

INTERNATIONAL COLLEGE OF QUEENSLAND AUSTRALIA

Recognition of Prior Learning

What it is, how it works, and how to apply — your complete guide to RPL.

Learner information | RTO _____ | Registered with ASQA | Standards for RTOs 2025

Apply

Apply at any point in your enrolment

Plan

Your Assessor maps evidence with you

Evidence

Show what you already know and can do

Outcome

Competent or Not Yet Competent — in writing

Why Recognition of Prior Learning Matters

Your learning does not only happen in a classroom. If you have built skills through work, caring for others, volunteering, or life experience, you should not have to sit through training you do not need.

Recognition of Prior Learning (RPL) is a formal assessment process that lets ICQA assess the skills and knowledge you already have against the requirements of your qualification — and grant credit where you can demonstrate genuine competence.

RPL is not a shortcut. It is a rigorous assessment using the same unit of competency standards as any other learner. Your evidence must genuinely demonstrate that you hold the required skills and knowledge.

Who Can Apply for RPL?

You may apply for RPL if you are:

- Currently enrolled in an ICQA qualification, or
- Seeking enrolment and wish to explore RPL before commencing study

ICQA currently offers RPL across:

- BSB80320 Graduate Diploma of Strategic Leadership
- CHC33021 Certificate III in Individual Support (Ageing and Disability pathways)

Good to know

There is no additional fee for enrolled learners who apply for RPL within their enrolled qualification. Your eligibility is assessed at no extra cost.

Learners are encouraged to explore RPL before commencing training to avoid repeating learning you already have.

How Does the RPL Process Work?

ICQA's RPL process is delivered entirely online via the eSkilled Learning Management System. Here is what to expect:

Step	Stage	What Happens
1	Apply	Submit a formal RPL Application via the eSkilled learner portal, nominating the specific units of competency for which you are seeking RPL. You will receive acknowledgement within two business days.
2	Self-Assess	You are provided with the RPL Self-Assessment Guide to review your readiness before the planning interview. This step is optional but strongly encouraged — it helps you identify your strongest evidence early.
3	Planning Interview	A qualified Assessor meets with you online to map your experience to each unit, identify the evidence you hold, and explain what is needed. Together you complete the Recognition Assessment Plan.
4	Gather Evidence	You collect and submit your evidence through the eSkilled portal. This might include your resume, supervisor references, work samples, certificates, duty statements, or logbooks.
5	Assessor Review	Your Assessor reviews all evidence against the performance criteria and knowledge requirements of each unit. They may ask for additional information or conduct a short verbal interview to confirm your competency.
6	Written Outcome	You receive a written outcome for every unit: Competent (C) or Not Yet Competent (NYC). If NYC, your Assessor explains the gaps and the best pathway forward — which may be targeted training in specific areas only.

What Evidence Do You Need?

All evidence submitted for RPL must satisfy four rules. Your Assessor will check every item against these standards:

Evidence Type	Rule	Why It Matters
Work records and position descriptions	Valid	They directly relate to the skills required in the unit of competency
Third-party supervisor reports	Sufficient	There is enough evidence to cover all performance criteria and knowledge requirements
Certificates and prior qualifications	Authentic	The evidence is genuinely yours — your Assessor may verify with references
Performance appraisals and duty statements	Current	Reflects skills you use now, generally within the last five years
Work product samples (e.g. care plans, reports)	Valid + Sufficient	Real work products often satisfy multiple criteria at once
Volunteer service records	Authentic	Unpaid experience counts — it must be verifiable

If you are unsure whether something counts as evidence, bring it to your planning interview. Your Assessor will help you decide.

Your RPL Outcome

✓ Competent (C)

The unit is granted toward your qualification. Your training plan is updated to reflect the credit. No further training is required for that unit.

Where RPL results in full qualification completion, your Certificate or Statement of Attainment is issued within 30 calendar days.

✗ Not Yet Competent (NYC)

The evidence submitted was not sufficient at this time. Your Assessor will explain exactly what was missing and discuss the best pathway forward.

This may mean targeted training in specific areas only — not the full qualification. Many learners achieve partial RPL and train only in the gaps.

Not Happy With Your Outcome?

If you believe your RPL assessment was not conducted fairly or correctly, you have the right to appeal. ICQA's appeals process is independent, impartial, and free of charge.

To lodge an appeal:

- Contact your Assessor in the first instance to discuss your concerns
- If unresolved, contact the Compliance Manager at compliance@icqa.edu.au
- Lodge a formal appeal under ICQA's Complaints and Appeals Policy (POL 0229) — available on our website

You have the right to have any RPL outcome reviewed independently. ICQA will not disadvantage you for raising a concern or lodging an appeal.

Ready to Apply?

To begin your RPL application:

- Log in to the eSkilled learner portal and locate the RPL Application form
- Complete the form, nominating the units of competency you are applying for
- Submit your application — you will hear from us within two business days

Questions about RPL? Contact your trainer through eSkilled or email the Compliance Manager at compliance@icqa.edu.au. If you are not yet enrolled, call us to discuss your eligibility before you apply.

Get in Touch

Compliance Manager

compliance@icqa.edu.au

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RTO _____

Also available on our website

Learner Handbook (LR 0210a) • Learner Code of Conduct (LR 0211a) • Complaints and Appeals — Your Rights (LR 0285a) • Credit Transfer — Your Rights (POL 0046) • Complaints and Appeals Policy (POL 0229)