

Recognition of

Prior

Learning



Who is RPL for?

- ✦ Experienced professionals looking to formalise their skills
- ✦ Individuals seeking career progression or a qualification upgrade
- ✦ Those with industry experience but no formal certification

Why Choose RPL?



Nationally Recognised

Gain qualifications aligned with Australian standards



Flexible, Simple

Support from start to finish



Fast, Cost Effective

Get certified for what you already know

Meet Your RPL Coordinator!

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NATIONALLY RECOGNISED
TRAINING



Proud to be a Queensland Government
subsidised training provider

What's the RPL Process?



Complete Application

Kickstart your journey effortlessly.
We're here to make it easy. Your RPL Coordinator will assist you in completing our Pre-enrolment process.

01

 Approx. 30 mins



Self Evaluation & Supervisor Verification

Assess your skills through self-evaluation.
Your supervisor, the person who knows your best skills, will verify your incredible talents.

02

 Approx. 30 mins



Competency Conversation

Your skills, your story, your future.
Engage in a friendly competency conversation with our experienced Educators over the phone.

03

 Approx. 60 mins



Compilation of Evidence

Together, we'll gather evidence of your incredible skills. It's not just about certificates; it's about your real-world abilities. We'll guide you every step of the way

04

 Varies per student

Professional Development

Nailed your RPL?
Now power through the rest with targeted professional development! We'll help you complete just the units you need—no fluff, no wasted time. It's a smarter, faster way to sharpen your skills and finish your course with confidence.



WAIT! ... What if I don't have the experience?

Don't Stress!

We will provide you with your own student portal to complete any online training & assessment, ensuring you receive the complete qualification!

Health & Community

Promotional Pricing



If you've worked in healthcare, aged care, or community services, RPL can certify your skills and help you advance into higher roles. Whether you're in health administration, allied health, or personal care, get the qualification to match your experience.



Qualification	Unit #	QLD Government Funding*		Full Fee RPL Cost	Highlights	Best for Current & Aspiring Roles: (but not limited to)
		Concessional Cost	Non-Concessional Cost			
Certificate III						
CHC33021 Certificate III in Individual Support (Ageing & Disability)	15	\$100 \$6.67 per unit	\$200 \$13.33 per unit	\$1 877	<ul style="list-style-type: none">• Infection Control• Palliative Support• Social Inclusion	<ul style="list-style-type: none">• Age Care• Disability Support• Rehabilitation Support Workers
HLT37215 Certificate III in Health Administration	13	\$100 \$7.69 per unit	\$200 \$13.33 per unit	\$1 877	<ul style="list-style-type: none">• Scheduling• Medical Terminology• Processing Accounts	<ul style="list-style-type: none">• Medical Receptionists• Admin officers in healthcare setting
HLT33115 Certificate III in Health Services Assistance	15	\$100 \$6.67 per unit	\$200 \$13.33 per unit	\$1 877	<ul style="list-style-type: none">• Food Safety• Infection Control• WH&S	<ul style="list-style-type: none">• Hospital Orderlies• Hospital Cafeteria Staff• Food Preparation Staff
Certificate IV						
HLT47321 Certificate IV in Health Administration	15	\$100 \$6.67 per unit	\$200 \$13.33 per unit	\$1 877	<ul style="list-style-type: none">• Confidentiality• Medical Records• Personal Wellbeing	<ul style="list-style-type: none">• Senior Administrators• Practice Managers• Health Office Managers

The co-contribution fee is the small amount you pay toward the cost of your government-funded training. While the Queensland Government covers most of the course cost, students are required to make a contribution to show their commitment to completing the qualification. This is called your co-contribution fee.

Co-contribution fees are invoiced in two instalments over the duration of your qualification:
30% will be invoiced upon approval of your application
70% will be invoiced upon completion of your qualification

QLD GOVERNMENT FUNDING*

Please refer to [DIET](#) guidelines regarding eligibility requirements regarding residency, prior qualifications and visa requirements apply.

CAREER START

<https://ca.edu.au/student-info/sasprovider/>

CAREER BOOST

<https://ca.edu.au/student-info/sasprovider/>

CONCESSIONS

Students must show evidence of current eligibility documents including Health Care Card, Veterans Card, etc.

What is Recognition of Prior Learning (RPL)?

RPL helps reduce the time it takes to complete your qualification by recognising your existing skills and experience.

How long does it take to complete an RPL assessment?

It varies, but most assessments are completed within a few weeks, depending on how quickly you provide evidence.

Can I apply for RPL if I don't have formal qualifications but have work experience?

Yes! Your skills and experience can be assessed even without prior formal education.

Do I have to complete any study or training for RPL?

RPL recognises what you already know, and if any skill gaps are found, we'll guide you with a tailored Professional Development Plan to help you close them.

Is RPL nationally recognised?

Yes, RPL qualifications are the same as those earned through traditional study.

What happens if I don't meet all the requirements for RPL?

You may need to provide additional evidence or complete professional development tasks to achieve full certification.

How do I know if RPL is the right option for me?

If you have significant experience but no formal qualification, RPL can fast-track your certification.

Can I use RPL to gain multiple qualifications?

Yes, if your experience aligns with multiple qualifications, you may be eligible for more than one.

What types of documents can be used as RPL evidence?

Current Resume, job descriptions, references, work samples, professional development, testimonials and potentially photos/videos of tasks.

How can RPL help with my career progression?

It formalises your skills, you may be eligible for promotions, new jobs, or pay increases.

Do I need to provide references or supervisor statements?

Yes, we request input from employers or supervisors to help verify your experience in Stage 1.

Can I use my RPL qualification to apply for further study?

Yes, an RPL qualification can be used as a pathway to higher education.

What if I don't have written proof of my experience?

You can provide work samples, videos, or arrange a practical demonstration.

What happens if my RPL application is unsuccessful?

You'll receive feedback and may need to submit more evidence or complete some online training.

Can I use overseas work experience for RPL?

Yes, as long as it aligns with the Australian industry standards, and we can verify with the employer.

Can I reapply for RPL if I don't pass the first time?

Yes, you can submit additional evidence or complete any required training to meet the criteria.