What is the RPL process?

1. **MAKING CONTACT**
   Contact Challenger’s Career Development Services on 1800 001 001 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. **RPL PRE-ASSESSMENT INTERVIEW**
   Prior to enrolling in RPL you will be asked to attend a pre-assessment interview and supply some documentary evidence such as:
   - Job descriptions and current resume
   - Qualifications completed
   - References from employers
   This will assist in advising you of the most appropriate qualification should you decide to go ahead with an RPL assessment.

3. **RPL ASSESSMENT**
   An Assessor will assist you to identify the best way to gather the necessary evidence to demonstrate that you have the required skills and knowledge for the subjects chosen. This 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 you need to do additional training to complete a qualification, the Assessor will advise you what is required.

To find out more about RPL contact Career Development Services:

- **PHONE** 1800 001 001
- **FAX** 9239 8330
- **EMAIL** rpl@challenger.wa.edu.au

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

Got Skills? GET RECOGNISED!

www.challenger.wa.edu.au

Recognition of Prior Learning

The skills you have may count towards the qualification you need...
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 industry standards. If you have significant work or life experience in a particular industry or field 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 for which you have skills. 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!

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 your workplace to make it easier for you to demonstrate your skills.

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?

The process can take up to 3 months from the time of enrolment.

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.

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