



# Everything you need to know about Recognition of Prior Learning (RPL)



16 campuses

600+ courses

35,000 enrolments

you

# What is RPL?

Recognition of Prior Learning (RPL) is an assessment process that aims to recognise your previous knowledge and skills acquired through education and training, work experience and life experiences.



# RPL, Credit Transfer, National Recognition: What's the difference?

You can apply for [Recognition of Prior Learning](#) if you think your work and life experience match some of the units you wish to complete in your intended course.

The following pages describe the application and documentation requirements.

You can apply for [Credit Transfer](#) if you have already successfully completed one or more of the units in your intended course in a previous North Coast TAFE course.

You do not have to provide any documentation for Credit Transfer.

You can apply for [National Recognition](#) if you have already successfully completed one or more of the units in your intended course in a course delivered by any registered training provider in Australia. You will need to provide a certified copy of your Academic Transcript or bring the original and a copy to your local campus so we can verify the copy against the original document.

# Why undertake RPL?

- You can gain a nationally recognised qualification
- Your learning gained through work and life experience can be validated
- You may be able to save money because of fee reductions for units awarded through RPL
- You may be able to save time because of reduced or no time spent studying
- You eliminate duplication because you won't study the same thing twice
- You could start on a pathway to a University qualification
- You meet industry standards
- You receive professional development by updating your qualifications or gaining formal recognition for your skills and experience
- You can identify opportunities for personal career development and training



# Why choose North Coast TAFE?

- You experience a high quality assessment environment
- You are with a nationally respected and awarded provider of education and training
- You can progress your RPL with a person, or online or a combination
- You get personalised service
- You get expert advice and support
- You have access to highly qualified and experienced assessors
- You benefit from a simple evidence submission process
- You can get up to 50% discount for successful units
- You don't have to pay up front - pay only 25% deposit and the rest by split payments or direct debit
- Your qualification is issued by North Coast TAFE



# Where Do I Start?

Starting is easy!



Submit your RPL enquiry through the North Coast TAFE website at:  
<http://nctafe.formstack.com/forms/expressi>  
[on of interest for rpl form](http://nctafe.formstack.com/forms/expressi)

OR



Contact our Customer Service Centre  
on: 1300 628 233.

OR



Come in and chat to one of our staff at  
your nearest campus.

It's as easy as that.



# How Do I Apply?

## Initial enquiry

After submitting your enquiry you will be contacted by one of our specially trained staff, who will provide you with up to date information so you decide whether to apply. If you proceed, you will be assigned a case manager who will stay with you through the process. No payment is required at this stage.

## Personalised suitability check

One of our fully qualified skills assessors will be in contact with you within 2 business days to conduct our '10 minute conversation', which will establish more detailed information about your RPL application, including specific units of study. This conversation will assist you to make an informed decision before committing to the full process.

## Enrolment

If you are eligible for RPL, and you have decided to go ahead, our staff will assist you to enrol in your course or unit of study and organise for you to pay a 25% deposit up front.

## Personalised service

Now that you are enrolled, your assessor will contact you to discuss details of suitable evidence for the RPL submission and how you will collect and provide this evidence. Your assessor will assist you through this process.



# How Do I Apply?

## Submission of evidence

With all your evidence gathered, you submit as per your agreement with the assessor. A result will be determined between 5 and 21 business days dependant on the amount of RPL you have requested.

## Verification

The assessor will be in contact with you to conduct the 'competency conversation' and will check your skills against the industry standard. This will confirm whether your submission has been successfully completed or identify if you need to submit more evidence. 'Gap training' could also be identified (see What if I need more training to gain the qualification?).

## Fee discount calculation

Now that your RPL has been verified, our staff will recalculate your course fees – possibly applying a 50% discount to each unit for which you have been granted RPL. Once your 25% deposit is taken into account, you can then pay the balance in a number of ways; in full, through split payments or regular direct debit.

## Qualified and job ready

With your RPL process completed, we issue you with a transcript or certificate of your qualification. You are now qualified and job ready!



# What Evidence Do I Need?

**Our qualified Assessors will assist you to select the most appropriate evidence that best relates to your skills and experience. All evidence will be treated confidentially.**

Some of the evidence you may be asked to provide includes:

- Any licences
- Brief CV or work history
- Employment contracts
- Reference letters
- Portfolios
- Completed products
- Photos
- Video
- Competency interview
- Transcript/results/ statement of attendance
- Reports
- Industry awards
- Business plans
- Diary entries
- Presentations



# What if I need more training to gain the qualification?

If you are not successful in gaining RPL, or you still need to complete more units in your qualification, our qualified staff will:

- Issue you with a transcript of units successfully completed
- Provide you with options for further training through any one of the hundreds of courses on offer at North Coast TAFE
- Assist you to make your decision and choose a training pathway that's right for you

Call us on **1300 NCTAFE (1300 628 233)** or visit **[aboriginalpathways.com.au](http://aboriginalpathways.com.au)**

# Stay Connected



[northcoasttafe.edu.au](http://northcoasttafe.edu.au)



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