

## **Recognition of Prior Learning frequently asked questions**

### **Who is eligible to apply for RPL?**

In general, anyone who had acquired prior learning, knowledge, skills and experience within the field over 12 or more months, may be eligible for Recognition of Prior Learning (RPL).

### **What if I am not eligible for an RPL, can I still obtain a certificate?**

You may be eligible to complete a Full Qualification course through METS Training Services over a 12 month – 24 month period (depending on the qualification) through a self-paced online training option.

You will still receive regular support by your Trainer and Assessor and may include face to face visits for observation requirements.

### **How do I know if I am eligible for RPL?**

You will be required to complete an RPL Pre-Assessment to determine if you are eligible to complete an RPL. This will be determined by your experience, skills and knowledge you have in the industry

### **Are there any fees associated with the RPL application and assessment if I am not successful?**

The RPL Pre-Assessment is free of charge and takes place during the enrolment process. If you are not successful, we will notify you as soon as possible and will be provided you with other training options.

### **What are the benefits of completing an RPL?**

RPL offers a significantly faster pathway to achieving a Nationally Recognised Qualification compared to completing each individual unit. Most RPL assessments are typically completed within 6 weeks to 12 weeks, whereas obtaining the full qualification through traditional methods can take 12 months to 24 months, depending on your skills and experience.

### **If I am interested in the RPL, would I be able to speak with a Trainer and Assessor before I enrol?**

Yes, METS Training Services can arrange for you to speak with a qualified Trainer and assessor to discuss the RPL process. They may ask you a series of questions to ensure you have an understanding of what is required to complete the RPL before enrolment.

### **What types of evidence are accepted to support my RPL?**

Evidence can include documents such as certificates, transcripts, work samples, portfolios, references, testimonials, videos, resumes, job descriptions, in-house training records, case notes, and even demonstrations of practical skills.

### **How long does the RPL assessment process usually take?**

Most RPL's can be completed within 6 weeks – 12 weeks, however it can take longer depending on how many hours you set aside each week for the course and how quickly it take you to gather the required evidence

### **Who will be involved in assessing my RPL, and what are their qualifications?**

The assessment of your RPL will be conducted by METS' Trainers & Assessors, who hold relevant and current vocational qualifications and industry experience. In addition, your workplace Manager or Supervisor may be involved in providing evidence and support for your prior learning and experience. All assessors are qualified to ensure that the assessment process aligns with the National Standards for RTOs.

### **How is the RPL process different from credit transfer or recognition of credit from previous formal education?**

RPL is different from credit transfer as it focuses on assessing non-formal or informal learning experiences, while credit transfer deals with formal course credits.

### **Is RPL recognised and accepted by employers and other educational institutions?**

RPL is a Recognition National Qualification and accepted by employers, educational institutions, and industry bodies. However, it's essential to verify this with your specific organisation to ensure they recognise RPLs as a national recognised qualification .

### **Will my employer pay for the time associated with RPL process?**

You will need to have an internal discussion with your employer

### **What is involved in the process of RPL?**

1. Once the enrolment process is completed, you and your manager will receive a toolkit outlining the RPL process.
2. Both you and your manager will need to collect evidence documentation (portfolio) and provide it to your METS' trainer and assessor).
3. Your trainer and assessor will assess any gaps in skills based on the evidence provided.
4. After skill assessment, you will need to schedule discussions with your trainer and assessor (via MS Teams or in person), where your responses will be recorded as evidence.
5. The discussion process typically takes between two hours to five hours per cluster.
6. Following the discussion, you will need to schedule a time for workplace observations to be conducted in person (if applicable).
7. The time required for workplace observations depends on the number of clients and observations needed.

### **What is a cluster?**

A cluster is a group of units which have similar requirement to be completed and may reduce your effort to complete the units.

**I only work evening/ nights. Will this affect the RPL process?**

METS will do our best to offer flexible learning. Please advise the METS administration team if you require training / visits outside of 9am – 5pm

**Do I need to prepare for the discussion?**

Usually, you would not need to prepare for the discussion as this would be an assessment of your day-to-day skills however you will be provided with a copy of candidate assessments in advance so you could prepare for it if you need to.