This document represents the METS Recognition of Prior Learning Frequently Asked Questions

What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is a formal assessment process that allows you to gain credit for the skills and knowledge you already have. RPL evaluates your existing experience—whether gained through work, volunteering, life experience, or informal learning—and maps it against the requirements of a qualification.

Through RPL, you provide evidence that shows you are already competent in specific units. A qualified Trainer and Assessor reviews your evidence and may conduct interviews or practical demonstrations to confirm your skills.

Who is eligible to apply for RPL?

In general, anyone who had acquired prior learning, knowledge, skills and experience within the field over 12 – 24 or more months, may be eligible for Recognition of Prior Learning (RPL). Each industry may have a different experience timeframe.

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

Absolutely, 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 Eligibility Checklist and RPL Pre-Discussion Interview 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

Will I need to complete a Language Literacy Numeracy (LLN) and Digital Assessment for an RPL?

Yes, you will be required to complete a Language Literacy Numeracy (LLN) and Digital Assessment for an RPL course. The LLND is online and will be provided to you via an email link

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

The RPL Eligibility Checklist and Pre-Discussion Interview is free of charge and takes place during prior to 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.

Will the Trainer and Assessor need to speak with my Supervisor / Manager?

In most cases, your Supervisor / Manager will be contacted during the eligibility process. This helps confirm your workplace tasks, ensure you have access to the right opportunities for assessment, and verify any evidence you provide. We will also confirm that our Trainer and Assessor is able to conduct observation within the workplace.

How long does the RPL assessment process usually take?

An RPL process in Australia generally takes between 6 to 12 weeks to complete depending on the qualification, though it can range from one week up to three months depending on the complexity of the qualification and how quickly you can gather evidence

What is the difference between RPL and Credit Transfer (CT)?

Recognised Prior Learning is an assessment process that recognises the skills and knowledge you have gained through work experience, life experience, or informal training. You provide evidence to show that you already meet the requirements of a unit of competency. A Trainer and Assessor reviews your evidence and may ask you to complete interviews or practical demonstrations. If you can demonstrate competence, you will not need to complete further training for that unit.

Credit Transfer is different because it does not involve assessment. It is the formal recognition of units you have already completed with another Registered Training Organisation (RTO) or accredited provider. If the unit codes and titles match, or are deemed equivalent, you can receive credit by providing certified copies of your statement of attainment or qualification. No additional evidence or assessment is required.

Can I apply for both RPL and CT?

Yes. You can apply for CT for any units you have already completed, and RPL for other units where you can provide suitable evidence of competence.

Will a Credit Transfer reduce my fees and course duration?

Credit Transfers may reduce your study load and overall duration. Fees may be adjusted depending on the units granted and the delivery method. METS will advise you of any changes to course fees and course duration before enrolment.

What if I am unsure if my workplace will allow me to share workplace documentation

You will need to discuss this with your employer as soon as you are considering enrolling into RPL and seek permission. The METS Trainer and Assessor will discuss this with the Supervisor / Manager during the eligibility process. METS handles all evidence securely and uses it only for assessment purposes

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

RPL is an assessment process. Any qualification or statement of attainment you receive after successful RPL assessment is national recognised.

Will my employer pay for the time involved in the RPL Process?

This will depend on your workplace. You'll need to discuss this internally with your employer.

How Long Does the RPL Process Take?

The timeframe varies depending on how quickly you can gather and submit your evidence. Once your evidence is received, assessment timeframes may differ based on the qualification and the number of units being assessed, required meetings and observations. METS will provide guidance and keep you updated throughout the process.

What Types of Evidence Can I Provide for RPL?

Evidence may include work samples, documents, photos, videos, job descriptions, performance reviews, references, or statements from supervisors. Your Trainer will advise you on what is suitable for each unit.

What if my units have been superseded?

METS will check unit mapping and equivalence. If a unit is not equivalent, we will advise you of available options, which may include gap training or assessment.

What happens if I don't have enough evidence?

If you cannot obtain the required evidence or do not fully demonstrate competence, your assessor will outline what additional information is required. You may be asked to complete a practical demonstration, interview, or gap assessment to meet the unit requirements.

Can I withdraw from the RPL process?

Yes. You may withdraw from the RPL process at any time. METS will advise you of any implications for fees, timelines, or training plan adjustments based on the stage of your application.

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

METS will do our best to offer flexible learning.

What are reasonable adjustments?

Reasonable adjustment in Vocational Education and Training is a term applied to modifying the learning environment or making changes to the training delivered to assist a learner with a special need. A reasonable adjustment can be as simple as changing a written exam question to a question that is asked orally or providing additional time for completion.

A reasonable adjustment must NOT affect the rigour or intent of the requirements of a unit of competency. For instance, if a unit requires Learners to complete a form, it would not be 'reasonable'; to have them respond orally. Your RPL Trainer and Assessor will reasonably adjust any assessments where possible if you inform them of a special need to do so.

Additional Information

ASQA - Practice Guide - Recognition of Prior Learning and Credit Transfer
ASQA - Fact Sheet for Students – Recognition of Prior Learning
ASQA - 2025 Standards for RTO's
National Vocational Education and Training Regulator Act 2011