are applying for. This will ensure you apply for a skills assessment under the correct skills assessment program. Trade Recognition Australia (TRA) manages skills assessment services for people with trade skills who are Australian citizens, residents (both temporary and permanent) and potential migrants to Australia.

I AM IN AUSTRALIA ON A 457 VISA; CAN I APPLY FOR RPL OR TRAINING HERE?

If you are the primary holder of a 457 Visa, you can apply for recognition and training, however the cost will be calculated on a commercial basis. If you are a secondary holder (eg. Spouse, partner, dependant) of a 457 Visa, you can apply for government subsidised recognition and training.

