

The RPL Process

If you have read our Recognition of Prior Learning Information and Application Kit and are ready to pursue the RPL assessment process, please follow the below checklist:

1	Applicant to contact JB Hunter via online enquiry for a quote and details of the units of competency that you wish to apply for RPL.	<input type="checkbox"/>
2	JB Hunter will email the RPL Application and Information Kit as well as other documents such as LLN Assessment, JB Hunter Registration Form and Quote.	<input type="checkbox"/>
3a	A. Applicant to provide payment and advise JB Hunter rpl@jbhunter.edu.au	<input type="checkbox"/>
	B. Applicant to complete all documentation including:	<input type="checkbox"/>
	RPL Kit	<input type="checkbox"/>
	a) Self-Assessment Questionnaire b) Recent employment and supervisor details. If self-employed, include details of client. c) Evidence list, ensuring that you number each item and refer to this number when completing each unit of competency. d) Complete your declaration	
	Registration Form This information is required for government reporting purposes and your Unique Student Identifier (USI) number is a mandatory requirement for any RTO before they can issue a statement of attainment.	<input type="checkbox"/>
	LLN assessment	<input type="checkbox"/>
	Fill in your evidence for each unit of competency, ensuring you answer all required sections and questions. When sending evidence ensure it is in a readable format. Please do not include links to other web pages or web sites.	<input type="checkbox"/>
3b	Send us your RPL application and supporting documents to rpl@jbhunter.edu.au or see below for our postal address.	
4	You will receive an email from a representative of JB Hunter to advise that your RPL assessment has commenced. Subject to the evidence provided, we may contact you for a further competency conversation or to provide additional evidence. The time required to process your RPL applications will depend on: <ul style="list-style-type: none"> ◆ the sufficiency of the information you submit, ◆ the availability of the JB Hunter assessors and ◆ the number of units involved in the RPL application 	
5	You will be advised whether RPL has been granted or not and any feedback regarding remaining gaps in evidence.	
6	If deemed competent and we have received your USI number and fees have been paid, we will issue a Statement of Attainment for those successful units of competency only.	

Let's get started!