
ANZIIF

Recognition of Prior Learning

ANZIIF. GROWING CAREERS.



Established more than 130 years ago, ANZIIF is the leading membership, education, training and professional development organisation for insurance and finance in the Asia-Pacific region.

We believe lifelong learning and professional development are vital to growing businesses and to achieving ongoing success.

Formal qualifications enhance professional credibility, adding value for your clients by ensuring you provide the most up-to-date and relevant advice and service.

This mantra is the backbone of ANZIIF as we strive to support our ever evolving industry through education and professional development. Knowledge is power and education improves your professional standing, deepens your capability and prepares you to be a technically-proficient leader.

We offer a variety of professional development options to suit all requirements and Recognition of Prior Learning (RPL) is one such option. This booklet provides information on how your previous experience can be used towards a qualification.

Sincerely

A handwritten signature in white ink that reads "Prue Willsford". The signature is fluid and cursive, with a small dot above the 'i' in "Willsford".

PRUE WILLSFORD

Chief Executive

Australian and New Zealand
Institute of Insurance and Finance

What is RPL?

Recognition of Prior Learning [RPL] is a process that allows an individual's relevant prior learning [such as employment, training, volunteering and life experience] to be assessed for the attainment of an ANZIIF qualification and membership.

RPL is a government-recognised qualification option in Australia and New Zealand delivered by Registered Training Organisations like ANZIIF. Under the education and training frameworks in these countries, RPL candidates can use prior learning to fulfil the requirements of a full or partial qualification. Partial qualifications can be completed via further study.

Competency requirements ensure that RPL candidates meet the same high standards of professionalism and skills as candidates who become qualified through the traditional education process.

What are the benefits of RPL?

1. Formal recognition of relevant previous experience
2. Industry recognition as a skilled professional
3. Opportunities for career advancement
4. ANZIIF post-nominals*
5. ANZIIF membership benefits

**For more information on ANZIIF post-nominals, please visit anziif.com/membership/membership-levels*

Who should apply for RPL?

RPL is available to professionals who ideally have five or more years' experience in the insurance industry. Professionals who may opt for RPL include those who:

- need to obtain a qualification to meet professional requirements
- don't want to study information they already know and have limited time to study.

How long does the RPL process take?

The RPL process is flexible to your work and personal life. The duration of the process of compiling evidence varies depending on the individual. Most people gather evidence over a period of three months.



How does RPL work?

The following describes the procedure undertaken in determining RPL.

Pre-application

1. Applicant emails rpl@anziif.com to enquire about RPL assessment and submits the following documents:

- Detailed CV
- Current position description
- Statement of Attainment/s (VET qualification)*
- Academic transcript/s*
- Membership certificates from other insurance associations (if applicable).*

ANZIIF reviews the documents for RPL and advises the applicant of the outcome.

Once the applicant is deemed as a suitable candidate for RPL, the candidate is notified by ANZIIF and is advised of the next steps in the process.

** If applicable*

Application

1. Candidate completes the RPL application form providing payment details and selects the competencies chosen for RPL assessment.
2. Candidate is sent details of competencies and is advised of when the submission of the portfolio of evidence is due (approx. 3 months).
3. After submission of the portfolio of evidence, the Candidate is contacted to arrange a time for an interview.

Assessment and results

1. ANZIIF conducts formal assessment
2. If a skill or development gap is identified, ANZIIF will recommend suitable training to be undertaken
3. Candidate receives RPL outcome
4. If successful the qualification is issued



FAQs

What is a nationally recognised qualification?

A nationally recognised qualification is part of the Australian Qualifications Framework [AQF]. The AQF includes specific standards for courses at different levels.

Can anyone check their RPL eligibility?

Yes, anyone can check their RPL eligibility. This is done by contacting the ANZIIF RPL team; rpl@anziif.com – and attaching the required documents.

How is RPL different to studying a course?

RPL doesn't require any class based, online or independent study.

It is a process of verifying the experience, knowledge and skills that you have developed in the workplace through professional development or on the job learning. You may still be issued with a qualification but in a much quicker and more convenient timeframe than by 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.

What will I need to demonstrate?

To obtain a qualification or unit through RPL, you are required to be able to demonstrate the range of performance criteria embodied within that unit of competency, course or qualification. Competencies are 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 performance criteria', which represent a breakdown of tasks to be performed in the workplace.

How will I be assessed?

Through RPL, candidates are assessed by submission of a concise portfolio of evidence that includes workplace-based documents to support each statement and Manager/Supervisor validation sign-off. Candidates are then interviewed, and the assessor will ask questions in relation to their portfolio submission.

What evidence do I have to provide?

RPL assessment is based on approximately 3 paragraphs of key points explaining how you are currently competent against each unit performance criteria. To support each statement, a range of workplace evidence is required, for example:

- emails or letters
- claims forms
- reports
- presentations (PPT)
- risk mitigation plans.

Is my application confidential?

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

All documentation submitted are kept strictly confidential.

[For a full list of FAQs, please visit \[anziif.com/rpl\]\(https://www.anziif.com/rpl\)](https://www.anziif.com/rpl)

A photograph of two men in business suits. The man on the right is in the foreground, smiling and looking down at a laptop screen. The man on the left is slightly behind him, wearing glasses and also looking at the screen. The background is bright and out of focus.

Get Started

For more information, including your suitability for RPL and the price of assessment;
Visit anziif.com/rpl or call +61 (3) 9613 7200,
New Zealand freecall 0800 103 675.



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