

Recognised Prior Learning (RPL) assessment process

A guide to the 7 steps involved:

1

Request RPL information on your enrolment form

Provide brief details of your prior learning and relevant experience and skills on your *enrolment form*.

2

Receive and complete information about RPL process

Read and complete the provided *RPL application form*. The student understands that no training is received for the units completed by RPL assessment.

3

Determine your eligibility in an initial RPL meeting

Initial RPL meeting with First Door's RPL coordinator to overview process and assessment criteria. The *RPL units plan* is completed for agreed relevant units.

4

Provide evidence of your competence for each unit

Complete the *RPL assessment tool*. Collect and provide:

- *additional evidence* of your competence, and
- your workplace supervisor's completed *third party report* to verify your relevant knowledge and skills.

5

Evidence provided is assessed

The RPL assessor uses the *Assessment tool* to check off required evidence; using the combination of supplied evidence for each performance criteria, performance knowledge and skills.

6

RPL assessment granted or incomplete outcome

The *RPL outcome* is provided within 2 weeks. If further evidence is required, the RPL assessor will provide instructions so that you can resubmit additional evidence.

7

Additional evidence and/or competency conversation

You have the opportunity to confirm your knowledge and/or skills in the required areas. The *competency conversation* may be recorded as further evidence.

