

## Recognition of Prior Learning

Recognition of prior learning (RPL) is the acknowledgement of the full range of an individual's skills and knowledge, irrespective of how it has been acquired. It includes competencies gained through formal study, work experience and other 'life' experience.

Choice Training Solutions aims to ensure that an individual's prior learning is recognised, irrespective of where or how the learning has taken place.

If you believe you have the relevant skills and/or experience please inform your trainer or complete the RPL application form. Accompanying your application you will also need to supply evidence to support the application. This may consist of various examples documented on the RPL Application Form. Your trainer or Choice Training Solutions can advise you in depth of the processes you will need to follow should you wish to apply for RPL.

The types of evidence which may be used in an RPL submission are:

Formal Training	Life Experiences	Work Experience
Academic transcripts	Audio/video/DVD tapes and disks	Letters of reference from supervisors, employers
Statements of Attainment	List of books read on the subject	Samples of notes you have prepared
Module descriptions from other institutions	Letter of authentication for committees, groups you have been involved in	Manuals/articles you have written
Module outlines from other institutions	Records of attendance	Workshop notes from training/workshop days
Sample of written work	Logs of activities	Records of professional development attendance
Supervisor reports		Resume
Portfolios		

