

# THE RPL PROCESS

## Complete the Application Form

Complete the application form. Recognition of Prior Learning will only be granted for an entire unit of competency, (not for separate elements of competency).

## Assemble Evidence

Evidence may come from Formal Training, Work Experience or Life Experience.

## Submit Evidence

Include Application form and suitable documentary evidence.

## Interview or Teleconference

Assessors may ask for an interview to clarify some points.

## Result of Application

Three possible decisions may arise from your application.

1. Request granted
2. Request denied
3. Further evidence required

## RPL awarded

Notation is made in your assessment record that RPL has been granted.

## Appeal option, if RPL not granted

Complete the application for appeal within one calendar month from date of previous assessment.