



GLOBAL MANAGEMENT

COLLEGE OF AUSTRALIA

RPL Assessment

Candidate Information

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What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

Why should you apply for RPL?

If you apply for RPL and your application is successful you could:

- Reduce or eliminate the need for any training in skills and knowledge you already have
- Save time by not needing to attend any or a reduced number of classes and completing unnecessary work
- Save money because you will not have to buy textbooks and other learning material
- Complete your qualification in a shorter time
- Advance to a higher level qualification in a shorter time if desired.

Understanding the Terms

It is important you understand the following term to assist you with your RPL application.

Competence

Competence is the demonstration of skills and knowledge gained through life and work experiences as well as any training you have successfully completed. These skills and knowledge are matched against a set of industry standards these standards are referred to as units of competency. The units are grouped together to form a specific industry qualification, within the Australian Qualifications Framework (AQF).

Each unit of competency is divided into elements, each elements is further broken down into performance criteria, also included in the unit of competency is a detailed description of the skills and knowledge you will need to be able to demonstrate.

Matching any evidence you have against each of the elements/performance criteria and skills and knowledge will help you to reach your qualification goals more quickly.

Preparing for your RPL Assessment

In order for your skills to be formally recognised as part of a national qualification, Assessors must make sure you (the candidate) have gained the required skills and knowledge to meet the industry standard as specified in the unit of competence.

You must be involved in the RPL process so all the experience, skills and knowledge you have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier for you.

1. Your Assessor will ask you to talk about your work roles and your employment history. Don't forget to bring a copy of your résumé. You might like to write down any work you have done in the past (paid or unpaid) and where this took place.
2. If you have certificates from any training courses you have completed in the past 2 years, bring along either certified copies or the originals to the interview with the Assessor and they can make a copy of them.
3. Bring along any other documentation you think would support your claim that you have done this work in the past over time. The following is a list of some of the documents you can provide as examples of your work history:
 - Brief CV
 - Certificates/results of assessment
 - Any licences
 - Tickets held, e.g. Forklift, crane
 - Photographs of work undertaken
 - Diaries/task sheets/job sheets/logbooks
 - Site training records
 - Site competencies held record
 - Membership of relevant professional associations
 - Hobbies/interests/special skills outside work
 - References/letters from previous employers/supervisors
 - Industry awards
 - Any other documentation to demonstrate your industry experience and support your claim for RPL.

Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process.

4. Think about who you would consider to be your workplace contact or referee. Is your employer happy to support your aim to become qualified? Would you feel comfortable if the Assessor contacted your current workplace or previous workplace/s to validate your skills and spoke to your supervisor/s or employer/s?
5. You will need to supply the contact details of work referees who can confirm your skills in the industry. Think about who the best person to confirm your skill level would be. Think about current or recent supervisors or employers who have observed your work and who would be able to confirm your previous work skills and experience. The Assessor will need to contact them.
6. You can speak with your Assessor about other ways you can show your skills for the trade or industry in which you are seeking recognition. These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentially issues – see below) or any other relevant documents.

Confidentiality of Evidence

When you are submitting your evidence for assessment it is important sensitive information is not included as part of your documentation You may need authorisation from your supervisor to use some of evidence, so it is always best to check the privacy and confidentiality policies of the organisation.

Client names should be blacked out or deleted and financial figures or other personal details should be blacked out and made unidentifiable.

Steps in RPL Assessment Process

Now you are ready to follow the four steps in the RPL process.

<p>Step 1</p> <p>Self-Evaluation</p>	<p>Before you apply for RPL decide on your current competence for one or several units of competency.</p> <p>Complete the candidate information and self-evaluation forms provided with as much information of your previous work experience as you can.</p> <p>You must be able to provide evidence against the elements, performance criteria and skills and knowledge for the relevant unit/s of competency you are applying for.</p> <p>It is not enough to simply state you possess the skills and knowledge required. You must be able to demonstrate competence.</p> <p>This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any.</p> <p>You will also need to supply the contact details of work referees who can confirm your skills in the industry.</p> <p>By asking your supervisor to complete their part of your self-evaluation, they will be providing valuable evidence confirming the work experience, skills and knowledge you have demonstrated in the performance of your work duties.</p> <p>You will also be provided with a list of suggested evidence you could use to demonstrate you are competent in a particular unit or units of competency. This list is a guide only. If you have other suitable evidence to support your claim for RPL then you are encouraged to share this with your Assessor.</p> <p>If you do not believe you have any suitable evidence, then you should discuss your options with your Assessor.</p> <p>Once you have completed the self-evaluation and made the decision you would like to continue with the RPL process, make an appointment for an interview and enrol for RPL.</p> <p>Note: <i>It is possible to gain RPL for an entire qualification.</i></p>
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<p>Step 2</p> <p>Enrolment and interview with the Assessor</p>	<p>An interview with an experience Assessor who understands your industry will be organised for you. The Assessor will review the information and supporting documentation you have provided and match up your skills to the units in the qualification.</p> <p>During your RPL interview, your Assessor will discuss with you your self-evaluation and any evidence you have provided.</p> <p>It is at this point you will be able to identify any previous work experience and discuss this with your Assessor.</p> <p>During this conversation, you will be required to answer questions relating to your work experience. This questioning forms part of the assessment, as it will identify your current knowledge and skills regarding the area of industry in which you are applying for recognition.</p> <p>At the completion of the interview the Assessor will decide whether you are able to proceed to the next step or whether you need to undergo further training.</p>
<p>Step 3</p> <p>Practical demonstration of your skills</p>	<p>Your Assessor will organise with you and your employer to conduct a practical skills test at your workplace (if appropriate) or other suitable location.</p> <p>This is your opportunity to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the qualification in which you are applying for recognition.</p> <p>Your Assessor will identify the skills they want you to demonstrate by asking you to complete certain tasks.</p>
<p>Step 4</p> <p>Provision of further supporting evidence</p>	<p>Your Assessor will confirm your previous work experience with someone (such as your supervisor or employer) who can confirm you are able to competently perform the skills and have done over a period of time.</p> <p>This means Assessor will contact the referees you have provided in the application.</p> <p>Your Assessor may request you ask your workplace contacts or previous employers to complete a Third Party Report. Authentication of these reports by the Assessor will be undertaken.</p>

After the Assessment

After the assessment, your Assessor clarify the unit/s of competency you have successfully completed. If you have applied for recognition of the full qualification you will be notified by the Assessor. If you do have skill gaps, these may be addressed through additional training.

If you have any questions during the RPL process, you should contact your Assessor.

Further training			
I have undertaken training courses in this area of work.	<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes', what training did you undertake? Include date training completed (month, year).			
Is there any further information you wish to give in support of your application?			

Professional referees (relevant to the work situation if not already listed on your résumé)	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	

Employment History Form

*(You may attach a current **résumé** in place of completing this section.)*

Name, address and phone number of employers	Period of employment (DD/MM/YYYY)		Position(s) held	Full-time Part-time Casual	Description of major duties
	From	To			
1.					
2.					
3.					
4.					

Note: Attach additional sheet if required.

Declaration

I declare the information contained in this application is true and correct and all documents supplied are genuine.

Candidate's Signature		Date	
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Third Party Report (Referee Testimonial)				
People nominated to verify your work are to complete the details below to validate your claims. Take photo copies of this page if you need more forms.				
Candidate's name				
Referee's name <i>(Name of person providing this evidence)</i>				
Position/title				
Workplace and address				
Telephone and email				
This report was completed:	Via interview by Assessor	<input type="checkbox"/>	Independently by referee	<input type="checkbox"/>
Interviewer: <i>(if applicable)</i>				
Date of interview				
Instructions	<i>As part of the assessment, the candidate requires confirmation from a third party (employer, supervisor or equivalent) to support the evidence supplied in this assessment. This third party report will be used to validate the candidate's skills and experience.</i>			

To whom it may concern:

Re: _____ who is a _____
 (Insert candidate's name) (Insert industry/job title)

I certify that the above person has worked at

 (Insert name of workplace)

For a period of _____
 (Insert length of time in months / years)

During this time they have regularly completed the activities associated with the units listed above.

The candidate has worked to an acceptable industry standard within this organisation. I have referred to the units listed above and confirm the performance criteria on www.training.gov.au

Testimony	Yes	No
I understand the evidence and the tasks the candidate has performed on which I am required to comment.	<input type="checkbox"/>	<input type="checkbox"/>
I am willing to be contacted if further verification of my statements is required.	<input type="checkbox"/>	<input type="checkbox"/>

If you would like further information or would like to discuss any of the above, I can be contacted on

 (Insert phone number)

Yours sincerely,

 Signature

 Date

Supporting Documentation

The following table provides a guide of additional evidence sources to support your claim for Recognition of Prior Learning. If you have other evidence you are encouraged to provide this to your Assessor.

If you do not have all this evidence you are not excluded from applying for recognition and you should discuss options with your Assessor.

If you are providing documents as evidence then it is a good idea to number each document for easy identification.

Place the number of the relevant document against the evidence listed below.

Candidate's Name: _____	Date: _____
Required documentary evidence <i>(The Assessor will provide guidance on the evidence required to support the unit(s) of competence)</i>	Document Number
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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Candidate's Name: _____	Date: _____
Required documentary evidence <i>(The Assessor will provide guidance on the evidence required to support the unit(s) of competence)</i>	Document Number

Additional evidence provided:	Document Number

