

**Recognition of Prior Learning (RPL)** is an assessment process that involves assessment of an individual's relevant prior learning gained through formal, informal, and non-formal learning. Prior learning could mean knowledge and skills gained through work experience or through life experiences such as volunteering, community involvement, self-directed study, or cultural activities. The RPL process enables individuals to have their existing competencies recognised and may reduce the time required to achieve a formal qualification.

To be recognised for your prior learning, you must demonstrate that your existing skills and knowledge meet the industry standards outlined in national training packages. This means providing quality evidence of your experience and undergoing a rigorous assessment process to ensure competency across all units of your qualification.

## General Preparation Tips

- 1) **Document your work history.** Be prepared to talk about your job roles and your work history. Prepare a resume or a detailed summary that outlines your work history, job roles, and responsibilities, both paid and unpaid.
- 2) **Gather position descriptions and appraisals.** Bring your position description and any performance appraisals you have from any enterprises or facilities you have worked in.
- 3) **Identify possible workplace contracts.** Your assessor may need to contact past or current supervisors, colleagues, or clients to validate your skills.
- 4) **Think about who can confirm your skill level.** Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.
- 5) **Collect past certificates or training records.** Include records from in-house or formal training, safety inductions, tickets (e.g., forklift), or club-based certifications.
- 6) **Prepare supporting documents.** These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

## Types of Evidence You Might Submit

Your evidence must be:

- Valid - it must match the units of competency
- Sufficient - there must be enough evidence to support your skills claim
- Authentic - it must be your own work
- Current - it should reflect recent experience (within 2 years)

Below are some recommended documents you can prepare and submit:

Type	Examples
Work and Employment Documentation	<ul style="list-style-type: none"> <li>• Resume or work history summary</li> <li>• Position descriptions</li> <li>• Employment contracts</li> <li>• Work diaries, task sheets, job sheets</li> <li>• Logbooks</li> </ul>

	<ul style="list-style-type: none"> <li>• References or letters from previous employers or supervisors</li> <li>• Records of professional development (e.g., workshop or seminar attendance)</li> </ul>
Training and Qualification Evidence	<ul style="list-style-type: none"> <li>• General Safety Induction certification</li> <li>• Licences (e.g., forklift, crane, RSA, white card)</li> <li>• Statement of Attainment or Qualification</li> <li>• Results/certificates from previous assessments</li> <li>• Tickets or competency cards</li> <li>• Industry certifications</li> <li>• In-house or formal training records (internal or external)</li> <li>• Certificates from interstate or overseas training</li> <li>• Certificates from universities or tertiary institutions</li> <li>• Site competencies held record</li> <li>• Site inductions</li> <li>• Industry awards</li> </ul>
Alternative Learning and Informal Education	<ul style="list-style-type: none"> <li>• Vendor training courses</li> <li>• Workshops, symposiums, and informal learning events</li> <li>• Attendance records or completion evidence from employer-based learning</li> </ul>
Visual and Demonstrative Evidence	<ul style="list-style-type: none"> <li>• Videos or photographs of work you've undertaken</li> <li>• DVD/CD/USB evidence of job tasks</li> <li>• Work samples or completed projects</li> <li>• Portfolio of work</li> <li>• Project briefs or reports</li> </ul>
Verification and Testimonial Evidence	<ul style="list-style-type: none"> <li>• Third-party reports</li> <li>• Letters of support from clients or community members</li> <li>• Contact details of referees who can verify your skills and experience</li> <li>• Membership of relevant professional associations</li> <li>• Hobbies or special skills related to the qualification area</li> </ul>

## Steps in the RPL Process

### Step 1 - Provide information of your skills and experience

You may request for RPL by filling up OC's [RPL Expression of Interest Form](#) and providing as much information of your previous experience as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry.

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL, as the Assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

### Step 2 - Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your

previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer industry related questions to identify your current skills.

### Step 3 - Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

### Step 4 - Gap training and further steps

After the assessment, your assessor will give you information about the skills that have been recognised. If you do have skill gaps, these may be addressed through flexible training.

It is important to note that RPL may not be granted for 100% of a qualification. Where gaps in competency are identified, additional training and assessment may be required. You may appeal any RPL decision through OC's Complaints and Appeals process.

For further information, please refer to OC's [RPL Policy](#) or [Smart and Skilled RPL Credit Transfer Policy](#) for NSW Smart and Skilled students