



# How to apply for RPL

Version 2.1

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## A. Process for Recognition of Prior Learning (RPL)

### 1. Enquiry

- 1.1. Students can apply for RPL at any stage of the Course.
- 1.2. Students can ask the Student Support Officer or Program Coordinator regarding RPL.
- 1.3. A Recognition of Prior Learning Applicant Guide is provided to following an inquiry or request for the applicable Unit of Competency/s (UOC/s).
- 1.4. The Recognition of Prior Learning Applicant Guide explains to Students the steps associated with undertaking a Recognition of Prior Learning (RPL) assessment. As part of the RPL process and evidence required is explained, a self self-assessment questionnaire, and frequently asked questions.
- 1.5. Following a review of Recognition of Prior Learning Applicant Guide, if a Student decides to undertake an RPL pathway for Unit of Competency (UoC) or qualification the student has enrolled in. The Student is invited to complete the following application process.

### 2. Application

- 2.1. Based on the above self-evaluation, the Student decides if they want to proceed with the RPL application, the Student is required to collect supporting evidence and map the evidence to the requirements of the UOC, and follow the RPL process follows:
  - a. The Student is asked to complete the RPL Self-Assessment Tool
  - b. Following successful completion of the RPL Self-Assessment Tool, the Student is invited to complete an Application Form and submit it at the RPL enquiry email address: [studentsupport@upskilled.edu.au](mailto:studentsupport@upskilled.edu.au)
  - c. Once received, a preliminary discussion between the Student and the relevant assessor is arranged
  - d. The Student then uploads the completed RPL application and supporting evidence to the Faculty RPL email address as advised in the Recognition of Prior Learning Applicant Guide.
- 2.2. If the Student decides not to proceed with the RPL application, they are encouraged to continue learning and assessment in the UOC being studied.

### 3. Review

- 3.1. Program Coordinator/ Assessor reviews RPL application and determines if further evidence is required.
- 3.2. Assessors consider the Rules of Evidence when identifying, gathering, and analysing evidence.
- 3.3. Program Coordinator/ Assessor conducts a recorded video conference (through platforms such as Zoom etc.) with the Student to seek clarification, test understanding, and determine whether RPL is granted for the UOC.
- 3.4. If gaps in evidence are required, the Program Coordinator/ Assessor may request further evidence.

### 4. Decision

- 4.1. Upskilled will make an RPL decision based on the review

- 4.2. If Upskilled grants an RPL, the UOC being considered for RPL will be marked competent with the assessment outcome of “RPL” and the Student move to the learning and assessment in the next UOC.
- 4.3. If Upskilled does not grant an RPL, the Student will need to continue learning and assessment in the UOC that was being considered for RPL.

## 5. Appeal

- 5.1. Students can appeal the RPL decision using the [Appeal Form](#). Please refer [Complaints and Appeal Policy and Process](#) for further details

## B. What types of evidence may be suitable?

- 1.1. The following are examples of the types of evidence that can be used to support an RPL application. Other evidence if available, should be discussed with the Trainer/ Assessor.
  - a. brief curriculum vitae
  - b. job description
  - c. documents prepared by the Student:
    - (i) policy and procedure
    - (ii) communication to the management
    - (iii) projects
  - d. performance review reports
  - e. visual evidence
  - f. supervisor report (third party report) specifically addressing requirements of UOC
  - g. certificates/results of assessment certified by Justice of Peace (JP)
  - h. any licenses held relevant to the application.
  - i. photographs of work undertaken.
  - j. diaries/task sheets/job sheets/logbooks
  - k. hobbies/interests/special skills outside work
  - l. references/letters from previous employers/supervisors
  - m. membership of relevant professional associations
  - n. industry awards
  - o. any other documentation that may demonstrate your trade or industry experience or support your claim.
- 1.2. Evidence must relate to the Unit of Competency requirements and be from within the past 2-3 years.
- 1.3. Any transcripts of qualifications must be certified by a JP.

## C. Confidentiality

- 1.1. Students should not include sensitive information in the submitted documentation.
- 1.2. If documents from an organisation are being submitted, in that case, it is best practice to check the privacy and confidentiality policies of the organisation as you may need an authorisation from your supervisor to use some of the evidence.
- 1.3. Students should delete client names, and financial figures or other personal details should be blacked out and made unidentifiable.
- 1.4. Upskilled will ensure that:

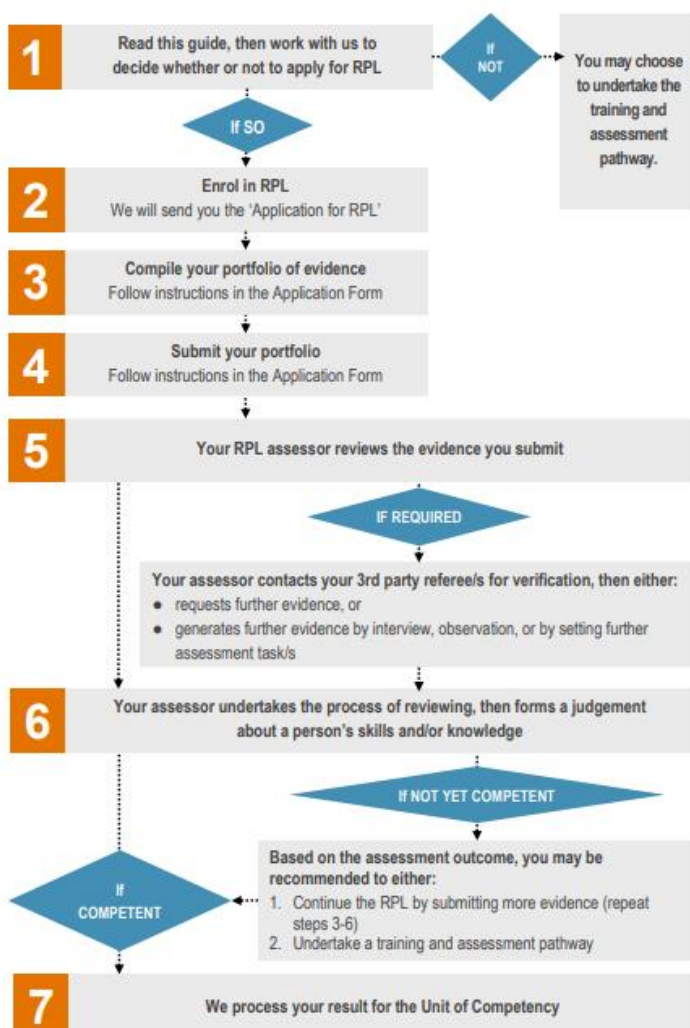


- a. it implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages and VET Accredited Courses,
- b. RPL assessment is conducted in accordance with the Principles of Assessment,
- c. RPL assessment is conducted in accordance with the Rules of Evidence,
- d. Upskilled offers RPL to all Students on enrolment,
- e. adequate information and support is provided to Students in understanding the process and gathering reliable evidence to support their RPL application,
- f. all RPL applications are processed in accordance with the Standards for RTOs 2015.,
- g. appropriate recognition will be given to AQF certification documentation issued by other RTOs – addressed through the Credit Transfer Process, as mentioned in the [Student Handbook](#).

## D. RPL Process for Students

### The RPL process

The flow chart below show the Upskilled RPL assessment process:



## E. Changes to this Document

We may amend this document from time to time. The current version of this document will be posted on our website.

Document Name	Version	Approved	Policy Owner	Effective	Review
How to apply for RPL	2.1	COO	General Manager Education	01.07.2023	01.07.2024
RTO	RTO 40734 Upskilled Pty. Ltd ABN 14 125 906 676				
Version History	V1.0 – Original Document V2.0 – Inclusion of reference to the Recognition of Prior Learning Applicant Guide in 1.5; Inclusion of RPL Process for Students Flowchart V2.1 Reviewed with no change				