

Tips and Hints to Prepare for RPL

Our Recognition of Prior Learning (RPL) assessment process must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved with us in a comprehensive quality process that covers the content of the qualification (units of competency) you want to be recognised for.

Assessment will happen in a variety of ways and being prepared can save you valuable time and also make the recognition process more streamlined.

Here are some tips and hints for you to consider:

1. The first thing to understand is that RPL is not a short cut to achieving a qualification or competency. It is simply an alternative assessment pathway that examines your existing skills and knowledge and how they relate to the course. RPL is a comprehensive process that requires careful consideration, time and planning.
2. RPL is a rigorous process, but it doesn't need to feel daunting. The secret to a stress free RPL assessment is to take some time to think about the things you've done and achieved through your work and education – then write them down. This will help you prepare and collate the documents you need to support your application.
3. Be prepared for your assessor to contact your workplace or previous workplace so that your skills can be confirmed by someone that works or has worked with you. Vocational training is all about applying skills in the real world. That's why a professional referee is such a powerful piece of evidence to support your RPL assessment.
4. Do some desktop research. Visit the National Register of VET on www.training.gov.au and read about the units of competency you think you can gain RPL for. The tip is to look for the unit elements, performance and knowledge evidence for each unit. These are the areas your assessor will be looking to match your skills and knowledge with.
6. Be prepared to discuss other ways you can demonstrate your skills – that includes participating in assessment tasks, not just talking about your experience.
7. Start sourcing and gathering any documentation that supports and demonstrate your skills and knowledge. These may include any licences or tickets held, training course and professional development certificates, samples of work undertaken, other work products such as project materials and collateral, workplace inductions or performance appraisals.
8. Don't be discouraged if RPL is not granted. Units of competency have very specific requirements – so just because your skills and knowledge don't match the requirements of a course – that doesn't mean they're not valid and valuable.

To apply for RPL or discuss whether it is a suitable assessment pathway for you, contact MiTraining on 1300 540 190.