

Timber Training Creswick Ltd.

Recognition of Prior Learning Procedure

What is Recognition of Prior Learning (RPL)?

RPL is a means of measuring skills or qualifications gained through other study or training, or through work or life experience.

Benefits

If your RPL application is successful you may:

Finish your course earlier.

Reduce your study load.

Take on additional units leading to a second qualification.

How to apply

STEP 1

Discuss your RPL potential with course coordinator.

Obtain an RPL application form from the Administrative Officer.

STEP 2

Read the copy of the course outline carefully. Course outlines are available through the course co-ordinators.

Match your prior learning to unit outcomes.

Obtain evidence to support your application, e.g. letters of validation from your employer, past academic results, etc. Guidelines for preparation of letters of validation will be provided with the RPL form.

STEP 3

Complete the RPL application form, attaching evidence.

STEP 4

Lodge your application form with your Administrative Officer and pay the RPL fee.

STEP 5

Enrol and pay the fee applicable for the proposed course. If your application has been assessed prior to your enrolment, the tuition fee will be calculated excluding any units for which you have been granted total credit under RPL. (Refer 2012 State Government Fees and Charges)

RPL Interview

You may be requested to attend an interview with an RPL assessor:
The assessor will outline the process.

You will be questioned about your previous work experience, training, education, hobbies and interests.

Interviews may take up to one hour.

If you do not understand any of the questions, ask the assessor to explain.

After the interview a recommendation will be made to the Manager for a decision on your RPL application.

RPL Decisions

1. REQUEST GRANTED

Application accepted and prior learning recognised

Study requirements may be reduced if this decision is made

2. REQUEST FOR PARTIAL EXEMPTION GRANTED

Your prior learning does not totally match the unit content in the course.

You may be required to complete an assignment, or undertake alternative study to gain credit for the complete unit.

3. REQUEST DENIED

Your prior learning has not been recognised as relevant to the course.

The usual study requirements of the course must be completed.

RPL Notification

You will be formally notified of the outcome of your RPL application by the Manager.

RPL Appeal Process

If you are dissatisfied with the level of credit obtained, discuss the assessment with the Manager.

If you are still dissatisfied, write to the Manager within 7 days of receipt of the RPL notification and request a review of the decision

The Manager's decision will be final. No further appeals are possible.

If you have applied for rpl with the Manager and are dissatisfied a Company Director will be asked to act as an arbitrator.

RPL fee refunds

Refund of an RPL fee will not be granted.

The RPL fee is based on work required to complete the RPL assessment.

RPL fee exemptions

No RPL fee will apply if your application is based on the completion of the same or similar units in other courses / programs at T.T.C. Ltd.

If this is the case, write an application for Credit and forward it to the Administrative Officer.

Base RPL fee of \$105.00 will apply if you or your dependent spouse / partner are currently receiving an approved Government benefit, pension or allowance, or if you are under 18 and financially dependent on a person in receipt of a Government benefit, pension or allowance. Documentary evidence must be provided at the time of each enrolment. "Currently receiving" means actually in receipt of the allowance. It is not sufficient to have lodged an application.