

RECOGNITION OF PRIOR LEARNING

Connect training group has a Recognition of Prior Learning (RPL) policy that supports students in recognising previous training and/or experience, either formally or informally, to be appropriately recognised.

What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) is an assessment process that recognises competencies you currently have, regardless of how, when or where the learning occurred. This includes competencies attained through any combination of formal or informal training and education, work experience or general life experience. In order to apply for recognition of prior learning in this unit you must provide evidence that addresses and meet the requirements for this unit. Your evidence may take a variety of forms and could include:

- Certificates and/or qualifications achieved
- References from past employers
- Testimonials from clients and previous work samples
- Substantiated *Curriculum Vitae*
- Phone interview

To be able to grant RPL the assessor must be confident that the applicant is currently competent against all components of the unit and must ensure that submitted evidence is authentic, valid, reliable, current and sufficient.

Who Can Apply

Any student who feels their prior learning or experience meets the requirements of a unit or units of competency. RPL is for a complete unit rather than for a small section of a unit. If partial RPL is awarded for elements within a unit of competency, then the applicant must complete the other remaining elements to achieve the full unit.

How does the RPL process work?

Evidence that is presented by the applicant is matched to the required competency standard as stated in the unit(s) applied for. The evidence is assessed using the following criteria:

- Is the prior learning relevant to the course and address the performance criteria specifically?
- Is the knowledge and skill current?
- Is it authentic and can be verified?
- Is the knowledge and skill appropriate to the level of the unit?

How do I apply?

We can send you a RPL application kit which contains information and mapping guides for every unit/qualification. This will assist you in determining the evidence required as well as specific criteria you will need to provide evidence against. Connect staff will assist you in this recognition process

How long will it take to be informed?

We will be in constant contact with you after we have received your application. We will interview you as well as arrange to contact your referee's. Your application will be attended to within four weeks of receiving it.

Fees and Charges

If you have already enrolled as a student in one of our courses, there are no additional fees relating to RPL.

If you have not yet enrolled and you wish to send in a RPL application there will be a non--refundable application fee payable before we can start the RPL process.

If you decide to go ahead with your enrolment and subsequent RPL, this fee will be taken off the cost of your enrolment.

Once enrolled as a student you have full access to the course which enables you to RPL or work through the course to your discretion.

Please contact Connect Training Group for the current application fee for RPL if you are not an enrolled student.

What is Credit Transfer

Credit transfer recognises any formal qualifications you have achieved. You will need to provide a certified copy of the original qualification and a list of the units achieved. These must match the units you are mapping against. If the units are from a similar / earlier qualification you will need to map these and discuss with the relevant trainer. If a credit transfer is granted, you may receive a discount in your course costs. Please contact Connect Training Group if you require further information.