



Recognition of Prior Learning

Growing Careers

Australian and New Zealand
Institute of Insurance and Finance

RTO 3596





Established more than 130 years ago, ANZIIF is the leading membership, education, training and professional development organisation for insurance and finance in the Asia-Pacific region.

Learning and professional development are vital to growing careers and to achieving ongoing success. Formal qualifications enhance professional credibility and develop skill sets which ultimately adds value to customers, by ensuring you can provide a seamless claims experience.

This philosophy is the essence of ANZIIF as we support our everchanging industry through education and professional development. Education is the key to improving your capability of being a proficient claims professional, while strengthening your professional standing.

We offer a variety of professional development options to suit all levels of experience. Invest in your education by undertaking an ANZIIF qualification and excel in your career.

Sincerely

A handwritten signature in black ink, which appears to read 'Katrina Shanks'.

Katrina Shanks
Chief Executive

Australian and New Zealand
Institute of Insurance and Finance

What is RPL?

Recognition of Prior Learning [RPL] is a process that allows an individual's relevant prior learning [such as employment, training, relevant volunteering and life experience] to be assessed for the attainment of an ANZIIF qualification.

RPL is a government-recognised qualification option in Australia and New Zealand delivered by Registered Training Organisations like ANZIIF. Under the education and training frameworks in these countries, RPL candidates can use prior learning to fulfil the requirements of a full or partial qualification. Partial qualifications can be completed via further study.

Competency requirements ensure that RPL candidates meet the same high standards of professionalism and skills as candidates who become qualified through the traditional education process.

What are the benefits of RPL?

1. Formal recognition of relevant previous experience
2. Industry recognition as a skilled professional
3. Opportunities for career advancement
4. ANZIIF membership benefits
5. ANZIIF post-nominals*

* For more information on ANZIIF post-nominals, please visit anziif.com/membership/membership-levels

Who can apply for RPL?

RPL is available to professionals who ideally have five or more years' experience in the insurance industry. Professionals who may opt for RPL include those who:

- Want to obtain a qualification to meet professional requirements
- Don't need to study what they already know.

How long does the RPL process take?

The RPL process is flexible to your work and personal life. The duration of the process of compiling evidence varies depending on the individual. On average, the majority of RPL candidates gather evidence over a period of three months.



How to Apply



1. Pre-application

1. Email rpl@anziif.com to enquire about RPL and provide the following:
 - a. ANZIIF Master ID
 - b. Nominate / advise what you are seeking (i.e. an ANZIIF qualification or Membership enquiry)
 - c. Detailed Curriculum Vitae (CV)
 - d. Current position description (PD)
 - e. Statement of Attainment/s*
 - f. Academic transcript/s*
 - g. Membership certificates from other insurance associations*

ANZIIF reviews the documents provided, determines if the applicant is suitable for RPL and advises the next steps in the process.

* If applicable



2. Application

1. Candidate completes the RPL application form, selects the competencies for RPL assessment and provides payment details.
2. Candidate is provided with the RPL kit for completion (including templates, competency descriptors). Compilation of the portfolio takes around three months.



3. Submission

1. Candidate submits the portfolio of evidence.
2. ANZIIF reviews the portfolio and may request further evidence, if not complete.



4. Assessment and results

1. ANZIIF conducts a formal assessment of the candidate's portfolio and interviews the candidate.
2. Candidate is advised of RPL outcome.
3. If a skill or development gap is identified, ANZIIF will recommend suitable training.
4. If successful, the qualification is issued.



Get Started

For more information, including your suitability for RPL and the price of assessment; visit anziif.com/rpl or call +61 (3) 9613 7200, New Zealand free call 0800 103 675.



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