

## Recognition of Prior Learning - Victoria



### The Victorian Real Estate Training College

The Victorian Real Estate Training College is a wholly owned subsidiary of Macdonald Education a leading provider of training to the real estate industry across Australia. The college offers flexible online learning where students study in their own time, at their own pace. All course material is accessible via our website ensuring students receive the latest most up to date information.

### Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the formal recognition that your current knowledge and skills meet the requirements of a given unit of competency, for example CPPDSM4003A Appraise Property. It does not matter how you achieved your current level of knowledge and competence – formal training, on-the-job training, self study, work experience, life experience.

What does matter is that you are able to provide evidence that your knowledge and competence meet the requirements of a particular unit of competency (competency standard). When you have provided this evidence and it has been accepted as proving your knowledge and skill in a particular area, you will be given credit for a specific competency without having to engage in further study.

Agents will normally have to complete modules in:-

- Trust accounting
- Property management or sales - depending on experience
- Auctioneering
- Business/finance



START TODAY WITH  
INTERNET BASED  
TRAINING SO YOU CAN  
STUDY FROM HOME!

### 3 simple steps to enrol

- 1 Complete the enrolment form (located on our website) and return to us by fax or email.
- 2 Click on the course you wish to undertake. If this is your first visit, follow the directions on how to create a new account.
- 3 Pay for your course online using your credit card. Confirmation of your enrolment will be emailed to you within 24 hours.

... you then simply log on  
and start your studies!

### Want to know more?

For further information, please call or email us today, or visit us at [realestatetraining.com.au](http://realestatetraining.com.au)



Registered Training Organisation Number 91003

NOTE: please refer to [consumer.vic.gov.au](http://consumer.vic.gov.au) for information on licence eligibility.

email: [trainvic@realestatetraining.com.au](mailto:trainvic@realestatetraining.com.au)

 02 9479 9702

 02 9479 9720

## What Fees Are Associated With RPL

The Victorian Real Estate Training College has a one off charge of \$145.00 to assess an RPL application. This fee is credited towards any training undertaken with our College. Please contact the College for payment.

## How Do I Apply

1. Contact the Victorian Real Estate College to talk with a qualified assessor who will outline the RPL process to you. This is a good time to ask any questions that you may have about the RPL process and to seek clarification where it may be needed.
2. Refer to information on qualifications required for each course including description of units. Refer to units of competency for which RPL is being sought - tick units.
3. Produce an RPL evidence kit for each unit of competency for which RPL is being sought. Include evidence such as work experience, life experience and education/training academic transcripts. Please supply reason for seeking RPL for each module.
4. Complete and submit your application form with the supporting documentary evidence.

\*Please be aware the College may contact you to answer questions to support your application for RPL in specific units of competency.

## What Happens Next?

When you have provided all of your evidence, your application will be assessed and a decision will be made on whether you have achieved competence or require further training. When all the evidence has been assessed and a judgment reached, you will be notified in writing of the outcome.

## What Evidence Is Required?

Please provide us with evidence of your experience! Simply fax, email or post to us copies of the following:-

- Current Agents' representative evidence
- Letter of employment from your current employer or appropriate references
- Copies of the following documents:
  - Appraisal report - this can be a letter advising a vendor of your appraisal results
  - Listing report - this can be listing documentation completed by you
  - Leasing documentation
  - Selling report - this can be letters of offers made, letters advising of exchange and completion to settlement
  - Marketing examples - this can be copies of internet, print, letterbox drop marketing
  - Evidence of attending tribunals
  - Property maintenance plan
- Any academic transcripts you may have

Please contact the college if you require any assistance with your application.

## Is Online Learning For You?

Online learning is different in many respects from the traditional face-to-face learning we're all used to, primarily in the way we get our information and how we interact with facilitators. Online learners should be comfortable with internet browsing/searching, email, sending and reading attachments and word processing.