ABOUT THE WILLIAM LIGHT INSTITUTE

The William Light Institute is a leading educational institution located in the heart of Adelaide. A place where everyone knows your name. A friendly atmosphere & intimate class sizes designed for effective learning outcomes.

Recognition of Prior Learning (RPL) or Credit Transfers

Level 1, 211 Pulteney Street, Adelaide, South Australia 5000.

Phone: + 61 8 8223 2544
Fax: + 61 8 8223 2566
General enquiries: info@wli.sa.edu.au
Admissions: admissions@wli.sa.edu.au
Have you developed good work skills and knowledge but need the paper to prove it? Have you undertaken previous study?

**RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning is a process that accesses the individual's formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes or standards for entry to, and/or partial or total completion of, a qualification.

Applicants with relevant on-the-job experience or with completion of part of a relevant course may be eligible for Recognition of Prior Learning. Participants who might be eligible for Recognition of Prior Learning need to provide details of their relevant qualifications or experience to WLI. If you feel that you may be eligible to receive RPL, contact our admissions officer at admissions@wli.sa.edu.au or call (08) 8223 2544 before enrolling.

**Are you a candidate for Recognition of Prior Learning?**

The process could suit you if you have:

- work skills and knowledge
- trade skills
- paid or unpaid work experience
- life experience
- community work experience

Even if you have never formally studied or undergone training in a particular area you may be able to have your skills formally recognised.

**Mentored RPL approach**

We have adopted a mentored approach to support individuals through their Recognition of Prior Learning process.

TWLI assessors will assist prospective participants with the initial interview and enrolment phase, as well as develop an Assessment Plan to assist in achieving your goals.

**How will you be assessed?**

TWLI assessors will discuss matching your existing skills to a qualification. If it is identified that there is a gap in your current skills, your assessor may suggest "gap training" in those particular units of competency in order for you to achieve a whole qualification. The assessor will also work with you to identify the most appropriate evidence you could provide to apply for Recognition of Prior Learning.

Examples of evidence may include:

- photos of actual work examples
- resume and references
- training certificates
- eye-witness testimonies
- staff assessment and self appraisal
- questioning
- third party validations
- observation in the workplace
- workplace documents

If all the requirements are not met at the completion of the assessment process, you may be required to undertake gap training.

**Credit transfers**

Credit transfers may be granted when there is documentary evidence that the equivalent unit of competency has been achieved at another Registered Training Organisation (RTO). If you think that you may be eligible for credit transfers, please contact the admissions office at admissions@wli.sa.edu.au or call (08) 8223 2544 before enrolling in a course, find out if you qualify for Recognition of Prior Learning (RPL) or Credit Transfer (CT).
RPL PROCESS

Step 1
• Register your RPL Request
  • Call 08-8223 2544 and register your RPL request or E-mail info@wli.sa.edu.au

Step 2
• We will send you an RPL Information via e-mail or post

Step 3
• Meet/Speak with an assessor to determine your assessment plan
  • One of our RPL assessors will contact you to arrange a meeting to discuss the RPL process and assist you to develop an assessment plan based on your current knowledge and skills.
  • You will be asked to complete the Self-Assessment Form and given the RPL Kit

Step 4
• Enrol
  • Complete the application form.
  • We will contact you to arrange your enrolment and discuss payment options

Step 5
• Assessment and Training
  • Assessment process schedule will be arranged
  • Complete the training (if needed) to get your qualification

Step 6
• Awards/Results Issued