Recognition of Prior Learning Procedure

Follow our Six Easy Steps

1. Check our website for information about the qualifications or units you are interested in receiving.
2. Compile supporting evidence and send your documentation together with the RPL application fee* of $250.00 to Phillips Institute (total fees will not exceed fee-for-service cost per program).
3. An RPL assessor will contact you with any further instructions about evidence and fees required.
4. Participate in a skills recognition interview (in person or by phone).
5. If necessary, complete any agreed evidence gaps.
6. Receive your RPL outcome and your qualification on payment of balance of fees.

How to compile your RPL claim

Send us a range of current (within the last two years), valid (relates to each unit claimed) and authentic evidence with a list detailing the documents in your evidence portfolio for our assessor to review.

The types of evidence to include:
- Position descriptions signed by your employer
- Work samples
- Certified qualification transcripts
- Resume or CV
- Letter from employer on business letterhead to include:
  - Your job title
  - Years of service
  - Your responsibilities

Assessor interview

- The assessor will ask you questions about your experience, qualifications etc.
- The assessor may arrange for you to make a presentation or demonstrate skills.
- Video recording of evidence (eg. skills demonstration/s) may be suggested.
- Other relevant documents may be reviewed

*RPL application fee

If your RPL application is successful, this fee will be deducted from the subsequent total fees. However, where you do not wish to proceed with your application, or your RPL outcome is unsuccessful, this fee will be retained by Phillips Institute to cover the cost of your preliminary assessment.

Outcome of interview / review

If the documentation you present does not meet the required qualification standard, arrangements to complete the identified gaps can be made. The additional cost of further training is determined by the number of units you require for the full qualification.