RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT TRANSFER

REET recognises that students may have acquired learning from other institutions and have picked up "on the job" skills and work place practices that will assist with demonstrating competency in course subjects. With this in mind REET may allow some students a "credit" in some course subjects if the student is able to demonstrate that competency has been met. Students wishing to apply for any RPL credit(s) will initially be assessed by a trainer and then if suitability is met, the students will be issued with relevant RPL documentation outlining the evidence required and the process involved.

REET includes the RPL application and processing costs in its course tuition fees so there is no more to pay for assessing your RPL. A successful RPL application should reduce the amount of time and number of subjects that you will need to study. However, in the event that you undertake an RPL application with REET you will be required to pay upfront a non-refundable deposit on the cost of your course of $495. This is to cover our assessors time and efforts in processing your application.

Competency can be demonstrated in a number of ways:

- **Previous or current work experience:** either paid or unpaid.

- **Education:** including courses taken at school, college in Australia or overseas and also attending adult education classes or work training programmes.

- **Life Experience:** Voluntary work, running a household or carer's roles can all contribute to recognition of prior learning.

- **Credit transfer**: Production of an authentic Testamur from another training institute that is current, matches the learners name identically and can be verified by a REET trainer.

Evidence considered for an RPL credit must match the evidence requested on the RPL documents issued to the student. If sufficient evidence is available then no further assessment may be necessary. In the event that further assessment is necessary negotiations will take place with the student that may consist of interview, written assignment, workplace visit, workplace exam, demonstration of skills or other similar assessments.

Students are notified promptly regarding the outcome of their RPL application. Unsuccessful candidates will be advised reasons of non-recognition and the steps they can take, including remedial training and appeal procedures.

STEP 1	STEP 2	STEP 3	STEP 4
answer questions about the tasks you perform	discuss skills & experience with assessor	Complete gap training for gaps in competency	Apply to your authority for issue of license
give an overview of your experience	Provide additional evidence if needed	Issue of qualification on completion of gap training	
Collect evidence and documentation	Assessment by assessor as to competency		
Complete work history and employment details	Recommendation by assessor of RPL outcome		
Provide third party reports	Advice about next steps		

If you would like to apply for an RPL application or request an RPL kit --- speak to us today.