



Applying for Recognition of Prior Learning

1. Read RPL student information

2. Make an appointment with the course coordinator - Kerry Crook

Telephone: 9380 8237
Fax: 9382 3489
Email: kerry.crook@reiwa.com.au

3. If you are compiling a portfolio of evidence or completing a mini assignment you will also need a comprehensive CV or Resume that covers:

- Personal details
- Employment details and role/s undertaken
- Additional information about work experiences
- Education or training details
- Any other information that may be useful
- Contact details for 2 referees who will confirm your employment and work role

If you do not have a CV or Resume a template can be provided.

4. If you do not have sufficient experience for the units you wish to apply for your application maybe rejected. Decisions about sufficiency of experience depend on the unit/s selected, breadth and depth of experience and are made on a case by case basis. This includes full discussion with the student, the course coordinator and if required an assessor.

5. Complete a Recognition of Prior Learning application form

6. Submit your application documentation to the course coordinator.

7. You will be contacted within 5 working days to confirm acceptance of your application.

8. You will have an interview, by phone or face to face, with the course coordinator to clarify requirements prior to submitting any evidence