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# Facts and Questions

## What is an RTO?

A Registered Training Organisation (RTO) is an organisation accredited by the Australian Skills Quality Authority (ASQA), which is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

## What is a nationally recognised qualification?

A nationally recognised course is part of the Australian Qualifications Framework (AQF). The AQF includes specific standards for courses at different levels.

## What is Recognition of Prior Learning (RPL)?

ANZIIF'S RPL is a skills recognition process that allows highly experienced insurance and/or risk professionals prove they are competent in carrying out specified tasks described in units of competency. These units of competency may make up an ANZIIF study module, a Skills Unit and contribute towards a nationally recognised industry qualification.

RPL is an assessment of your current experience and knowledge and takes into account other qualifications you may already have. It means you don't have to waste time learning things you already know how to do.

## Can I obtain credit transfer for my previous studies?

You may receive credit for a relevant AQF competency or competencies you have achieved as listed on your RTO's official Statement of Attainment. ANZIIF will determine eligibility for credit transfer.

## Can Tier 1 or Tier 2 be assessed via RPL?

RPL assessment is not applicable for Tier 1 and Tier 2 compliance courses. Tier 1 and Tier 2 compliance can only be achieved via study.

## How long does the RPL assessment process take?

Once formally applied with payment made, the RPL assessment can be completed anytime within three months.

## Can anyone check their RPL eligibility?

Yes, anyone can check their RPL eligibility. This is done by emailing your expression of interest and the following documents to [rpl@anziif.com](mailto:rpl@anziif.com) or Customer Service: [customerservice@anziif.com](mailto:customerservice@anziif.com).

- ANZIIF Master ID
- nominate / advise what you are seeking (i.e. an ANZIIF qualification or Membership enquiry)
- current curriculum vitae (CV)
- position description (PD)
- statement of attainment/s
- academic transcript/s and certificate/s\*
- membership certificates\*

*\*if applicable*

## **I have no insurance or insurance-related qualifications, but I have skills, knowledge and experience gained from working in that industry. What can I do to have these skills recognised?**

The RPL process takes into account all relevant skills, knowledge and experience that you have. This includes experience and training you have gained through paid work, volunteer work or other life experience.

Through the RPL process, you may be able to achieve a complete qualification or, if you have gaps in your knowledge, part of a qualification. A partial qualification can be completed with further study.

### **How is RPL different to studying a course?**

RPL doesn't require any class-based or independent study. It is a process of verifying the experience, knowledge and skills that you have developed in the workplace through the course of your career. You may still be issued with a qualification but in a much quicker and more convenient timeframe than completing study.

By using RPL to obtain a qualification, you will not be required to take time off work to study or complete assessments, you will not be required to study subjects you already understand, and you will save money on course fees. RPL can be conducted in your own time.

### **Why would I bother with RPL?**

RPL is generally faster than completing a qualification from scratch and offers many benefits, including:

- an internationally recognised qualification from the Asia-Pacific region's leading insurance education and training provider
- industry recognition as a committed and skilled insurance professional
- opportunities for career advancement
- recognition for professionals from overseas but who are working in Australia or New Zealand and want a domestic qualification
- ANZIIF post nominal for use on your business cards and email signature
- ANZIIF membership with accompanying benefits
- satisfaction from having your skills and knowledge formally recognised.

### **What will I need to demonstrate?**

To obtain RPL for any qualification or Skills Unit, you must be able to demonstrate the range of competencies embodied within that unit or qualification. Competencies are nationally recognised statements that describe what is expected of an employee in the workplace.

They take into account the ability to transfer and apply skills and knowledge to new situations and environments in a workplace context.

The competencies to be demonstrated are expressed in terms of performance evidence which represent a breakdown of tasks to be performed in the workplace.

In applying for RPL you need to demonstrate that you:

- can satisfy the assessment criteria for the selected unit/s of competency
- have the relevant skills and knowledge, acquired through your extensive work history, similar training or life experiences.

### How will I be assessed?

Candidates submit a concise portfolio of evidence. A portfolio should consist of evidence statements addressing the competency criteria along with supporting workplace documents and manager verification sign-off.

The ANZIIF assessor will interview you based on your submission.

### What evidence do I have to provide?

Assessment may be based on a range of evidence types. Some examples of evidence may include:

- proof of formal education, for example:
  - certificates, diplomas, degrees and statements of attainment or transcript of results from courses in Australia and overseas
- workplace documents, for example:
  - emails or letters
  - completed forms / templates
  - reports
  - PowerPoint presentations

ANZIIF requires completed forms and workplace documents that clearly show you are the author and/or creator.

### What happens when ANZIIF receives my portfolio submission?

On receipt of your portfolio, the RPL team will contact you to schedule an interview either by telephone or in person. Your portfolio will be reviewed by ANZIIF's assessor prior to the interview.

The purpose of the interview is to validate the information provided in your portfolio and to verify your competency.

### Is my RPL submission confidential?

Yes — the only parties who are privy to the contents and outcome of your RPL submission are you and the ANZIIF RPL team.

### What if I do not have enough evidence?

If you cannot provide enough evidence, you should consider undertaking further training to broaden your range of knowledge and skills for the competency.