

What is Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the process of transferring the skills and knowledge that you have acquired over your lifetime (irrespective of how they were obtained) against the requirements of the unit.

RPL is an assessment process that requires you to provide evidence that demonstrates how you meet the requirements of the unit/s. The evidence you provide can come from any previous experiences for example:

- employment history
- volunteering
- previous studies
- work documents such as reports, spreadsheets or products/samples
- professional development
- leadership roles in sports clubs, life experiences, coaching experiences
- in house training programs
- short courses
- committees you may belong to
- project plans
- any other specific interests

Are there any fees associated with RPL

Fees will apply and will be calculated once the units for RPL have been identified. You can determine an estimated fee cost by viewing the paying fee website:

<https://www.swinburne.edu.au/current-students/manage-course/fees/paying-fees/vocational-education/>.

Actual fees payable will be determined once the RPL application is processed on the Student Management System (Student 1).

What will the assessor be looking for

The assessor will be looking for evidence that demonstrates your skills and knowledge for each unit the RPL is being applied.

In all cases, the assessor will assess the evidence provided to ensure it meets specific standards, in that the evidence must be:

- Current – the evidence proves that your skills and knowledge have been demonstrated in the recent past
- Authentic – you have created, produced or have been responsible for the evidence that you provide
- Valid – only evidence that relates to the criteria of the unit/s is provided
- Sufficient – a reasonable volume of evidence is provided to cover all of the requirements of the unit

How much time will I have to complete my RPL

You will be required to submit your RPL evidence for the nominated units by the due date outlined by the assessor. If you have many units being RPL'd, different evidence due dates will be allocated, to ensure you have an appropriate length of time.

How many units can I RPL

There is no limit to the number of units you can RPL within a course.

What if I don't have sufficient evidence to demonstrate competence in the unit

If you don't have sufficient evidence to demonstrate competency against all the requirements of the unit, you may be required to undertake some gap training and/or assessment to meet the additional requirements of the unit.

If this is necessary, your assessor will discuss the requirements of gap training or enrolling into the unit to complete in full with you.

Can I appeal an outcome

You may apply for a review of, or appeal, a Swinburne decision. Details about Swinburne's online review and appeals process can be found at <http://www.swinburne.edu.au/corporate/reviews-and-appeals/>

What is the RPL process

Stage 1: Initial RPL Discussion

An RPL assessor will:

- contact you to discuss the unit requirements, the evidence that you would be required to gather and submit
- provide you with access to unit information and request you complete the Stage 1 – Student RPL Self-Assessment for each unit you think you would like to undertake via RPL.

The self-assessment provides a high-level overview of the unit and what is expected of an individual applying for RPL. This pre-analysis is to assist in determining whether you will have the correct and sufficient amount of evidence to be assessed against the unit requirements through RPL.

Stage 2: Review of RPL Information and Application

An RPL assessor will:

1. review the information recorded in the Stage 1 – Student RPL Self-Assessment and contact you to discuss
2. inform you as to whether you can proceed or not proceed with the RPL
 - Where an RPL is not going to proceed due to insufficient evidence, you will be required to enrol and complete the unit through training and assessment
3. indicate which units are recommended for RPL

4. outline the evidence requirements and expectations of the RPL portfolio
5. outline how a third-party referee can be used to support the RPL process
6. explain that it is essential for you to participate in an interview where you will be asked a series of questions that will support and validate the evidence provided was your own and demonstrates your knowledge of the unit.
7. discuss the next steps in regard to you commencing the gathering of evidence for your RPL portfolio and provide you with the required RPL templates to assist with the evidence collection process.
8. complete the VE RPL Application and Outcome form listing the units that are suitable for RPL which will require the student to sign.
9. submit the VE RPL Application and Outcome form to the Enrolment Specialist or Apprentice Officer who will action the application and advise the student about the fees payable

Stage 3: Assessment of RPL Evidence and Outcome

You will be required to:

1. gather and organise your evidence in a clear and logical order
2. submit the evidence with the cover sheet to the RPL assessor by the due date

The RPL assessor will:

1. assess the evidence and map it against the unit requirements
2. contact you
 - a. to ask you a series of questions to:
 - i. address any gaps in the evidence provided
 - ii. validate the evidence provided
 - iii. confirm your knowledge
 - b. as you may be required to provide additional evidence to meet any gaps identified in your knowledge and unit requirements
3. contact the third party to validate the evidence where a third party has been used to support evidence for the RPL process
4. update the unit mapping and inform you as to whether you have:
 - a. met the requirements of the unit and grant you with a RPL competent (RPLC)
 - b. not met the requirements of the unit and therefore will advise whether you will be required to enrol for gap training or enrol to complete the unit in its entirety