



RPL and Skills Assessment Pathway

RPL Information Pack

Recognition of Prior Learning Introduction

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Recognition of Prior Learning (RPL) is the opportunity to gain recognition of skills and knowledge that have been acquired through prior study, work experiences and general life experiences. It is achieved through the assessment of evidence provided against elements, performance criteria, underpinning skills and knowledge and the employability skills of the relevant units of competency. RPL can be gained for a unit of competency, partial qualification, or total qualification.

In applying for RPL you are making a claim that you are competent in a unit of competency so you must be able to provide evidence to support your claim.

Credit transfer

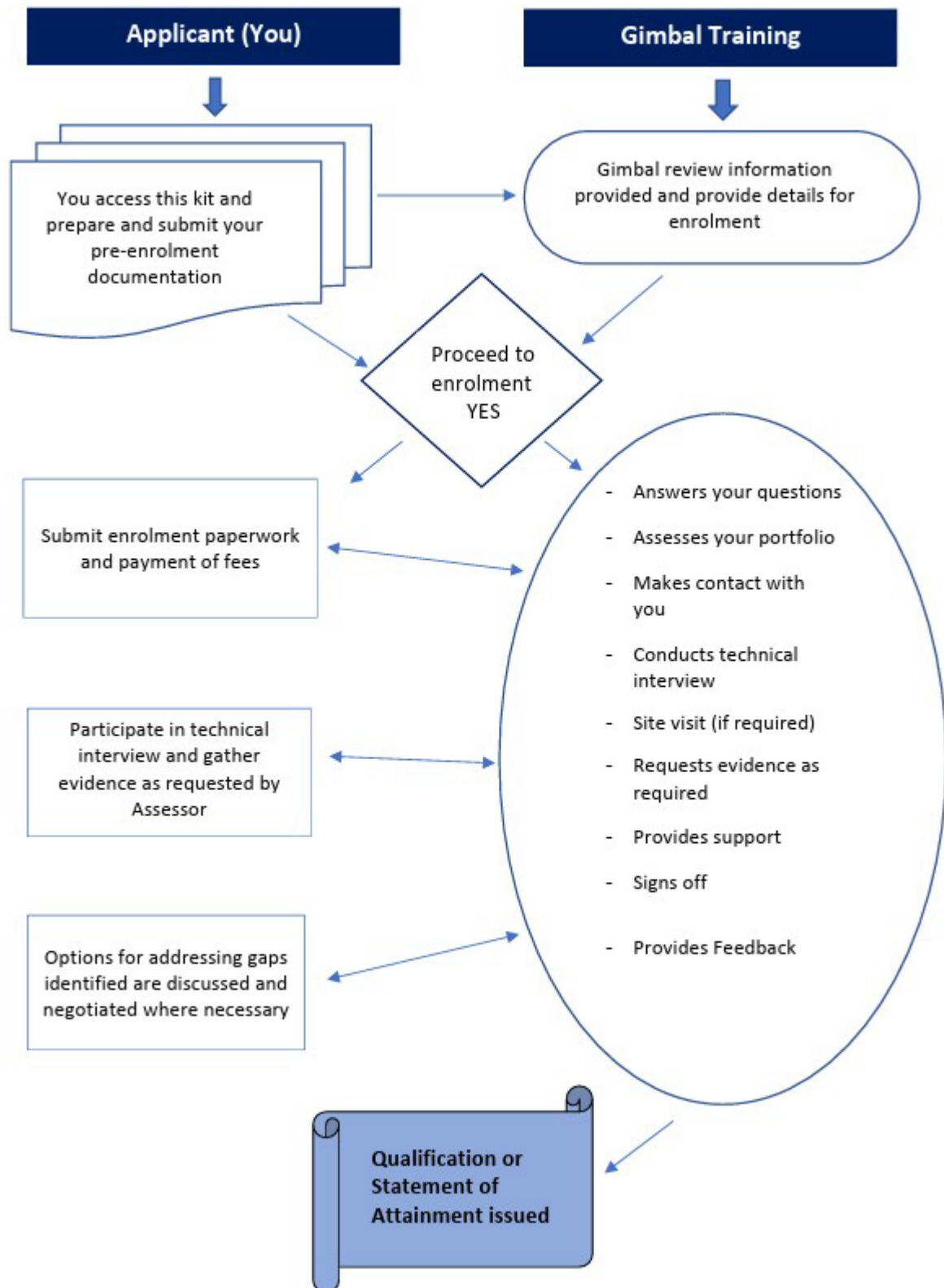
Credit Transfer (CT) Credit Transfer is the recognition and acceptance of units of competence with the same unit code under the Australian Qualification Framework. This can only be evidenced by an authorised Statement of Attainment issued by another Registered Training Organisation.

Rules of evidence

An RPL assessment requires a standard of evidence to be assessed as competent and for you to receive formal recognition. The following rules apply to all submissions:

- Authentic (your own work)
- Valid (assessed to meet the unit of competency)
- Reliable (show that you meet the competency on numerous occasions over time - Third Party Report)
- Current (your submission is verified and validated by your supervisor in relation to currency in the industry)

Overview of the RPL and Skills Assessment Pathway



Steps in the RPL Process

Step 1 – Provide information of your skills and experience (Pre-enrolment)

Complete the online questions and provide as much information of your previous experience in Industry as you can, this is your first opportunity (and not the last) to provide proof of prior experience.

Pre-Enrolment Eligibility Check: This task is for you to assess your suitability for the RPL process; by assessing how long you have worked in industry and your ability to collect and provide supporting and verifiable evidence.

Pre-Enrolment Self-Assessment Questionnaire: This task is for the you to assess your suitability for RPL process, by asking you to consider each of the units of competency and assess your ability against them. This allows you to consider if you have sufficient experience for RPL.

Supporting evidence Checklist: The supporting evidence checklist aims to help you gather supporting evidence that proves employment, time in trade and skill. The appropriateness and trustworthiness of the supporting evidence provided must be:

- Current - not more than five years
- Authentic - it is the client's and/or part of a team contribution

Evidence must be submitted electronically.

You must provide at least one (1) piece of evidence from each evidence type however the more information you can provide will assist in the process.

Proof of employment

- contract of employment
- letter from employer
- position description
- pay slips

Industry experience

- resume or CV
- site inductions
- autobiography of time in trade

Proof of skill

- Employer reference
- Reference from another qualified tradesman
- Testimonial from a client
- Other qualifications, tickets, in house training certificates

Examples of other suggested forms of evidence:

- any licences
- brief CV or work history
- certificates/results of assessment
- indentures/trade papers (certified)
- certificates/results of assessment – interstate/overseas (certified)
- certificates/results of assessment – universities (certified)
- Awards received –First Aid (certified)
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of at least two work referees who can confirm your skills in the industry.

Pre-Enrolment Interview

This interview is to assist with determining if RPL is the correct pathway for you. It will consist of:

- Questions regarding industry experience, qualifications, current employment status and work experience.
- Interview questions on some fundamentals.
- Review and agreement on a RPL plan.
- Guidance on evidence requirements and completing the workplace project portfolio.

Step 2 – Enrolment

You will be advised of your suitability for an RPL Assessment in addition to being provided enrolment options, eligibility criteria and relevant fees:

- Fee for Service
- Applicable State and/or National Funding Pathway

On enrolment, you will receive an invoice for applicable fees and when payment is received, your enrolment will be formalised and a technical interview will be scheduled with your Trainer and Assessor.

Step 3 – Supplementary Evidence Assessment

The Supplementary Evidence Assessment is the first stage of the assessment process, the task is completed using our online portal and is predominantly multi choice and short answer questions to address the required knowledge of a selection of units within the relevant trade.

Step 4 – Practical demonstration of your skills

As part of your RPL, you'll complete a set of practical evidence tasks in our online portal. Each task includes clear instructions outlining exactly what we need to see in your video. Record yourself completing the task from start to finish and upload the video to the portal with any requested notes. You don't need to film at your workplace—so long as your video clearly shows you performing the required steps and meeting the task criteria.

Providing solid video evidence is a major advantage: if we can see you successfully complete the practical tasks, we won't need to cover them in detail during your interview. This means fewer technical questions and a faster, smoother assessment experience for you. In short, follow the task instructions carefully, make sure each required element is visible in your video, and you'll help us verify your competence efficiently, saving time and streamlining the process.

Step 5 - Technical Interview

In the technical interview, you'll meet with your assessor in a recorded session to discuss your experience and the evidence you've submitted. This is your chance to walk us through where and how you gained your skills, clarify anything in your evidence, and highlight key tasks you've performed. We'll ask targeted questions for a selection of units of competency, drawing mainly on your uploaded videos, documents, and workplace examples to confirm your knowledge, judgement, and ability to apply safe, efficient kitchen practices.

Frequently asked questions

What is Skills Assessment?

(RPL) Many people with trade skills and experience do not have formal qualifications. Skills Assessment or Recognition of Prior Learning (RPL) is a process allowing you to gain a Nationally Recognised Qualification or Statement of Attainment, by recognising your existing skills and knowledge obtained through your work, education, training and everyday life experiences.

Why apply for Skills Assessment?

While it is not always necessary to have a trade qualification to work, more and more companies will only engage people who have a trade certificate or are trade qualified. In some States and Territories, licensing or registration is mandatory for some occupations. A trade qualification shows that you have the skills to do the job.

Do I need to be employed?

A key component of the RPL assessment process is the ability to provide evidence of workplace application. Applicants that are not currently employed in industry may still apply however will need to have access to a workplace in order to collect evidence should gaps be identified.

Does everyone succeed in their RPL application?

No. Evidence presented must be sufficient to demonstrate knowledge and skills for each unit of competency. Gimbal Training will use assessment methods to ensure that evidence is valid, authentic, current and sufficient. In reviewing the evidence provided and the technical interview outcome your Gimbal Training Assessor will need to make a judgement of competence in order to award competence for all units of competency that make up your Qualification.

If you receive partial RPL you will receive a Statement of Attainment for the units of competency that have been deemed competent. You will be provided the opportunity to undertake Training and Assessment should gaps be identified in order to progress to the full Qualification.

If I submit everything in the evidence suggestions lists, will I automatically receive RPL?

No. Your assessor needs to make judgement decisions about how the quantity and quality of how your submitted evidence matches up against the assessment requirements of each Unit of Competency. Additionally, your assessor must check that all of the Elements and Performance Criteria are satisfied before they can award competency for any individual Unit of Competency. Your evidence needs to satisfy all four Rules of Evidence: currency, sufficiency, authenticity and validity.

How long do I have to do it?

The process takes between 3 - 8 weeks. This depends on how long it takes you to collect and gather the required evidence for your assessor. You will have up to three (3) months to complete your RPL assessment process. If additional time is required, an extension of three (3) months can be applied however a written application must be submitted and approved.

How much does it cost?

A detailed fee schedule is located on the Gimbal Training website. We understand that each student will have individual circumstances with prior qualifications and training and assessment needs therefore once you have submitted your pre-enrolment information you will be given a set price prior to formalising your enrolment.

Fees and charges

Click on the link below:

https://CLIENT-FEES-ACTS-2025_26

Course Code	Course Name
CPC30620	Certificate III in Painting and Decorating
CPC31320	Certificate III in Wall and Floor Tiling
MSF30322	Certificate III in Cabinet Making and Timber Technology
MSF30422	Certificate III in Glass and Glazing