

Recognition of Prior Learning (RPL)

Student Information Sheet



SHAFSTON
www.shafston.edu

What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is an assessment process that allows you to have your existing skills and knowledge formally recognised. These skills may have been gained through previous work experience, volunteer work, life experience, or prior study (formal or informal).

Through RPL, you can receive credit for units of competency within your qualification without having to repeat training for things you already know and can do. RPL can reduce the time and cost of completing your qualification.

Important: RPL is not a shortcut. It is a thorough assessment process with the same level of rigour as any other form of assessment. A successful outcome is not guaranteed. You must be able to demonstrate that you currently have the skills and knowledge required by each unit of competency.

Am I Eligible for RPL?

You may be eligible for RPL if you:

- Are currently enrolled in a course or qualification at Shafston;
- Believe you already have the skills and knowledge required by one or more units of competency in your course;
- Can provide evidence to demonstrate your competency.

You can apply for RPL at any time, but we recommend applying before or early in your course to avoid unnecessary training.

Note: Holding a higher-level qualification does not automatically exempt you from RPL evidence requirements. Each unit must be assessed individually against its specific requirements.

How Does the RPL Process Work?

The RPL process at Shafston involves the following steps:

1. Initial meeting — You meet with a trainer/assessor who explains the process, the evidence you'll need, assessment methods, timelines, fees, and possible outcomes.
2. Application — You complete the RPL Request Form and begin gathering evidence. Your assessor will help you understand the unit requirements and guide you on what evidence to collect.
3. RPL Kit — You receive an RPL assessment tool tailored to the unit(s) of competency and your industry context.
4. Evidence submission — You submit your completed RPL kit and all supporting evidence.

Recognition of Prior Learning (RPL)

Student Information Sheet



SHAFSTON
www.shafston.edu

5. Authenticity checks — The assessor verifies the authenticity of your evidence. This may include contacting your current or former employers or referees, checking your identity, and reviewing your evidence for consistency.
6. Competency conversation and practical assessment — You have a face-to-face discussion with your assessor to demonstrate your knowledge and skills. You may also be asked to complete practical tasks.
7. Decision — Your assessor determines one of three outcomes: RPL Granted (full), Partial Recognition with Gap Training, or RPL Not Granted.
8. Feedback — You receive written feedback on the outcome. If RPL is not granted, you will receive a written explanation.

What Evidence Do I Need?

You can use a wide variety of evidence to support your RPL application. Examples include:

- Work records and employment history
- Records of previous qualifications, statements of attainment, or transcripts
- Third-party reports or reference letters from supervisors or managers
- Examples of your work (portfolios, project outputs, reports)
- Records of workplace training (formal and informal)
- Performance appraisals and professional development records
- Position descriptions, duty statements, and resumes
- Evidence of volunteer or unpaid experience
- Observation by an assessor in the workplace or simulated environment

A single piece of evidence is usually not enough on its own. You will typically need to provide multiple types of evidence that together demonstrate your competency.

AI and Academic Integrity: All evidence you submit must be your own genuine work. If you have used artificial intelligence (AI) tools to help prepare any written materials, you must be able to explain and demonstrate your own understanding during the competency conversation. Submitting AI-generated content as your own work may constitute academic misconduct.

Overseas Qualifications

If you hold qualifications or have work experience from outside Australia, you can still apply for RPL. Your assessor will evaluate the equivalence of your overseas qualifications against Australian training product requirements using recognised frameworks. Equivalence will not be assumed based on the title of a qualification alone — a thorough mapping process is required.

When applying, please include certified copies or official translations of your overseas qualifications.

Recognition of Prior Learning (RPL)

Student Information Sheet



SHAFSTON
www.shafston.edu

What If I Don't Fully Meet the Requirements? (Gap Training)

If your evidence demonstrates competency in some, but not all, requirements of a unit, you will not need to start the whole unit from scratch. Instead, Shafston will:

- Identify the specific areas (gaps) where your evidence was insufficient;
- Develop a targeted gap training plan with you;
- Provide training and assessment only for the gap areas;
- Record the combined RPL and gap training result in your academic record.

Gap training ensures you only complete what you still need to learn, saving time and effort.

Fees and Refunds

Additional fees may apply for RPL assessment. Your assessor will inform you of the applicable RPL assessment fee before you commence the process. All fees will be clearly communicated to you in writing.

RPL assessment fees are non-refundable regardless of the outcome. This is because the fee covers the cost of the assessment service provided, whether or not RPL is granted. Please consider this before proceeding with your application.

Your Rights

As a student applying for RPL at Shafston, you have the right to:

- Be informed about the RPL process, requirements, and fees before you begin;
- Receive support and guidance from your assessor in understanding unit requirements and collecting evidence;
- Have your RPL assessed by a qualified assessor with relevant industry experience;
- Receive a written explanation if your RPL application is not successful;
- Be offered gap training if your evidence partially meets the unit requirements;
- Appeal the RPL outcome if you are not satisfied (see the Appeals Policy and Procedure on the Shafston website);
- Have your personal information and assessment records handled in accordance with the Privacy Act.

Important Reminders

- **RPL is not guaranteed.** No staff member, education agent, or any other person is authorised to guarantee you an RPL outcome.

Recognition of Prior Learning (RPL)

Student Information Sheet



SHAFSTON
www.shafston.edu

- **Be honest.** All evidence must be genuine. Submitting false or misleading information is academic misconduct and may result in cancellation of results.
- **Start early.** Apply for RPL before or at the start of your course for the best outcome.
- **Ask for help.** Your assessor is there to support you. If you are unsure about what evidence to provide, ask.
- **Education agents cannot assess you.** Only Shafston's qualified trainers and assessors can conduct RPL assessments and make RPL decisions. Education agents cannot conduct pre-assessments or make promises about RPL outcomes.

How to Apply

9. Read this Information Sheet carefully.
10. Complete the RPL Request Form (FRM-RPL01).
11. Attach any supporting evidence you already have.
12. Submit to info@shafston.edu or hand in at your campus reception.
13. The Vocational Education team will review your application within 5 business days and contact you to discuss next steps.

Questions?

If you have any questions about RPL, please contact:

Email	info@shafston.edu
Phone	+61 7 3249 4111
Related Documents	RPL Policy (CPL036), RPL Request Form (FRM-RPL01), Credit Transfer Policy, Appeals Policy and Procedure