

RPL Procedure

The RPL procedure commences with a face-to-face pre-meeting with a training manager to determine eligibility and competency.

Meeting

- Determine if experience relates to unit(s) selected from qualification
- Fill out an enrolment form and pay the RPL fee
- Provided with RPL kit

Student Requirements

- Obtain copies of documents and supporting evidence that will assist your application
- Once all documentation has been sourced and complied, submit the documentation to the training manager

Assessment

- Assessment of documentation of evidence will be undertaken
- Notification of outcome will be provided

Fee of RPL

RPL will incur a fee of \$600.

A \$150 fee for any additional units will be charged if, required to obtain successful RPL.

No refunds will occur if RPL is not granted.

Credit Transfers are free of charge.

RPL does not attract government subsidised funding.

The assessment RPL fee as published is subject to change given individual circumstances at enrolment.

CEACA offers recognition in the following qualifications:

- Certificate II in Information, Digital Media and Technology *ICA20111*
- Certificate III in Aged Care *CHC30212*
- Certificate III in Children's Services *CHC30712*
- Certificate III in Education Support *CHC30812*
- Certificate IV in Disability *CHC40312*
- Certificate IV in Training and Assessment *TAE40110*



NATIONALLY RECOGNISED
TRAINING

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Continuing Education and Arts Centre of Alexandra

Recognition of Prior Learning and Credit Transfers



RPL and CT

What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) is the formal acknowledgement of an individual's skills and knowledge.

RPL is a form of assessment used to determine whether a person has achieved, through formal learning and experience, the required learning outcomes of a unit.

RPL determines an individual's competency against the qualification.

Qualification

RPL can be used on to obtain all, or part of a qualification.

Eligibility

Anyone is eligible to RPL however outcomes vary depending on evidence of competency provided.

If full RPL isn't successful, additional unit(s) can be undertake in order to achieve full competency.

What is a Credit Transfer?

Credit Transfers (CT) occurs when an individual already holds a relevant unit(s) of competency from another Registered Training Organisation (RTO) and wishes to use the unit(s) of competency already obtained to credit towards a qualification.

Students with a CT don't have to repeat units of study unnecessarily and may be able to complete their studies quicker.

Students must enrol and secure their enrolment into a course before CT can be accepted.

Proof of documentation containing CT required before CT can be accepted.

RPL and CT

When an individual has chosen RPL as their method of assessment a qualification can be obtained using RPL and CT.

Credit transfers can only occur when the unit(s) map across and are equivalent to the current unit(s).

Examples of Evidence for RPL

- Resume, Curriculum Vitae
- Job / Position descriptions
- Certificates / qualifications
- Statement of attainment
- Unit(s) of competence
- Email correspondence
- References
- Schedules
- Witness testimonies
- Evaluation forms
- Personal statements
- Diary entries
- Procedures / Policy
- Reports you have drafted
- Performance appraisals
- Drawings / plans you have created
- Workplace awards
- Standards use
- Samples of work
- Letter(s) of validation
- Outline of the organisation that you've worked and work for
- Records
- Workplace evidence
- Statements from supervisors or peers
- Review of logbooks