



Recognition of Prior Learning (RPL) – Frequently Asked Questions

10548NAT Graduate Diploma of Aesthetic Orthodontics (Sequential Aligner Therapy)

What is Recognition of Prior Learning (RPL)?

Recognition of prior learning (RPL), is a process for giving candidates credit for relevant skills, knowledge and experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning, in Australia or overseas through paid work, volunteer work, previous training and/or life experiences. Through the assessment process you may be able to gain a complete qualification or, if you have gaps in your knowledge, parts of a qualification which you can then complete with additional training.

What are the advantages of RPL?

- You can gain a nationally recognised qualification in a shorter period of time
- You don't have to repeat or waste time learning what you already know
- It saves you money in fees by only learning what you really need
- It provides a pathway to higher education and university to develop your workforce
- It saves on the cost of a resource fee which you are liable for if you attend normal classes
- It provides you with formal recognition of your skills
- It helps to gain entry or credit into another course that is relevant to your business

Who can apply?

If you think that you have already gained the skills and experience for a unit or entire qualification, you can apply for RPL to get recognised as competent for parts or a whole nationally recognised qualification.

Not everyone will get credited for their skills and knowledge. Successful applicants will need to demonstrate a reasonable amount of experience in the area their course covers.

What's involved in the assessment process?

Once the application has been lodged, an assessor will be assigned to the candidate. If the assessor agrees you are eligible for RPL, you will be required to gather evidence to prove your competency. Providing evidence may involve:

- answering questions about your experience and work skills
- demonstrating your skills and knowledge through practical tasks
- providing other evidence such as resumes, previous job descriptions, references and other relevant workplace documents

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How does the assessment process work?

Our consultant will discuss the process with you and, once it has been determined that you are eligible, you will need to gather evidence to prove your competence. This can include:

- video or photographic evidence of the different tasks performed on the job
- providing answers to questions about your experience and skills
- completing practical tasks to demonstrate your knowledge and skills
- a resume, workplace documents, references or a job description as supporting evidence.

The evidence you provide should confirm that you have worked in the industry for an appropriate amount of time, and that you can perform relevant tasks at an acceptable level. Interviews are usually carried out in the workplace where possible, which makes it easier to demonstrate your skills.

How do I get my skills recognised?

Skills can be recognised through a combination of the following:

- direct observation of your work
- interview
- challenge testing
- evidence, which may include some or all of the following:
 - samples of your work
 - photos/videos
 - reports
 - certificates
 - letters of support
 - written references
 - performance management and training records

When you apply for formal recognition of the skills you may already have, we compare the things you have learnt with the requirements of the units in the course. If you can demonstrate that you have already achieved the outcomes of a particular unit, you may be given recognition for that unit and not have to attend class.

How long will it take?

Once you have submitted your application, it takes between four to six weeks. If the evidence you submitted is not enough, then your assessor will ask you to provide more information. Once the assessment is successfully completed, then you will be issued with a Statement of Attainment for partial completion or awarded a Certificate of Completion for an entire qualification depending on the evidence submitted.

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Is Recognition of Prior Learning a complicated process?

No, it is not complicated, and our consultants are on hand to provide you with the help and support you need in relation to:

- understanding the process
- explaining the costs of the RPL process
- what is needed in terms of supporting documents
- help completing forms

Can I apply for RPL or training if I'm in Australia on a 457 Visa?

Yes. Primary 457 Visa holders can apply for training and recognition.

What happens if I don't meet all the requirements?

GAP Training

If you don't have the skills and experience that is required to RPL a whole qualification you are, under the AQF, are entitled to Statement of Attainment. You can gain the whole qualification by enrolling in the units you need to attain.

In an another scenario, if you have only some of the skills and experience needed to RPL a particular unit, the assessor may ask you to complete a task or assessment to fill the gap through "Gap training" and attain RPL for that unit.

In either case, RPL helps you to facilitate the required gap training to complete the qualification. Gap training for whole units may involve an additional cost.

Is it cheaper and easier to just enrol in the full course?

In most cases, recognition of prior learning will save you money. You will not have to pay for resources and you already have the basic skills, unless there are gaps that require workplace training or class attendance.

Who do I contact for more information on RPL?

Please contact us on 02 9362 5620.

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If I need help at any time during the process, what can I do?

Your assessor is there to help you. You can contact your assessor at any time if you are not sure what to do or if you need help to gather evidence.

What if I enrol in a class and then realise that I already know the work – can I use the RPL process rather than continue that class?

Yes. If this happens to you, talk to the class trainer immediately. If you do this very early in your training program, your enrolment can be converted to RPL.

If my application for RPL 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 again.