



RECOGNITION OF PRIOR LEARNING APPLICATION KIT

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What Is RPL?

Recognition of Prior Learning (RPL) is a term that includes Recognition of Current Competencies (RCC) and Skills Recognition. All of these terms refer to the recognition of competencies that people currently have regardless of how, when or where they learned these things. The competencies may have been gained through any combination of formal or informal training and education, work experience or general life experience.

When RPL is undertaken and is successful it will impact on the duration of course or qualification being study and may affect any funding that is being provided for the program. Generally speaking the completion time for the course or qualification should be reduced. The amount of reduction will depend on how comprehensive and successful the RPL achievement is.

What Is Informal Study?

Informal study is where the training is not nationally accredited and is delivered outside a formal learning environment such as an education or training facility. The learning can include:

- training delivered within the workplace
- product training in the workplace by the manufacturer which covers specifications, installation, and/or use etc
- seminars, workshops or training events delivered by industry or professional associations or groups
- community training programs/courses.

What Is Formal Study?

Formal study occurs normally in accredited education and training facilities such as TAFE, Registered Training Organisations, and Universities etc. This study leads to nationally accredited results where qualifications or Statements of Attainment are awarded.

What Is A Unit Of Competency?

Qualifications are made up of a number of core and elective units of competency. Core units must be completed and electives are a group of units from a specified number are selected to complete the total number required.

Each unit is made up of elements. The elements are smaller chunks of the whole unit e.g. in Occupational Health & Safety the unit would be *Apply Principles of Occupational Health & Safety in the Work Environment*, an element of that unit would be *Follow Safe Work Practices*.

A unit of competency is an individual unit that identifies the industry standard of performance for knowledge and skills required for the job tasks associated with that unit in the workplace.

An individual unit of competency can be assessed and recognised.

Training Package information is available at www.ntis.gov.au

What Does “Competency” Mean?

Competency is when a person:

- can perform the specific tasks in the unit and required to do the job to a level that meets standard set by industry
- knows why the tasks need to be completed
- follows and understands the correct procedure/process to complete the task safely and efficiently
- uses the correct resources, safely and in the right manner to complete the task
- knows how to correct errors and mistakes
- knows that and can use the same skills across different work situations.

During an RPL assessment, the Assessor collects evidence to provide that the applicant:

- holds the necessary knowledge
- holds current knowledge and skills
- can apply that knowledge successfully in the workplace
- can perform tasks to the level set out in the industry standards.

To be assessed as “competent”, the Assessor will determine that the required skills, knowledge and attributes are at the level and standard required.

In order for an assessor to determine if a person is competent or not against standards of Australian Quality Framework nationally accredited courses and training packages the person needs to provide sufficient evidence.

Evidence may take a variety forms including but not limited to:

- Observation of practical tasks
- References from past employers
- Testimonials from clients
- Work samples – products of work that you have completed
- Presentations – you may be observed giving a presentation
- Documents – relevant qualifications, transcripts, project plans etc
- Video and/or audio taped evidence showing you completing tasks

What Is “Gap” Or “Bridging” Training?

On completion of the RPL assessment, the Assessor may decide that further training is required. This is known as ‘Gap’ or ‘Bridging’ training and the Assessor will discuss an individualised training plan.

PREPARING FOR RPL

Self Assessment for RPL

Self-assessment is where you investigate whether you have enough evidence to achieve RPL and create a personal portfolio of that evidence.

Examples of evidence you might provide are:

- Relevant course certificates, statements of attainment or statements of attendance for the training undertaken. If the training was not-accredited copies of the course information will need to also be provided.
- Samples of work. These can be photographs or videos, written documents or other.
- Letters from current or ex employers that provide confirmation of claims.
- Letters from clients that provide confirmation of claims.
** Please note that a letter that states 'this person worked for me and did a good job' will not be accepted. The letters need to address the units of the course or give a detailed indication of the work undertaken.
- An on-the-job assessment record.
- Performance Evaluation Report from current and/or previous workplace.
- A job description signed by the employer.
- Occupational licenses.
- Copies of completed assignments.

Please note that resume or curriculum vitae are not evidence. However, please enclose an up to date resume or CV (including paid and unpaid work, community involvement etc.), as it will provide the Assessor with a basis to conduct an interview.

The best evidence that can be submitted needs to be:

- **Current** – in other words does the evidence demonstrate the skills and knowledge required to meet current performance requirements of the unit;
- **Valid** – means does evidence relate directly to the unit of competency; does it demonstrate the relevant skills and knowledge for the unit and is it appropriate to the level required by the competency;
- **Authentic** – each piece of evidence can clearly be identified as your own work, dated and referenced; copies of documents, qualifications, references, licenses etc., certified documents; can your verbal and written claims be verified by a credible third party or supported by documented evidence;
- **Sufficient** – does the evidence include all the critical tasks and knowledge in the unit of competency, prove they have been performed over a period of time and in different situations and is there enough different forms of evidence.

In the case where the portfolio does not satisfy the requirements of competency for a unit, additional or supplementary evidence can be undertaken.

This type of evidence may include:

- An assessment review or interview;
- An oral or written questionnaire;
- Practical demonstration on or off-the-job.

Things To Be Considered

Being prepared will save time and make the RPL process less stressful and more fun. Things you should consider before applying for RPL are:

- Other information that will help at the interview i.e. be prepared to talk about job roles, work history, sports and hobbies, community involvement etc. If it isn't included in the resumé or CV then include it or make notes to bring to the interview.
- As only copies of evidence are being provided initially remember to bring original evidence to the interview so it can be sighted and the copies can be authenticated by the Assessor, as be true and correct copies.
- Ask work, sporting, community and other colleagues to help brainstorm possible evidence to provide.
- Does your current employer support your professional development and how will this impact on your RPL and study. What time will you have available and when.
- Would it be appropriate for the Assessor to contact current and previous workplaces to have skills validated?
- Consider other people who could confirm skill levels. If it is not appropriate for the Assessor to contact one or more current or previous employers, is there a direct supervisor within the past 18 months or so who would be able to validate skills, or community contacts or clients who can attest to skill level.
- Carefully consider and search out all and any certificates or statements of attainment or attendance that have been achieved/given.

What To Include In Your Application & Portfolio

This is a checklist of the THINGS you need to include when returning your application:

Section 1 – Application

- ☐ Completed Application Form;
- ☐ Application Fee;
- ☐ Resume or CV (remember this is not evidence)

Section 2 – Portfolio

- ☐ Completed Evidence Checklist.
- ☐ Contact names and details of people who the Assessor can contact to validate your skills.
- ☐ Copies of all of your evidence.
DO NOT include original evidence, as we do not guarantee the return of these documents.
- ☐ Each piece of evidence must have a notation on it which identifies the unit the evidence applies to, or, number each piece of evidence and attach a 'Contents' cover sheet that identifies the number, the name of the document and the unit it relates to.

Outcomes Of RPL

There are four possible outcomes from an RPL assessment:

1. A 'Statement of Attainment' for the units that you have been assessed as competent for. These may be used as credit toward gaining a full or other qualifications;
2. A full qualification is recognised;
3. 'Gap' or 'Bridging' training is determined for some or all of the units applied for or the qualification;
4. The evidence provided does not align correctly or sufficiently with the course requirements resulting in no formal recognition by the assessor.

What If The RPL Application Is Unsuccessful?

If the RPL Application is unsuccessful, a re-evaluation may be applied for.

If RPL is not granted after re-evaluation the decision can be formally appealed. The Assessor will assist you with the Appeals Process.

Fees & What They Include

The RPL Fee is \$100.00 per unit

The fee covers the initial application including:

- initial interview,
- assessment of evidence provided,
- advice/assistance in regards to additional evidence which may be required, and
- determination as to whether RPL is appropriate.

Please Note:

Your decision to proceed with an RPL application must occur no later than four weeks before course commencement. We recommend that if you do decide to apply for RPL, we suggest you begin the RPL process six to eight weeks before course commencement. This will allow sufficient time for RPL processes to commence and be finalized before course commencement. If unsuccessful you can then proceed to participate in any relevant pre-course work and course attendance.

If the RPL outcome is successful, you will still need to attend and participate in the upcoming scheduled course.

The application process may take longer than anticipated, in the event that you supply an incomplete RPL application submission. In these cases, the time taken to complete the RPL assessment may need to be extended and you will need to make arrangements to re-schedule your upcoming course.

If the Assessor determines that the evidence provided as well as the additional evidence which could be gathered is not sufficient or that the evidence does not align with the course requirements the Recognition is not achieved. The RPL Trainer will discuss and provide an RPL map identifying evidence gap areas and a forward a copy of your RPL result to the Trainer conducting the upcoming course. This will assist you with achieving gaps areas.

This service includes:

- Assessment of the RPL application,
- Additional evidence assessment such as practical demonstration, contacting employers etc, and
- If successful the provision of a Statement of Attainment.

How To Make Your Payment

MasterCard or Visa Card

Contact us on (08) 8408 8200 if you need to pay by EFT

Cash and Cheques are not accepted

Where To Submit Application or Get More Information

Mail or email RPL application including evidence and payment to:

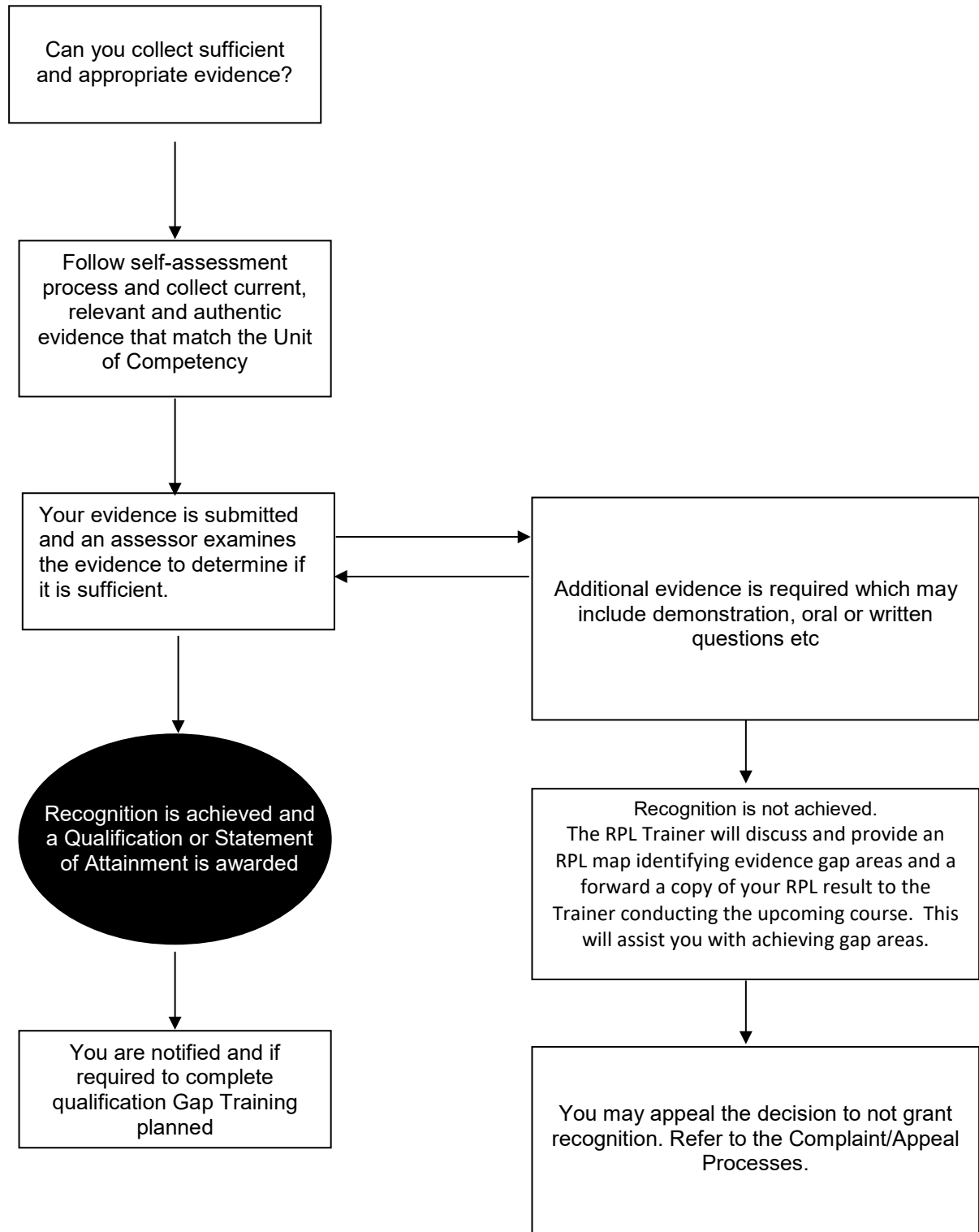
flec@crana.org.au

or

CRANApplus
Education Manager

PO Box 127
Prospect SA 5082

RECOGNITION STEPS



RECOGNITION OF PRIOR LEARNING - APPLICATION

1. PERSONAL DETAILS			
NAME			
ADDRESS			
SUBURB			POSTCODE:
PHONE NUMBER			MOBILE PHONE NO:
EMAIL			DATE OF BIRTH:
2. PARENT/GUARDIAN (If Applicant is less than 18 years of age)			
NAME			
ADDRESS			
SUBURB			POSTCODE:
PHONE NUMBER			EMAIL:
MOBILE PHONE NO.			FAX NO:
3. DETAILS OF QUALIFICATION / COURSE RPL IS TO BE APPLIED TO			
COURSE TITLE			COURSE CODE:
COMMENCEMENT DATE			COMPLETION DATE:
4. DETAILS OF UNIT(S) RPL IS BEING APPLIED FOR			
UNIT TITLE & CODE		ASSESSING OFFICER USE ONLY	
		APPROVED FOR RPL	SIGNATURE & COMMENTS
6. DECLARATION			
I declare that to the best of my knowledge the information supplied and the official academic records provided are complete true and accurate. I acknowledge that incomplete information may result in the application being returned to me.			
SIGNED:		DATED: / /	

RECOGNITION OF PRIOR LEARNING – APPLICATION (cont.)

7. OFFICE USE ONLY - ASSESSOR USE ONLY	
RECOMMENDATION(s)	ACTION
NAME:	NAME:
POSITION:	POSITION:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

RECOGNITION OF PRIOR LEARNING – APPLICATION (cont.)

Candidate Name:		Unit of Competence Title:			
RPL EVIDENCE GUIDE Description of Evidence	IS THE EVIDENCE				
	Valid	Sufficient	Current	Authentic	
Relevant course certificates, statements of attainment or statements of attendance					
Non-accredited courses - copies of the course information					
Samples of work - photographs or videos, written documents or other					
Letters from current or ex employers that provide confirmation of claims					
Letters from clients that provide confirmation of claims.					
An on-the-job assessment record					
Performance Evaluation report from current and/or previous workplace					
A job description signed by the employer					
Occupational licenses.					
Copies of completed assignments					
Other					

Please note: The RPL Trainer will also refer to the relevant Unit of Competency and the Unit Pre-Assessment Checklist of Understanding.