

Application for Recognition of Prior Learning (RPL)

Please read the following information before completing the initial RPL application form.

When you apply for Recognition of Prior Learning (RPL) you are applying to have your skills formally recognised in the national system. Trainers and Assessors have to make sure you have the skills and knowledge to meet the industry standards.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to document your job roles and your work history. Prepare an updated resume.
2. Have a copy available of your position description and any performance appraisals you have from any industry related work roles.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the Trainer and Assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The Trainer and Assessor will need to contact them.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your Trainer & Assessor about other ways you can show your skills in the industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

Your Trainer and Assessor will discuss with you the RPL process and the steps that need to be taken. These are summarized below:

Step 1: Complete the **Student application form for Recognition of Prior Learning (RPL)** attached in full, It is important that you sign this form.

The RPL application form needs to be completed in full along with your enrolment form and emailed to GET Education at: admin@get.edu.au

Step2: Once we have received your RPL application form, a GET Education representative will be assigned to contact you and discuss completing the full RPL assessment kit.

Read the information in the **RPL kit** and make sure you understand its purpose and what is expected of you as the applicant. After working closely with your trainer & assessor we will also require the RPL kit to be completed and submitted with all the relevant supporting documentation to: admin@get.edu.au.

The application will be considered and you will be notified in writing of the outcome. An opportunity for gap training or additional evidence requirements will be provided by the assessor where appropriate.

Through the process of RPL you will be required to provide information about your skills and experience. These can include:

- Any licenses
- CV or work history
- Certificates/results of assessment
- Any other relevant qualifications that may be applicable
- Diaries/task sheets/job sheets/log books
- Site training records
- Membership of relevant professional associations
- References/letters from previous employers/supervisors
- Industry awards
- Any other documentation that may demonstrate industry experience.

Step 4: When working with your assessor you will be required to complete a self-evaluation of your skills and experience. Your assessor will typically conduct a competency conversation with you. You will be required to answer questions related to the industry area to identify your current skills.

Step 5: The RPL process will require you to complete a third party check (where applicable). This check maybe used as a referee check.

Step 6: Demonstration of your skills through observation may also be required.

