
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 known as units of competency. These units of competency may make up an ANZIIF study module, a Skills Unit, or contribute towards a nationally recognised industry qualification.

It involves getting your current experience and knowledge assessed and taking 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.

How long does the RPL assessment process take?

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

Can anyone check their RPL eligibility?

Yes, anyone can check their RPL eligibility. This is done by completing an **RPL eligibility assessment** and the RPL team will get back to you on the process.

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 regardless of the way you got them. This includes experience and training you have gained through paid work, volunteer work or just life in general. Through the RPL process, you may be able to gain a complete qualification or, if you have gaps in your knowledge, parts of a qualification. If you need to, you can complete the rest of the qualification through training.

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 in completing a course of 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 membership benefits
- increased confidence in your knowledge and abilities
- satisfying professional requirements
- satisfaction from having your skills formally recognised. The qualification you get is the same that you would get if you completed a full training qualification but with the added bonus that you won't spend time going over things you already know, making attaining it much faster.

What will I need to demonstrate?

To obtain RPL for any qualification or unit, you must be able to demonstrate the range of competencies embodied within that unit, course 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 'elements' and 'assessment criteria', which represent a breakdown of tasks to be performed in the workplace. Students enrolled in training programs study each of these elements and assessment criteria within the content of their course curriculum. They are given opportunities to do case studies, answer questions, and undertake group work and assignments in order to apply the skills and knowledge covered in the course.

In applying for RPL you must demonstrate that you can satisfy the assessment criteria for the selected unit or qualification without having undergone the formal training course. That is, you will present for assessment evidence of the relevant skills and knowledge you have developed during your extensive work history, similar training or life experiences.

What evidence do I have to provide?

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

- proof of formal education — for example certificates, diplomas, degrees and statements of results from courses in Australia and overseas
- proof of staff or professional development programs and their content
- proof of continuing professional training
- work-based documents
- work files
- third party reports to verify and support evidence
- observations of your performance by an assessor

What happens when ANZIIF receives my application and portfolio?

We will notify you on receipt of your RPL portfolio and forward your application to an independent assessor for evaluation.

The assessor will review your application and portfolio and may contact you for an informal interview either in person or by telephone. The purpose of this interview would be to confirm the information contained in your application and to ensure that you have listed all relevant experience. It may also provide an opportunity for you to fill in any gaps the assessor may have found in your application.

If an interview is considered necessary, please have all relevant documentation on hand to support your application.

Is my application confidential? Will my personal information be kept private and secure?

Yes — the only parties who are privy to the contents and outcome of your RPL application are you, the assessor and ANZIIF.

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

If you do not have enough evidence to apply for RPL, you should consider undertaking further training to broaden your range of knowledge and skills in that specific competency area. ANZIIF's RPL Team will be able to help you with training options.

To begin the RPL process, please complete the complimentary **RPL eligibility assessment**.