Staff studying at CIT - Skills Recognition via RPL Process and Procedure Flowchart

Staff Member/ **CIT Delegate Industry Representative Head of Department** Assessor/Teacher (Education Services) **Applicant** (not currently employed at CIT) · Identify program/course wanting to apply for RPL · Read Staff Studying at CIT policy • Print off Staff Studying Read Staff Studying at CIT at CIT RPL Approval and policy, discuss suitability. **Endorsement form** Ensure process is followed · Discuss with HoD • Fill in RPL application and CIT staff RPL Approval and **Endorsement form** • Submit as per normal RPL process See CIT Skills Recognition RPL process flowchart as it is to be followed along with these additional steps. • Pay fees or arrange Upon receiving application · CIT Delegate will support payment through PD funds with the correct RPL · Identify as CIT staff or other avenue assessment method and member (this will be on procedure for the CIT staff the application form under member employment information) · Identify if an industry • Email EducationQuality@ representative is required cit.edu.au and inform and work with the assessor them of the application, on this requirement. including applicant's name and CRM number • You will be appointed a CIT delegate to assist you in following Staff Studying at CIT policy requirements



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Staff Member/ **CIT Delegate Industry Representative Head of Department** Assessor/Teacher (Education Services) **Applicant** (not currently employed at CIT) · Follow normal RPL · Work with assessor on · Follow normal RPL processes with CIT policy requirements assessment requirements Delegate support and provide evidence when requested (If over 50% RPL for total program/course) · On completion of assessment, industry representative will view all evidence and confirm it meets industry standards/ • Sign Staff Studying at expectations CIT RPL Approval and • Sign Staff Studying at **Endorsement Form** CIT RPL Approval and · Check and approve · Attach to RPL application **Endorsement Form** Skills Recognition RPL application and sign Check all signatures are completed on the Staff Studying at CIT RPL Approval and **Endorsement Form** • Send to Skills Recognition Processing Team through admin staff process.

Links to related documents

- Skills Recognition via RPL Application form
- Staff Studying at CIT RPL Approval and Endorsement form
- Staff Studying at CIT policy
- Skill Recognition policy
- Skills Recognition Procedures Flowchart

