



**SkillsFirst**

**ACCELERATE QUEENSLAND TRAINING**

# FACTSHEET

## Recognition of prior learning

You may be eligible for a qualification or a partial qualification and not realise it.

Even if you have never formally studied or trained in a particular area, you may have gained knowledge and skills through your education, training, work and life experience.

You could have your existing knowledge and skills formally recognised and gain credit towards a qualification.

### What is recognition of prior learning?

Recognition of prior learning, also referred to as RPL, is the formal acknowledgement of a person's current skills and knowledge, no matter how, when or where the learning occurred.

This is an important assessment pathway, particularly for people who are considering doing some study. The recognition gained may considerably reduce the study time needed to obtain a qualification.

Your knowledge and skills are assessed against competencies of the qualification you want to achieve. The following may also be taken into account during your assessment:

- your performance in paid and unpaid work experience
- results from formal or informal training and education.

Usually, you will have developed and demonstrated your skills through a combination of your work, learning and life experiences.

To have your prior learning recognised, you must be able to show that your skills are still current and meet today's industry standards. You will need to produce recent evidence of your skills and knowledge. You will also need to provide contact details of people who can confirm your abilities. These people might be supervisors, or others in your community, who have seen your skills in action.





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**Why have your prior learning recognised?**

There are two reasons:

- minimise re-learning the skills you already have
- accelerate your acquisition of new skills.

Accelerating your training may increase your pay in your current job or make it easier to move to a new one. Gaining extra skills and qualifications can help you to work smarter in your current job or move to a different job. By getting your prior learning and experience recognised, you may be able to get the required skills and qualifications sooner.

The RPL process can be worth pursuing as you:

- may save time and get qualified faster
- can avoid unnecessary training for skills you already have
- can gain access to a course that would usually require formal qualifications as a prerequisite.

**Are you a suitable candidate to have your prior learning recognised?**

The RPL process suits people who are skilled and need to gain formal recognition of their abilities and become qualified. The reasons for seeking RPL differ but may include:

- needing qualifications in the current field of employment
- having qualifications but needing more to get promoted
- looking for a career change and seeking to transfer skills
- moving from volunteer to paid work
- becoming redundant and needing to switch career direction.

**Follow the pathway to recognition**

There are five steps to receiving recognition of your prior learning:

**Step one:**

- Decide on the learning, work experience and training you want recognition for. Your skills and knowledge could give you a head start on a qualification for a job you have an interest in.



### Step two:

- Get some advice on careers in the industry.

It is important to seek recognition for qualifications that will be of benefit to you. For information on jobs and careers visit:

[www.skillingsolutions.qld.gov.au](http://www.skillingsolutions.qld.gov.au)

[www.myfuture.edu.au](http://www.myfuture.edu.au)

[www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au)

[www.jobjuice.gov.au](http://www.jobjuice.gov.au)

[www.training.qld.gov.au](http://www.training.qld.gov.au)

[www.thesource.gov.au](http://www.thesource.gov.au)

### Step three:

- Think about how you will demonstrate your skills and knowledge for the RPL process.

The RPL process could include any of the following:

- **a competency conversation** – This conversation with an assessor, will give you an opportunity to explain your knowledge and experiences.
- **a workplace visit** – In some cases a visit to your workplace may be possible so you can demonstrate your abilities.
- **a selection of examples** – You may have examples of your knowledge, experience and abilities:
  - work examples/photos of work you have done
  - training certificates
  - a résumé
  - performance reviews and materials.
- **support from others** – You will need to consider who can verify your claims for industry competence and ask them for their support.

### Step four:

- Talk to an assessor about matching your existing skills to a qualification.





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Contact a training organisation, like TAFE or a private training organisation in your area, to find out about qualifications and ways you can show your skills and knowledge are current.

Remember, the important thing is for you to have skills at current industry levels. The training organisation is there to help and advise you about matching your skills to the right qualifications.

**Step five:**

- Gain recognition of prior learning.

If your skills match those required in a particular job role or industry and can be verified, you may choose to apply for your skills to be formally recognised. Your training organisation will advise you about costs and any financial support available.

**Useful links and contacts**

For more information on the RPL process, contact your local training organisation or TAFE. Other useful contacts include:

Training Queensland Hotline	1300 369 935
Employment Hotline	1300 369 925
Skilling Solutions Queensland	1300 654 687
Queensland Automotive Skills Alliance	1300 796 644
Construction Skills Queensland	1800 798 488

Information about jobs and careers:

[www.training.qld.gov.au/client/jobs\\_and\\_careers/index.html](http://www.training.qld.gov.au/client/jobs_and_careers/index.html)

Information about skills recognition:

[www.training.qld.gov.au/client/jobs\\_and\\_careers/skills\\_recognition/index.html](http://www.training.qld.gov.au/client/jobs_and_careers/skills_recognition/index.html)

