

# Recognition of Prior Learning (RPL) Student Information



## What is it?

The following definition of RPL is nationally agreed and applies from 1<sup>st</sup> January 2007.

*“RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual’s non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards.”*

Assessment is a mechanism for determining competence of an individual against a benchmark. For our purposes the units of competency from the CPP07 Property Services Training Package is the benchmark.

The requirement in WA, as prescribed by REBA, for licensing purposes is the CPP50307 Diploma of Property Services (Agency Management). The units of competency in the Diploma are the ones against which you will be assessed.

## How it Works

The first step is to contact the course coordinator, Kerry Crook, to discuss the whole process and what it means to you as an individual.

If you decide to apply for RPL Kerry will support you through the process until you are deemed competent by an assessor.

You will need to complete a RPL application form outlining the specific knowledge, skills and workplace competence that you already have.

There are different ways of achieving RPL:

- Complete the assessment related to the unit  
This is the same assessment that those attending the classroom undertake and is a reasonably quick way of completing the requirements. Kerry will show a sample assessment so that you can make an informed decision about this method.
- Compile a portfolio of evidence  
This could be the most time consuming method. There is matrix which helps to make it a holistic process, which Kerry will show you. You may also be required to attend a gap interview with the assessor and provide contact information for a referee. Gap interviews are voice recorded for ease of transcription.  
Compile at least two testimonials, a comprehensive CV or Resume and provide a statutory declaration relating to the elements of the units of competency. You will be required to attend an interview with an assessor. Interviews are voice recorded for ease of transcription.

With the RPL process it is the student’s responsibility to provide the evidence to demonstrate competency.

## What is Evidence?

Evidence is sufficient proof that demonstrates your competence in the Unit of Competency (UoC). It can include work reports, testimonials, documentation relating to courses attended to name a few. Evidence can also be obtained through oral or written questioning, assignments, observation and demonstration.

Please Note: You will be required to provide at least two examples of evidence to meet each element of each UoC. You will be given guidance about this by the course coordinator and/or assessor.

Questions you should ask yourself when collecting evidence include:

- What experience have I gained that is relevant to the elements in the UoC?
- How can I prove that I have that experience?
- What evidence can I present?

## Rules of Evidence

When collecting your evidence, you need to make sure that it meets the following “rules of evidence”. The assessor will determine your competence based on these.

<b>Valid</b>	Evidence must relate to the competency standards specifically. Evidence must include all four dimensions of competency and reflect the appropriate workplace level.
<b>Authentic</b>	Evidence must be the students own work.
<b>Consistent</b>	Evidence must be demonstrated over a period of time suggesting sustained performance.
<b>Sufficient</b>	The student must provide enough evidence to show actual competence. Two pieces of evidence is a minimum.
<b>Current</b>	Evidence must relate to the demonstration of recent competence. Evidence is only allowed from within the last two years, unless the student can also demonstrate that skills and knowledge are still being used.

## What is the timeframe for RPL?

All assessment methods have a 12 month period from enrolment through to submission.

## What is the cost for RPL?

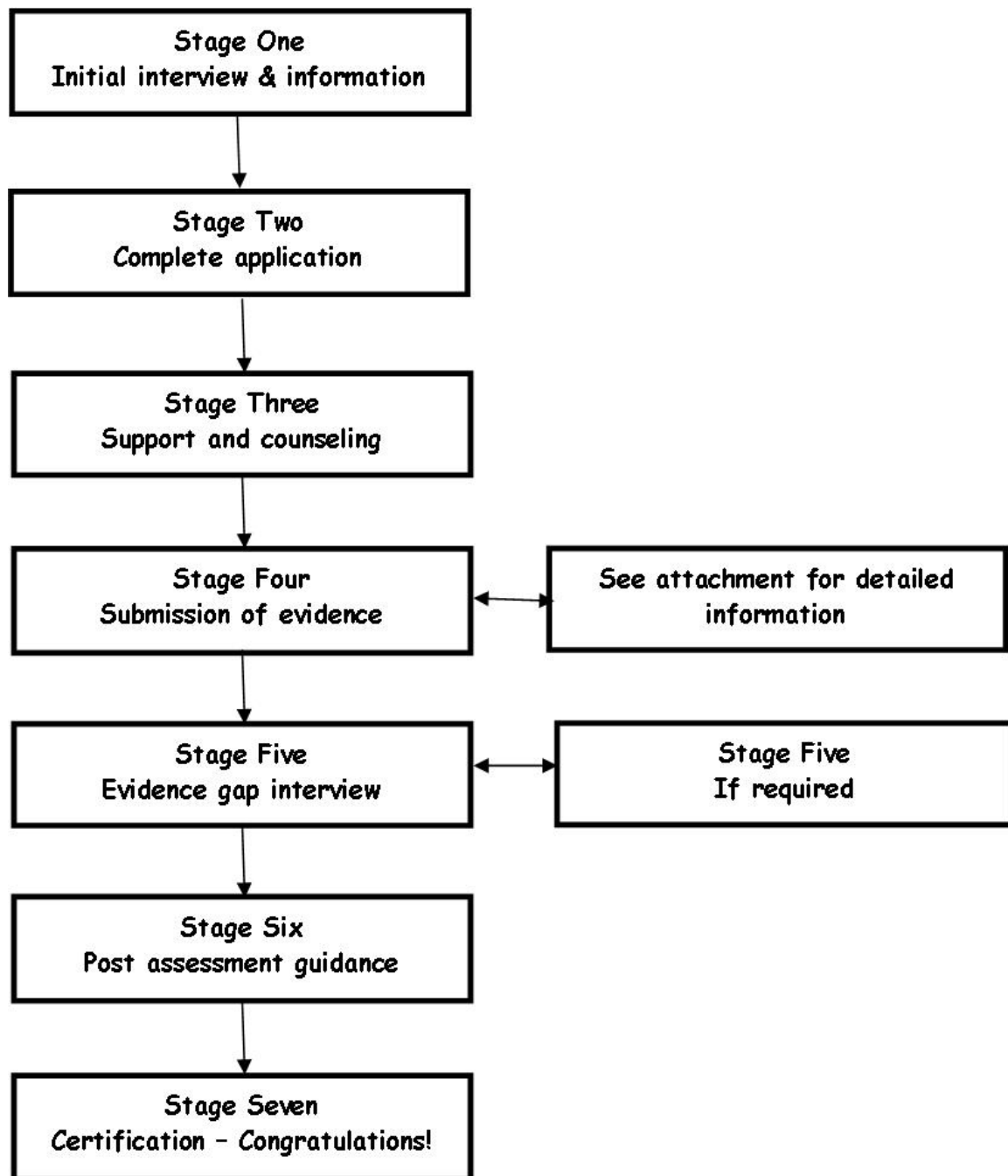
The cost of RPL is full price of unit of competency.

## What to do if you have an appeal or grievance regarding the RPL process?

REIWA Learning has policies and procedures in place for the management of grievances and appeals. Specific information regarding these can be found on the website. This information is also available from the Course Coordinator.

## Seven Stages to RPL Process.

There are seven stages in the RPL process as outlined below:



For further information regarding this RPL process please contact:

Kerry Crook:  
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Email:

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