

# Recognition of Prior Learning

## What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is a form of assessment that acknowledges your formal and in-formal learning gained through:

- Previous training and education
- Past and current work experience
- Life experience

The RPL process will involve validation of your existing skills and knowledge. Through this recognition process you will be able to obtain credits in a nationally accredited course and in some cases a full qualification.

The assessment can take place by viewing existing academic records, proof of training course/workshop attendance, written support by previous employers and by viewing procedures and process undertaken in your workplace.

## What are the advantages of RPL?

1. You can obtain/complete a formal qualification in a shorter period of time and at less cost.
2. You are recognised for your existing skills and knowledge, thus eliminating the need to repeat the learning that you have already undertaken.
3. It can increase your career and education options through recognised skills and knowledge.
4. It can assist you in gaining entry into higher levels of study and training

## Is RPL for me?

Yes! The RPL process is open to all members of the public as the process recognises existing skills and knowledge to specific competencies within an accredited course.

Typically a successful applicant is someone who has a reasonable amount of experience in the area their course covers i.e. the experience gained from their previous and current employment. Skills gained through an individuals life experience can also be taken into consideration, however, these will be assessed in terms of relevance to the specific course.

## How much does it cost to apply for RPL?

The cost involved for the RPL process will depend on which one of the two categories (listed below) that you currently satisfy:

If you are already enrolled in a course at West Coast TAFE there will be no additional cost associated with the RPL process.

If you are not enrolled in a course at West Coast TAFE you will be required to enrol in the selected course and pay the relevant tuition fee. Course fees are available upon request.

Your RPL Assessor will be able to provide you with more detailed information regarding the associated RPL costs.

# Applying for RPL

## Step 1

Contact our RPL Coordinator via:

- Phone: 9233 1067
- Email: [rpl@westcoasttafe.wa.edu.au](mailto:rpl@westcoasttafe.wa.edu.au)
- In Person: Student Administration, Building A (East)  
West Coast TAFE  
35 Kendrew Cres  
Joondalup

Our RPL Coordinator will obtain some background information from you in order to connect you with an RPL assessor best suited to your needs.

## Step 2

Discuss (phone or in person) with your RPL Assessor your skills and experience. During this discussion they will be able to work out a training plan that will assist you in gaining your qualification.

Consider what evidence you already have that demonstrates your skills and knowledge. You must be able to show your skills are current and meet industry standards. Examples of evidence could include:

- work samples
- practical demonstrations in the workplace
- assessment interviews
- references and support from your supervisors or others in the community
- a variety of materials including training certificates, photos of work examples, a resume, performance reviews

## Step 3

You will be required to enrol in the prescribed course as detailed in the training plan developed by your assessor before applying for recognition of prior learning against the appropriate units. Enrolment assistance can be provided by your RPL Assessor or via the college's Student Centro support centre.

## Step 4

Submit your RPL application form (this will be completed when you meet with your RPL Assessor) to Student Administration along with any documentation your assessor has advised that you need.

## Step 5

Your RPL Assessor will review your application and will notify you within 48 hours if your application has been successful or if they require any further information.

## Step 6

If your application is successful you will be deemed to have demonstrated competency in your selected units or for the entire course, and as such awarded the full qualification.