1. Browse through the list of CLET qualifications available and consider which ones are best matched to your employment experience.

2. Submit a request for assessment form through the website.

3. Send through your evidence in support of the RPL assessment. This should be all documentation you have that demonstrates your employment experience or previous study.

4. CLET trainers and assessors will start the assessment process and advise if you may be eligible via full or partial RPL.

5. You can advise CLET of which qualifications you may wish to proceed to final assessment on.

6. CLET trainers and assessors will conduct further assessment against the selected qualifications using the evidence you have provided. We may require further evidence, or to speak with you.

7. Once the assessment is complete, you will be notified in writing of the outcome. The assessment outcomes may reflect any of the following:
   - Full RPL for one or more qualifications
   - Partial RPL for one or more qualifications with further information/evidence required
   - Partial RPL for one or more qualifications with further competency testing required
   - Partial RPL for one or more qualifications with recommended study options
   - No RPL for any qualifications with recommended study options

8. Depending upon the outcome of the RPL assessment, you may then have the following options:
   - Proceed to the award of one or more qualifications if you have full RPL*.
   - Provide further evidence or undertake further assessment or competency testing if required*
   - Commence a study pathway*
   - Do not proceed any further

*fees payable for these options
RPL is provided by CLET to ensure individuals with employment experience do not have to relearn existing skills and knowledge.

This is done through a comprehensive assessment process that provides the opportunity to potentially convert knowledge and practical application of skills to nationally recognised qualifications. This allows individuals to move between employment sectors with qualifications that are recognised and ensures ongoing competitiveness in the marketplace between all age groups.

As an RTO, CLET prides itself on providing a streamlined and user-friendly RPL process that steps individuals from a number of unique employment areas through a comprehensive assessment that helps confirm whether their skills and experience can be converted to any number of a large range of nationally recognised qualifications. CLET works together with the individual to formulate the overall picture of their employment experience for assessment against qualification criteria.

You may be surprised at the hidden skills you have gathered over the years without even realising. Let us help you reach your full potential in the employment market today.

The RPL assessment process is OBLIGATION-FREE, which means we ‘DO NOT CHARGE’ any fees for your application to be assessed. To help you understand how the RPL assessment process applies to you, select the area/s below where you have achieved your workplace knowledge, skills and experience.
CLET has qualified trainers and assessors forming the dedicated Assessment Team and convene regularly to conduct initial and final RPL assessments.

The team has a wealth of experience across all vocational sectors, are current with their industry and hold qualifications equivalent or higher than those they are assessing against. They understand the experience you have and can help you gather and provide the correct evidence. The relevant trainer and assessor will speak directly with each individual to support them through the RPL assessment process.

CLET provides Recognition of Prior Learning towards our qualifications for employment and life experience, formal education and volunteer work.

- Policing
- Military
- Health Sector
- Public Sector
- Private Sector
- Legal
- Mining
- Fire Fighter
- Paramedic

RPL ASSESSMENT FORM