



RPL Information Sheet

The REIV recognises that students who enrol in our courses may have already gained relevant knowledge and skills through other courses of study and/or work experience. The REIV formally recognise this through a process of RPL (Recognition of Prior Learning).

A result outcome of “RPL” is equal to that of “C” (Competent). To be awarded RPL for a unit of study, students are required to demonstrate their knowledge, skills and industry currency for competency at a level equal to, or exceeding, the performance criteria of the unit of competency in question.

In contrast to other delivery modes, competency assessed through an RPL process is based not only on written assessments but on a portfolio of evidence. Most often this includes an annotated CV, third-party reports, academic transcripts, results of interviews with REIV assessors, as well as, depending on the unit written assessments or examinations.

Important facts about the RPL Process:

- 1.) The first step is to self-assess whether you meet the learning outcomes of the unit. These can be found on the **Certificate IV in Property Services Course – Unit Synopsis** posted in the training section of the REIV website. We also recommend you go to www.training.gov.au and search for the units for which you are considering RPL. You will find in the unit guides the Elements and Performance Criteria upon which any assessment, RPL or ‘traditional’, is based.
- 2.) Select only units you are confident you have knowledge and experience in. Once you have done this, nominate the units you are applying for on the Units page of the enrolment form. As with petitions for credit transfers, the RPL process is NOT an option once you have begun your course.
- 3.) Students who elect to be assessed for competency via the RPL process have one attempt to prove competency through the provision of evidence.
- 4.) As the process is about Recognition of **PRIOR** Learning, students are not provided any resource material and are encouraged to refer to legislation.
- 5.) Similarly, should you not be granted an RPL outcome, you will be required to enrol in either face-to-face or distance delivery mode classes for the unit in question at full cost.
- 6.) The cost for students undertaking RPL is a \$100 application fee plus \$450 per unit.

If you have any questions regarding the RPL Process or eligibility for Credit Transfer, please contact REIV Training by:

Email: training@reiv.com.au

Phone: 03 9205 6666