the centre for volunteering
SCHOOL OF VOLUNTEER MANAGEMENT
building excellence

How do I apply for Recognition of Prior Learning (RPL)?

Step 1

Contact the SVM about applying for RPL or Credit Transfer. Or, visit SVM's website <svm.net.au> and look up the qualification units.

Step 2

Complete the **RPL Initial Assessment form**. This form will establish your eligibility to proceed with your application and determine which units of competency and/or qualification you can apply for. If you don't wish to complete an initial assessment and pay the nominal fee, proceed to Step 3B. For fees, click on Registered Training at svm.net.au

Step 3a

For those not eligible for RPL, you can choose to enrol in SVM's range of Distance Learning course options. See Registered Training at svm.net.au

Step 3b

If eligible to proceed, complete the RPL Application form at svm.net.au and return email to the School at enrolments@svm.net.au

Step 4

SVM will contact you upon receipt of your completed application and confirm details and the fee. After payment is made, the course's RPL kit with evidence gathering matrix will be emailed to you.

Step 5

Collect your evidence and assemble your portfolio (see Portfolio Requirements in your RPL kit). Evidence may include: written references, formal qualifications, similar study in another field, products of work, thrid party reports, demonstration and formal interview (conducted with SVM).

Step 6

Submit your portfolio. If necessary, participate in a structured interview (by phone or face-to-face) to discuss your application.

Step 7

SVM will assess your evidence and application for RPL and map equivalent units from other Training Packages (Credit Transfer); then complete your RPL Record of Evidence. SVM will discuss with you if any additonal material is required. If found competent in the required units, SVM will issue a full certificate or Statement of Attainment.

Step 8

If found NYC (Not Yet Competent) for any units applied for, you can enrol and pay separately for those units (for fees, check <svm.net.au/registered training>. See Step 3a.