

# Recognition of Prior Learning (RPL) Agreement

## What is a RPL?

**Recognition of Prior Learning (RPL)** means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

## What does my RPL assessment consist of?

Aspire’s RPL assessment process consists of the following:

- Knowledge questions
- Evidence portfolio
- Third party reports (if applicable)
- Mapping – you will be required to map and provide comments on your evidence and knowledge questions to in the Mapping Document supplied by Aspire
- Observations/ oral communication checklists completed by your Aspire Assessor

## What is the purpose of an RPL agreement

- The RPL Agreement is designed for the participant who is undertaking the RPL process to commit to ensure set timelines are met
- The RPL Agreement outlines timelines for completion of each unit of competency
- The RPL Agreement is developed and maintained by the RTO in conjunction with the participant undertaking the RPL process. You will be provided with a copy of the agreement to assist you in meeting the deadlines.
- Your assessor will use this agreement to monitor your progress and encourage you to meet the deadlines

## Participant/Qualification Information:

Participant Name:	
Qualification Title and Code:	
Assessor:	

Start Date:	
Completion Date:	

Assessment Information		
Unit Code and Title	Proposed Start Date	Proposed End Date

I acknowledge that I have been involved in the negotiation of this RPL agreement and am aware of my responsibilities to ensure that this RPL agreement is implemented and monitored over the duration of the RPL process with Aspire.

Participant Signature: _____	Date: _____
Assessor Signature: _____	Date: _____