

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the formal acknowledgment of the skills, abilities and knowledge that applicants might have obtained as a result of their work and life experience/s, previous training and/or formal education.

As such, CSTC offers RPL for all qualifications (including traineeships) and any short courses that it is [registered to deliver](#). The benefit of undertaking the RPL process is that you might be eligible to receive recognition for an entire qualification or short course (or part thereof). This could save you valuable time and money!

What is the process?

If you would like information on the RPL process for anything other than a Certificate III qualification (i.e. a short course or a Certificate II qualification) please contact the CSTC on 07 3373 8888.

Process for Certificate III Qualifications

Those undertaking RPL for qualifications from TABLE A **may be eligible for subsidies** supplied by Construction Skills Queensland (CSQ):

TABLE A

| | |
|----------|---|
| BCC30107 | Certificate III in Civil Construction |
| BCC30207 | Certificate III in Civil Construction (Bituminous Surfacing) |
| BCC30307 | Certificate III in Civil Construction (Bridge Construction and Maintenance) |
| BCC30407 | Certificate III in Civil Construction (Foundation Work) |
| BCC30507 | Certificate III in Civil Construction (Pipelaying) |
| BCC30607 | Certificate III in Civil Construction (Plant Operations) |
| BCC30707 | Certificate III in Civil Construction (Road Construction & Maintenance) |
| BCC30907 | Certificate III in Civil Construction (Trenchless Technology) |
| BCC31007 | Certificate III in Civil Construction (Tunnel Construction) |
| CPC30308 | Certificate III in Concreting |
| CPC30408 | Certificate III in Demolition |
| BCG30503 | Certificate III in Dogging |
| BCG30703 | Certificate III in Rigging |
| BCG30903 | Certificate III in Scaffolding |
| CPC20308 | Certificate III in Steel Fixing |

If you would like to undertake RPL for any of the above qualifications the following process should be followed:



CSTC Pty Ltd
A.B.N. 85 078 440 105



www.cstc.org.au

Quality endorsed centres at:

Brisbane T +61 7 3373 8888 F +61 7 3373 8899 A PO Box 51 Moorooka Q 4105

Rockhampton T 1300 011 636 F 1300 018 147 A PO Box 51 Moorooka Q 4105

Cairns T 1300 011 636 F 1300 018 147 A PO Box 51 Moorooka Q 4105

Townsville T 1300 011 636 F 1300 018 147 A PO Box 51 Moorooka Q 4105

1. **Contact Construction Skills Queensland on 1800 798 488** to arrange an interview to determine your eligibility. This interview will be conducted either over the phone or in person and will be to determine that a person has at least 4 years experience, has sufficient underpinning knowledge and has satisfied the following criteria:
 - i. You are living and/or working in QLD;
 - ii. You are an Australian resident (some visa exemptions apply);
 - iii. You are currently employed in, or looking for work in the construction industry;

This process may take up to one hour but should be shorter in most cases;

2. If you are eligible you will receive a voucher number which can then be provided to CSTC so that we may undertake your RPL.
 - a. This voucher must be **“activated”** with a Registered Training Organisation (RTO) such as CSTC **within 1 month**.

If you would like to undertake RPL for any of the following qualifications or if you are not eligible for a voucher a **fee of \$1000** will apply.

TABLE B

| | |
|----------|--|
| CPC30208 | Certificate III in Carpentry |
| CPC30608 | Certificate III in Painting and Decorating |
| CPC31008 | Certificate III in Solid Plastering |
| CPC31208 | Certificate III in Wall and Ceiling Lining |
| CPC31508 | Certificate III in Formwork/Falsework |

Whether you have used a voucher or have paid for the RPL yourself the following procedure shall be followed:

1. You will need to provide **all** of the following:
 - b. Completed “Self Assessment Kit” and New Student Application Form both of which will be supplied by CSTC;
 - c. A basic resume detailing your experience in the construction industry;
 - d. A list of referees and references who may be contacted to discuss your experience and skills;
 - e. Proof of identity; and
 - f. Copies of any relevant certificates and qualifications.
3. Once this evidence has been reviewed the CSTC assessor will contact you to arrange a time to **meet with you on site** to continue your assessment.
4. Following this site visit, or visits, you will be advised of the RPL outcome and discussions concerning areas of ‘gap training’ that might be required will be undertaken;



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5. A Statement of Attainment (partial completion) or Certificate (full completion) for the RPL will be issued within 21 days of the final result being determined.

How Long Does the RPL Process Take?

While the RPL process is self-paced if you are using a voucher supplied by CSQ to pay for your RPL the entire process, including any gap training, **must be completed within 3 months**.

Please also be aware that qualifications and short courses are regularly updated and as such may no longer be available if the RPL process is prolonged. Additional evidence collection and fees and charges may apply.

What are the costs?

If you are using a voucher there will be no payment required for the RPL process. If you have used a voucher and require gap training, up to 6 “units of competency” may also be funded by CSQ; **the value of this training may be as high as \$2400.**

If the qualification you require is not eligible for a voucher an up front fee of \$1000 for each Certificate III qualification will apply. In this instance if you need to undertake ‘gap training’ to complete your qualification an additional fee will apply. This fee will vary depending on the training required.

NB - The conditions of CSTC’s Refund Policy apply to all RPLs – please refer to this policy for further information.

Any licensing fees associated with the completion of an RPL are additional to the fees and charges paid to CSTC.

Further Information & Assistance

For applicants requiring further information regarding CSTC’s RPL process or assistance to complete the RPL Assessee Kit please contact our CSTC office on 07 3373 8888.



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