

Applying for Recognition of Learning
Please read the following information
carefully before applying for
Recognition of Learning

You must be enrolled in a CREATE course to be eligible for Credit transfer or RPL.

You must complete an application form for Credit Transfer or RPL prior to course commencement.

All fees and charges for RPL must be paid prior to course commencement.

Granting of credit transfers could affect study load and therefore eligibility for Centrelink payments.

The process for RPL includes:

- Obtaining and reading the RPL Guide.
- Attending an appointment with Geelong Skills Store for an assessment.
- Completing an 'Application for RPL'.
- Compiling evidence of your previous learning and experience.
- Attending an interview with a CREATE staff member to assess your evidence.
- Depending on your circumstances RPL may also include observation and assessment in your workplace

**For further information on RPL refer to the
RPL Guide
Student Handbook**

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PO Box 146
CORIO VIC 3214

Phone: 5240 2100
Fax: 5277 1795

E-mail: headoffice@creategeelong.com

www.creategeelong.com



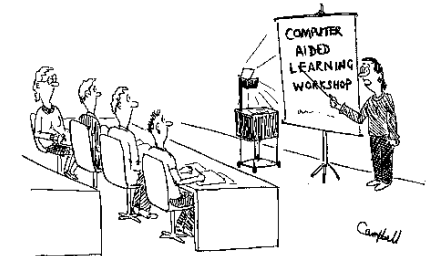
Adult, Community and
Further Education



NATIONALLY RECOGNISED
TRAINING

create*i*

**Recognition
of Prior
Learning**



*Providing
the difference*

Recognition of Prior Learning

What is Recognition of Learning?

CREATE (Geelong) Inc recognises the skills and knowledge you have gained through previous studies, work and life experiences.

If you have formal qualifications from a TAFE or a Registered Training Organisation (RTO) in Australia, containing content that is included in the qualification you want to study you can apply for recognition.

If you have been working in an occupation that is relevant to a qualification you are seeking you have probably developed **skills** and **knowledge** which can be assessed for recognition.

You may also have developed valuable skills by working for a community or voluntary organisation or through other **life experiences** such as hobbies or sport and leisure activities, which can also be considered for recognition.

There are a two ways in which you can achieve recognition for current skills, knowledge or qualifications you already have.

You can apply for [Recognition of Prior Learning](#), (RPL) which allows you to have the skills and knowledge obtained through learning achieved outside formal education formally recognised and matched against units within your chosen course.

You can apply for [Credit Transfer](#) for units which you have studied previously which match existing units in your chosen course.

What is Credit Transfer?

Credit transfer enables a student to receive credit for relevant prior qualifications / Statements of Attainment which they have achieved through any other TAFE or Registered Training Organisation.

Recognition of Prior Learning

Students who are able to produce a Certificate and / or Statement of Attainment for an accredited unit or course will be granted credit transfer, subject to the following criteria:

- The course / modules / units must be from an accredited course.
- Credit transfers will be granted according to the articulation and credit transfer requirements of the curriculum.
- Certified copies of qualifications are provided to CREATE.

What are the benefits of Credit Transfer?

Cost: There is no cost for units which you receive Credit Transfer.

Time: The length of study is reduced for each unit of competence for which you receive Credit Transfer, meaning that you obtain your full qualification more quickly.

Class attendance: There is no class attendance required for units in which you receive Credit Transfer.

How do I apply for a Credit Transfer?

To apply for a Credit Transfer you will need to complete an 'Application for Credit Transfer'.

This form can be obtained on the CREATE website or from reception at CREATE Head Office.

Recognition of Prior Learning (RPL)

RPL recognises the skills you have gained from other courses, life experience, work and training provided at work. It is a process that allows you to demonstrate achievement and gain recognition for the skills you currently have, regardless of how or where the learning occurred provided they meet current industry practices.

Recognition of Prior Learning

What are the benefits of RPL?

If you apply for RPL and are successful you could:

- Eliminate the need for training in skills and knowledge you already have.
- Save time by not having to attend classes and completing unnecessary work.
- Save money because you will not have to buy textbooks and learning resources.
- Complete your qualification in a shorter time.

Does RPL cost money?

You pay the same amount to RPL a unit of study as you would to study the unit and participate in classes. (Refer to the Fees and Charges Brochure)

How do I know whether I should apply for RPL?

Before deciding whether or not you wish to apply for RPL you need to assess your current skills and knowledge.

CREATE in partnership with Skills Store Geelong, can offer you a free consultation to assist you identify the skills you already have, how they may be counted toward an accredited qualification and the evidence you will require to be assessed.

If you are assessed as eligible for RPL the Skills Store will send a report to CREATE identifying your current competencies and the units or qualification you wish to seek RPL in.

How do I apply for RPL?

To apply for RPL you will need to complete an 'Application for RPL' form.

This form can be obtained from the Training Team Leader.