ASIAN PACIFIC INSTITUTE

APPLICATION FOR RECOGNITION OF PRIOR LEARNING

Introduction
If you are seeking qualification for all or part of a course offered by Asian Pacific Institute, you may apply for recognition of prior learning, commonly known as RPL.

This guide is designed to assist you in understanding the process of RPL. Assistance from Asian Pacific Institute is available.

How does RPL work?
Each certificate, diploma or advanced diploma at Asian Pacific Institute is achieved through the completion of a number of set competencies. Each of those competencies has a number of assessment criteria, i.e. goals that need to be achieved before you could be said to be competent in that module. In short, if you can demonstrate that you can match what you already know with the assessment criteria associated with a particular competency, then you won’t need to enrol in that module. Credit will be given. It is also possible that, in some cases, credit will be given for part of the competency, if not the whole.

Why go through the RPL process?
With the gaining of RPL for competencies:
  • Formal learning time is shortened
  • Tuition & assessment fees are reduced.
  • The process of RPL identifies weaknesses in your knowledge & training, enabling the customisation of your training program.
  • Evidence assembled constitutes a permanent and transferable record of your experiences.

What does the process involve?
  • Initial self assessment
  • Application for RPL
  • Assessor assigned
  • Advising of outcome

NOTE: Asian Pacific Institute staffs are available for consultation and guidance in this regard.
A GENERAL GUIDE TO THE PROCESS OF APPLICATION FOR RPL

There are six stages involved in the process of RPL.

Stage One -- Obtaining information
- Contact Asian Pacific Institute
- Discuss the process with the Administrator
- Obtain the RPL Application Guide
- Pay the application fee

Stage Two -- Assembling evidence
- Read the summary of competencies for which you wish to apply
- Select the competencies for which you wish to apply and gather supporting documentation such as the following:
  - Eg 1 Examine employment history/work experiences (paid or unpaid), position or duties, industry involvement or life skills against those competencies
  - Eg 2 Gather references, reports, training notes, membership of a relevant professional organisation (including the level of that membership), letters, or supporting documentation for meeting those competencies in full or in part.
  - Eg 3 Examine education and training (whether completed or not) including TAFE, university or college courses, adult education courses, short courses, courses taken in the industry, non-accredited courses, workplace based training, evidence from student handbooks of course details etc that meet those competencies in full or in part.
  - Eg 4 Gather certificates, certified transcripts, statements of attainment, diplomas, degrees, etc
  - Eg 5 Write a personal statement with written details of your reasons why you wish to be considered for RPL. Please consider the subject's learning outcomes and how you believe they impact your application
- Eg 6 Complete the contact details

Stage Three – Self-Assessment: Completing an Evidence Sheet
- Complete the RPL Evidence Sheet
- Summarise the evidence in the boxes shown
- Attach documents or copies of evidence

Please note: If you wish to use the same documents for different competencies, attach additional copies of that evidence for each competency being assessed. Do not forward original documents with your application. The Administrator should sight the original & certify the copy.

Stage Four: Completing the Claim Summary
- Complete the claim summary
- List the competencies for which you are applying
- Note if you are applying for RPL or credit transfer

Stage Five - Submitting your application to the Administrator
The Administrator will notify you of the outcome of your application. This will normally be within two weeks.