Recognition of Prior Learning (RPL)

RPL is an assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Benefits of RPL:

You can save time by reducing or eliminating the need for any training, save money on textbooks and other learning material, gain a nationally accredited qualification in a shorter time and advance to a higher level qualification in a shorter time.

Qualifications for which RPL can be sought:


Units of Competency per Qualification:

Visit www.baxter.vic.edu.au under About Us >> view our Course Guide for more information or under Future Students >> view courses.

Student Support Hub:

For students who prefer tangible information on RPL please visit at Level 2, 228 Flinders Street Melbourne VIC 3000 or call the student support hub on 9650 0367, a student support officer will hand you or post you an information pack along with a quick guide to RPL for your preferred course selection.

How to Apply for RPL:

For students that wish to make an RPL application, they must complete a standard enrolment form prior to completing an RPL application form.

The Application for enrolment form will vary depending on the type of applicant:

AD101 Application for Enrolment – International Students
AD128.c - Application for Enrolment – Fee for service students (full fee paying)

All candidates complete:

SS105 Student RPL Application Form

NB: Candidates must attach a completed evidence guide, self assessment checklist and documentary evidence (if available and relevant to the application) to make a valid application (refer to the information pack for definitions and examples).

Talk to our friendly student support staff to learn what the requirements are before you commence your application.

Frequently Asked Questions (FAQs)

Q. How do I apply for RPL?

A. Contact the Baxter Institute’s marketing team on 9650 0367, we will send you an RPL information pack. After reading the information pack, you should have a better understanding of what might be involved in a RPL assessment. Using the suggested list of documentary evidence (evidence guide), you will need to build a portfolio of your documentary evidence to prove your skills and knowledge. You should complete the self assessment checklist and then apply for the units of competency you wish to seek RPL using the RPL application form. The evidence guide, portfolio and self assessment checklist must be attached to the application form to make a valid application.

Q. How much will it cost?

A. The tuition fees for conducting a RPL assessment vary with the type of candidate.

For International and Fee for service* candidates the fees applicable are:

- RPL Course Application Fee $300
- RPL Fee per theory unit $250
- RPL Fee per practical units $500 (plus material fee)*

* Subject to course selection *If a student is not eligible for government subsidised RPL or if the qualification the student is interested in is not government subsidised, the fees are subject to variance on a commercial basis.

Q. How do I prepare for a RPL assessment?

A. Gather your documentary evidence and build a portfolio. You should collate sufficient documentary evidence to demonstrate your current skills and knowledge over a period of time. Your evidence must be relevant to the unit(s) of competency for which RPL is being sought. Alternatively you can prepare to undertake more assessments to gather further evidence (i.e. practical task or conversation) if required.

Q. What does documentary evidence mean?

A. The assessor will require evidence that prove your skills and knowledge to match your existing skills to the requirements of the unit of competency. You should gather various applicable documents for this purpose. The assessor will also work with you to identify the most appropriate evidence you could provide to apply for Recognition of Prior Learning. Examples of evidence may include but is not limited to:

- Photos of actual work examples
- Training certificates
- Resume and references
- Eye-witness testimonies
- Staff assessment and self appraisal
- Job sheets
- Workplace documents
- ETC
Q. What is involved in the RPL process?

A. The RPL assessment process may be completed at this stage or the assessor may ask the candidate to undertake further evidence gathering.

Further Evidence Required

- Further Evidence Required (If applicable)

Further Evidence Required

- Further Evidence Required (If applicable)

Identification of Gap Training (documented only)

Q. How will Baxter Institute support me during my RPL assessment?

A. Baxter Institute offers many student support services to those who enrol at the Institute. The Institute's student support department offers special assistance in dealing with issues of language and cultural differences. The Department has multicultural support staff that assist students with language barriers and academic issues. The Institute has an English Language Centre for students who require English language training. Additionally, for those students who wish to improve their speaking and listening skills, the Language Centre runs free conversation classes. RPL candidates are encouraged to access these support services during their enrolment. The Institute also offers flexible arrangements such as scheduling assessments in the evenings on weekdays or during the weekends, to help candidates avoid work commitments. The Institute's simulated training facilities are located in within close proximity of the CBD, which is close to public transport.

Q. How will I be notified of the decision?

A. Your assessor will be advised of your RPL assessment outcome. In addition, the student support department will send you a formal notification of whether your assessment was successful or not. You are expected to request for your qualification/selection of attainment. Your assessor will discuss this with you after the completion of your assessment. (Refer to our PDS – Complaints and Appeal policy on our website for more information).

Q. Do I have to be currently employed?

A. Not necessarily, if you have current skills and knowledge but are not employed you can apply for RPL. This would mean that the practical tasks (if necessary) will occur at the Institute's simulated workshop. Volunteer work in the industry could generate evidence to satisfy the RPL process.

Q. Can I RPL a whole qualification?

A. Some candidates have gained the entire qualification through the RPL process. This is dependent on the evidence gathered during the assessment process. Some candidates partially attain the qualification or simply apply for one or two units of competency to suit their employment/career goals. If you partially complete the qualification through the RPL process, you may undertake training to attain the entire qualification.

Q. Is the qualification I gain through the RPL pathway recognised in the same way as a qualification gained through formal training?

A. Irrespective of where you learn your skills and knowledge, if you satisfy the requirements of the RPL assessment your skills and knowledge will be recognised. The qualification obtained through RPL is equivalent to the qualification obtained through attending formal training.

Q. What is my literacy skills are low?

A. If you have low literacy, depending on the unit of competency you select you may be able to gain literacy support. RPL Assessors encourage RPL candidates and make reasonable adjustments to the RPL assessments where necessary. You should inform your assessor of this during the initial interview.

Q. Where can I find more information about RPL?

A. More information about applying for RPL and the assessment process is available in the RPL information pack. Download the Information Pack from the Baxter website or alternatively call for more information. Come and visit us at the Baxter Head office so you can collect an information pack and have a chat to us about your current situation.

We look forward to hearing from you soon.
Contact our Marketing Team today!

Phone: 03 9650 0367
Email: info@baxter.vic.edu.au
Web: www.baxter.vic.edu.au