



**REIT**

REAL ESTATE INSTITUTE  
OF TASMANIA

# **Recognition of Prior Learning (RPL) Handbook**

**REIT Training**

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## Introduction

Welcome to the Real Estate Institute of Tasmania (REIT) Recognition of Prior Learning (RPL) process.

This guide has been developed for people who work in the real estate industry, who have developed a wide range of industry skills, capabilities and experiences but do not have a Nationally Recognised Australian Qualification relevant for licensing by the Property Agents Board.

## What is recognition of prior learning (RPL)?

Recognition of Prior Learning (RPL), is the process by which your existing skills, knowledge and experience gained throughout your life, regardless of how these were acquired, are recognised towards the achievement of a Nationally Recognised Qualification or Statement of Attainment (SoA).

At the REIT our RPL philosophy is that you shouldn't have to spend time relearning skills in which you are already capable. Therefore, we offer all learners the opportunity to access recognition.

Contact the REIT Training Department to receive the RPL applications.

## How does recognition work?

Obtaining formal recognition of your competence, based on your life and work experience is, as you might expect, covered by a set of rules which must be followed.

The recognition process is an assessment process that takes into consideration your existing knowledge, skills and experience. For an assessor to make a judgement of your capability, against units of competency as set out in nationally accredited Training Packages, you will be asked to provide evidence demonstrating your existing knowledge, skills and experience.

This will take the form of documentary evidence but will also include other forms of evidence, such as data gathered through interviews and practical demonstrations. Evidence must be current. **REIT defines this as within the last 12 to 18 months.** Evidence is also required to meet current industry standards, legislation and practices.

## Are there any rules about the evidence I need to collect?

All the evidence you provide must meet the rules of assessment as set out in the Standards for Training Organisations before your assessor is able to assess the evidence.

## Stakeholders in the recognition process

The key stakeholders in any recognition process are the applicant (you), the assessor, and your employer.

### **Applicant role**

- To gather and collate relevant evidence
- Complete the necessary documentation
- Participate in a competency conversation and other assessment focused tasks as required

### **Assessor role**

- Guide and, where appropriate, facilitate the applicant's evidence collection
- Map the applicant's evidence to the unit(s) of competence
- Assess the applicant's evidence against the unit(s) of competency assessment criteria
- Assess the applicant via the evidence provided and the competency conversation

As an applicant for recognition, you must collect information that proves you have the skills and knowledge that align to an Australian Nationally Recognised Qualification or Statement of Attainment.

An assessor will look at your evidence to determine which skills can be recognised against all the units of competence within the qualification, or for the unit(s) of competence for which you are requesting recognition.

If you do not have enough evidence to prove that you have the skills and knowledge required for the qualification, you will first have the opportunity to collect and provide additional evidence.

If the evidence you have provided is still insufficient, you will be advised of the training requirements to fill any remaining gaps. This may involve additional costs but, if this is the case, REIT will fully explain these costs to you.

It is important that the evidence you collect is relevant and current to the qualification and its corresponding units of competence, and that all your evidence relates to your own work and experience, and not someone else's.

## The RPL Process Explained

The RPL process is made up of three stages, as detailed below. You are required to complete an application for each cluster in which you are applying for RPL.

<p>Stage 1</p>	<p>Step 1 – Access and complete the RPL Application.</p> <p>Self-assessment. Provide a summary of your work experience and education and training history.</p>
<p>Stage 2</p>	<p>Step 2 – Third Party Report.</p>
<p>Stage 3</p>	<p>Step 3 – Supply documentary evidence as per instructions in the RPL Application.</p> <p>Step 4 – Competency Conversation. Participate in an RPL interview with an REIT Assessor</p>

## Learner History

Within the RPL application you will need to provide evidence of at least one year's current work history.

Please supply correct and up to date contact details for previous and current employers.

The contacts you provide may be called upon to confirm your skills against the qualification as part of the recognition process.

Good practice would be to contact these people prior to supplying their details.

Advise them that you are undertaking a recognition process with REIT and to expect a call from an REIT assessor.

## Documentary evidence

It is your responsibility to collect relevant and current evidence related to each cluster. Keep in mind the following three key points when collecting your evidence:

- The evidence you provide must be evidence of your own work, not someone else's.
- Your evidence needs to match that specific cluster and/or units of competency.
- The skills you are claiming and evidence you provide must be current and relevant attained **within the last 12 to 18 months** of the application. (for instance attempting to claim recognition for something you did once 6 years ago and have never done again would not be acceptable as evidence).

## Confidentiality issues

It is important that sensitive information is not included as part of any documentation you submit as evidence. Client names should be deleted and financial figures or other personal details should be blacked out or made unidentifiable.

It is always best to consult the privacy and confidentiality policies of your agency when considering the evidence you wish to use. You may also need to seek appropriate authorisation from your supervisor or manager to use the evidence.

Your evidence portfolio will be returned and you will be required to resubmit if you include documents or information deemed as sensitive.

## Third Party Report

To support a judgement about your competence, it is important to hear from people who work closely with you.

A current or previous manager (ie. from within the last three years), should complete the Third Party Report included with your application in order to verify your competency.

Please note the REIT assessor may contact your cited manager to verify the information provided.

## What happens after I submit my application?

After you have submitted your RPL application, including all the required evidence that you have gathered against the relevant unit(s) or cluster(s), REIT will undertake the following steps:

- Review all forms of evidence and reports initially to confirm that you have supplied a valid submission; if there are any problems with your submission, we will notify you and offer you the opportunity to resubmit with the additional information.
- Once we have verified your RPL application, we will assign you to a specific REIT assessor.
- Your assigned REIT assessor will complete a thorough review of all submitted documentation. Your assessor will be looking at the alignment of the self-assessment to the evidence supplied and the comments and points from the third-party report.
- If there are any gaps or questions about your self-assessment, a REIT assessor will be in touch promptly to address these.
- The competency conversation will take place - the goal is to allow you to go into greater detail and provide further evidence of your practical skills, knowledge and capabilities.

## Competency Conversation

During the interview you will be required to answer a broad range of predetermined and relevant questions that will aid the assessor in gaining a full picture of your competence against the units of competence that make up the qualification.

Please be prepared for this process to take some time. Allow at least one to two hours.

In some cases, a second interview may be required, particularly if insufficient time has been allowed for the first interview, or if further information is required regarding your skills and experience.

The information provided in the competency conversation will be recorded and kept on file for the purpose of evidence of your competence, and will also be held for auditing purposes by REIT.

## Additional Evidence

The assessor may also request further documentary evidence prior to the competency conversation, or to build on items discussed within the competency conversation.

While it may appear that REIT is collecting a lot of evidence, we believe that the more evidence we have from you about your skills and experience, the more straightforward it is for us to determine your capability for recognition.

Please note that all the evidence you supply during the application process is regarded as confidential by us. If you have any concerns about this, a copy of our privacy policy is available on the REIT website: <https://www.reit.com.au/Training/Student-Information-Policies>.

## What happens if I don't have enough evidence?

If you are unable to gather sufficient evidence to prove your competency, the REIT assessor will help you by either giving you more time to gather additional evidence or suggesting different options for the evidence that you gather for the recognition process.

Alternatively, you will have the option to undertake training in units or clusters for which you did not have enough evidence.

## REIT Assessment of Recognition

REIT will advise you on the outcome of your recognition application once all the steps and processes above are concluded.

It is important to remember that each individual's recognition outcome will be unique to their skills and experiences.

The assessment may include a recommendation to undertake further training if there are gaps in your skills and experience.

If RPL is granted, your Certificate or Statement of Attainment will be issued within 5 business days.



## Gap Training

If you are unsuccessful in your RPL application, and you are unable to provide further valid and sufficient evidence, you will be required to complete the unit(s) or cluster(s) either through online or in class learning. You will be advised of your options for further training if this is the case.

The options recommended will be specific to you and your circumstances and will be designed to support you to easily move towards attainment of the unit/cluster.

## Fees

A learner who completes a cluster through the RPL process will be granted a 30% discount on the original advertised cluster price. Where a learner is completing a qualification through a traineeship, a discount will not be offered as the training is funded through State Government.

Should the recommendation made at the conclusion of your RPL application determine that you require class or online based training to attain the unit or cluster, the cost will revert to the full unit or cluster fee as advertised on the REIT Website.

All additional fees payable will be clearly identified to you, and should you wish to seek clarification at any time, please do not hesitate to contact REIT.

Should a learner require gap training, further fees will apply if the gap training is in excess of 1 hour per cluster. REIT will ensure that any additional fees will be kept to a minimum.

## What if I disagree with my assessment result?

REIT endeavors to address any disagreements on assessment results as fairly and equitably as possible and in a timely manner. Please refer to the assessment appeals process in REIT code of practice available on the REIT Website <https://reit.com.au/Training/Student-Information-Policies>