RPL Process Flowchart

PRE-ENROLMENT INFORMATION
Pre enrolment information provided by AOT

Provide Information

CANDIDATE ENQUIRY
Candidate approaches the AOT to receive guidance on Application Form and RPL Information

AOT advises candidate to choose other training options or course of action

Suitable for RPL — **NO**

YES

Step 1. ENROLMENT PROCESS
Candidate submits Self-Assessment & Proceeds w/ RPL

Step 2. INTERVIEWING AND QUESTIONING
Meet w/ Assessor, discuss evidence gathering methods

Candidate Collects Evidence

Step 3. COMPETENCY CONVERSATION / TASKS
Candidate meets w/ Assessor, discuss portfolio, practical tasks

Evidence process of assessment

Step 4. THIRD PARTY REPORTING
Assessor reviews evidence, collect Third Party evidence if required

Gap Training (If required)

AOT must clarify with candidate upfront the number of opportunities to re-submit an RPL application

Step 5. ASSESSMENT OUTCOME
Assessment decision & feedback to the candidate

Candidate successful — **NO**

AOT liaises with candidate, identifies gaps (MER = More Evidence Required), recommends Action Plan and outlines resubmission process & timeframe

YES

AOT grants RPL, completes record keeping and issues qualification or statement of attainment

Candidate gathers additional evidence and submits as per agreed Action Plan

RPL application successful

AOT assesses additional evidence submitted by MER candidate & makes decision — **YES**

NO

AOT rejects RPL & advises candidate with reasons for non-approval