Legal and Paralegal Services

Skills recognition guide

Skills recognition

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process that allows individuals to receive formal recognition for the skills, knowledge, and experience they have acquired through non-formal or informal learning. RPL acknowledges that learning can occur outside of traditional educational settings and provides an opportunity for individuals to have their existing competencies assessed and credited.

1. The minimum requirement for skills recognition for legal units is 1-2 years employment experience specific to the unit.

"We have a fully automated online self-assessment guide where you are able to test your eligibility for skills recognition."

Access the self-assessment RPL course

2. Apply for entry into the relevant qualification. The application process will create a CIT Number. Here is a quick instruction video on applying https://youtu.be/RClfTMAf_6o. You will need a unique student identifier (USI) to apply for entry into our qualifications. Apply for entry at the following locations: Certificate IV in Legal Services BSB40620 and Diploma of Paralegal Services BSB50720.

3. Use your CIT number to access the self-guided RPL assessment course for all legal units here, this is located within CIT's online learning platform known as eLearn.

Once applicants have confirmed eligibility for units they will be provided with the details of the evidence required to complete the skills recognition process. Applicants can request and pay for skills recognition after they have confirmed eligibility.

Typical evidence that may be required to complete a skills recognition application includes:

- Work experience: Documentation such reference letters, or work samples.
- Training: Certificates, transcripts from formal training and professional development.
- Examples of project work and relevant project documentation.

If you have any questions regarding the process, please send your details to accleg@cit.edu.au and we are happy to call you and provide more information.

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