KEY STAGES IN RPL PROCESS

INITIAL ENQUIRY	APPLICANT CONTACTS GQ VIA WEB FORM OR CALLING OFFICE DIRECTLY TO DISCUSS RPL WITH ASSESSORS. INFORMATION ON ASSESSMENT PROCESS WILL BE SENT OUT
REVIEW OF RESUME / CV	RPL ASSESSOR WILL REVIEW YOUR CAREER HISTORY AND MAKE RECOMMENDATIONS ON MOST SUITABLE QUALIFICATIONS RELATING TO YOUR CAREER KNOWLEDGE. SKILLS & EXPERIENCE AND INFORMATION ABOUT RTO ISSUING QUALIFICATION
INVOICING & ENROLMENT	AN INVOICE WILL BE SENT OUT VIA EMAIL WITH FULL DETAILS OF THE QUALIFICATION BEING COMPLETED. A RANGE OF EASY PAYMENT OPTIONS ARE LISTED ON THE INVOICE
PAYMENT FOR RPL APPLICATION	ONCE CONFIRMATION OF PAYMENT IS RECEIVED A FULL APPLICATION KIT WILL BE SENT. IT IS CRITICAL TO COMPLETE THE ENROLMENT FORMS IMMEDIATELY AND SEND BACK TO YOUR ASSESSOR
1ST COMPETENCY CONVERSATION	YOU **MUST** DISCUSS THE RPL ASSESSMENT PROCESS WITH YOUR ASSESSOR SO THAT YOU HAVE A CLEAR UNDERSTANDING OF THE RPL ASSESSMENT PROCESS AND SPECIFIC REQUIREMENTS ON SUITABLE EVIDENCE TO BE SUBMITTED
APPLICANT SELF ASSESSMENT	USING RPL SELF ASSESSMENT KIT, YOU WILL NEED TO CONDUCT A FULL REVIEW OF YOUR CAREER EXPERIENCE SO YOU CAN CHOOSE ELECTIVE UNITS TO BE COMPLETED AND TYPES OF EVIDENCE TO SUBMIT FOR ASSESSMENT
2nd COMPETENCY CONVERSTATION	CONTACT YOUR ASSESSOR TO DISCUSS THE SELF ASSESSMENT PROCESS TO CHECK YOU HAVE CHOSEN MOST SUITABLE UNITS AND ARE PREPARING TO SEND RELEVANT EVIDENCE TO SUPPORT YOUR APPLICATION
APPLICANT SUBMIT EVIDENCE	ONCE YOU HAVE CONFIRMED UNITS TO BE COMPLETED AND DISCUSSED SUITABLE EVIDENCE WITH THE ASSESSOR, YOU CAN START SENDING THROUGH EVIDENCE VIA EMAIL TO BE ADDED TO YOUR RPL APPLICATION FILE FOR ASSESSMENT
ASSESSOR REVIEW EVIDENCE	RPL ASSESSOR CONDUCTS FULL REVIEW OF ALL EVIDENCE SUBMITTED TO VERIFY IT MEETS THE MINIMUM REQUIREMENTS FOR "RULES OF EVIDENCE" - VALID. AUTHENITC. CURRENT & SUFFICENT
3rd COMPETENCY CONVERSTATION	
OK / NO	DISCUSS EVIDENCE YOU HAVE SUBMITTED WITH ASSESSOR TO VERIFY ANY ADDITIONAL EVIDENCE THAT IS REQUIRED TO ENSURE THAT YOU HAVE SATIFIED "RULES OF EVIDENCE" TO ACHIEVE COMPETENCY IN ALL UNITS FOR QUALIFICATION
SUBMIT FURTHER EVIDENCE	GATHER ADDITIONAL EVIDENCE FOR SUBMISSION. BE SURE TO CHECK WITH YOUR ASSESSOR IF YOU NEED CLARIFICATION OR SUPPORT. THEY WILL HELP OUT ANY WAY POSSIBLE
REFERENCE CHECKS CONDUCTED	IF 4TH COMPETENCY CONVERSTATION CANNOT VERIFY COMPETENCY IN ANY UNITS, THE REFEREES PROVIDED BY THE APPLICANT WILL BE CONTACTED TO VERIFY SKILLS EXPERIENCE & KNOWLEDGE SO THAT COMPETENCY CAN BE CONFIRMED
OK / NO	
FORMAL EVIDENCE ASSESSMENT	FINAL REVIEW OF ALL EVIDENCE, REFERENCES & TESTIMONIALS THAT HAVE BEEN SUBMITTED AND CONVERSATION WITH APPLICANT IS CONDUCTED TO ENSURE THERE ARE NO GAPS IN EVIDENCE AND THAT COMPETENCY HAS BEEN ACHEIVED
OK / NO	
GAP TRAINING	IF COMPETENCY IS STILL NOT VERIFIED, THEN GAP TRAINING WILL BE OFFERED. THIS CAN BE e-LEARNING PORTAL BASED, ASSIGNMENTS, REPORTS OR QUESTION & ANSWER ASSESSMENTS. ADDITIONAL FEES APPLY IF GAP TRAINING IS REQUIRED AS THIS IS ADMINISTERED BY THE RTO ISSUING THE QUALIFICATION
OK / NO	
FINAL APPLICATION ASSESSMENT	RTO & RPL ASSESSOR WILL CONDUCT FULL ASSESSMENT OF GAP TRAINING CONDUCTED BY APPLICANT TO VERIFY IF THEY ARE FULLY COMPETENT IN THE UNITS THAT THEY WERE 'NOT YET COMPETENT"
NO	IF THE APPLICANT IS DEEMED TO BE 'NOT YET COMPETENT" IN ANY UNITS WITHIN THE QUALIFICATION, THE RTO CAN ONLY ISSUE A "STATEMENT OF ATTAINMENT" RATHER THAN THE FULL QUALIFICATION. THIS WILL LIST ALL UNITS COMPLETED
SUBMIT APPLICATION TO RTO	THE FULL RPL APPLICATION AND ASSESSMENT RESULTS ARE SENT TO RTO TO VERIFY IF"RULES OF EVIDENCE" ARE MET AND IT CONFIRMS THAT COMPETENCY HAS BEEN FULLY ACHIEVED IN UNITS. QUALIFICATION CERTIFICATE WILL BE ISSUED
QUALIFICATIONS ISSUED	QUALIFICATION CERTIFICATE & ACADEMIC TRANSCRIPT LISTING UNITS COMPLETED WILL BE SENT FROM RTO TO GQ TO BE CHECKED BY THE ASSESSOR TO ENSURE ALL THE DETAILS ARE CORRECT
CERTIFICATES SENT TO APPLICANT	QUALIFICATION CERTIFICATE & ACADEMIC TRANSCRIPT WILL BE SCANNED AND A PDF COPY WILL BE SENT VIA EMAIL. ORIGINAL COPY OF CERTIFICATE & TRANSCRIPT WILL THEN BE SENT TO APPLICANT VIA CERTIFIED POST
FURTHER RPL BY APPLICANT	ONCE APPLICANTS HAVE SUCCESSFULLY COMPLETED RPL AND BEEN ISSUED WITH QUALIFICATIONS, THEY ARE ENTITLED TO A 20% DISCOUNT ON FURTHER RPL. YOU COULD BE ELIGIBLE TO USE QUALIFICATIONS FOR PATHWAYS TO UNIVERSITY