

RPL Information Kit and Application

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ABC Licence Training Pty Ltd



Version Control and Document History

Date	Summary of Modifications	Version
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21 August 2022	Addition to document – Assessor Evaluation	2.0

Date	Approved By	Signature
15 October 2021	Susan Devlin – General Manager	
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Stage 1

Definition of recognition of prior learning

Recognition of Prior Learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

What are the benefits of RPL?

- You will be recognised for what you already know and may complete training in a shorter period of time and reduce the cost of fees
- You don't have to undertake training where you can prove you already have the skills and knowledge to competently perform the tasks
- The units of competency you gain through recognition of prior learning has the same value as those gained through normal course structure at Mercury Institute of Victoria
- You will have the opportunity to get your current skills and knowledge formally recognised.

Tips and hints to help you prepare for recognition

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or write down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from industry you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need

to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.

5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in the business industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

Recognition of Prior Learning (RPL) Pathways:

Competencies already held by individuals can be formally assessed against the units of competency, and should be recognised regardless of how, when or where they were achieved. In an RPL pathway, the candidate provides current, quality evidence of their competence against the relevant unit of competency.

This process may be directed by the candidate and verified by the assessor, such as in the compilation of portfolios; or directed by the assessor, such as through observation of workplace performance and skills application, and oral and/or written assessment. Where the outcomes of this process indicate that the candidate is competent, structured training is not required.

The RPL pathway is likely to be most appropriate in the following scenarios:

- Candidates enrolling into units of competency who want RPL or RCC
- Existing workers
- Individuals with overseas qualifications/ units of competency
- Recent migrants with established work histories
- People returning to the workplace
- People with disabilities or injuries requiring a change in career.

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. At ABC First Aid we use the assessment tools for each unit as our RPL tool. How this works is you will fill in the required RPL form and then attach any evidence to support your application. Once this has been reviewed by a qualified trainer and assessor if there is sufficient evidence to show you have acquired the skills and knowledge you will require to sit the formal RPL assessment using our assessment tools for each unit you wish to RPL in. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

- Authentic (the candidate's own work)
- Valid (directly related to the current version of the relevant endorsed unit of competency)
- Reliable (shows that the candidate consistently meets the endorsed unit of competency)
- Current (reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency)
- Sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

RPL Evidence Requirements

The assessor judgment is made on evidence provided by the candidate of the skills and knowledge that they have previously obtained through formal or informal learning in their work, study, life and other experience, and that they are currently using in their workplace. Evidence is information which, when matched against the elements and performance criteria of a unit of competency, provides proof of competence. In most cases ABC will get you to complete the assessment only and not sit the learning to prove prior knowledge and skills

Evidence can take many forms and can be gathered from a number of sources, including:

Direct evidence

This is **work produced** by the candidate, which might include:

- Correspondence the candidate has written (letter, faxes, emails)
- Completed in-housework programs (for e.g. documented delivery of in-house training)
- Folders or records the candidate has maintained
- Plans or schedules the candidate has created and maintained.

Direct evidence is anything that the candidate has produced themselves for which they have been primarily responsible. The candidate will need to consider providing various examples of evidence that they have produced over a period. It is important to obtain verification that the evidence submitted is their own. The assessor may contact the candidate's supervisor to check validation.

Indirect evidence

This is **information about** the candidate, which might include:

- Certificates/statements of results the candidate has completed

- Minutes of meetings that contain information that the candidate has participated in or performed duties at
- Position description
- Performance appraisals
- Letters of appreciation from clients or work colleagues
- Reference from previous employees
- Workplace awards, prizes, certificates
- Photographs/recordings of activities the candidate has undertaken
- Reports from supervisors who have witnessed specific activities the candidate has undertaken.

Personal statements

Statements from the candidate's managers, supervisors, previous employers, customers and colleagues, can be included in the evidence portfolio to support the RPL claim. These are not references from previous employers, but statements of information that are relevant to an element and performance criteria for the unit of competency. Any personal statements included as evidence must include the following:

- A brief description of the situations and/or circumstances in which the candidate carried out the activity/work
- Details of the activity/work
- Explanation of the planning and factors that contributed to the outcomes of the activities/work, for e.g., how, why, when and the outcome.

How much evidence does the candidate need?

When the assessors are assessing the portfolio of evidence, they will be looking for the quality of evidence submitted. The quality of evidence submitted would be more important than the quantity of evidence that the candidate provides. Evidence must be relevant to the unit of competency. The candidate will need to demonstrate that they have the required skills and knowledge that meets the standards identified in the performance criteria for the unit. The candidate must consider that the evidence submitted demonstrates their competency through various examples.

RPL Assessment Process

The assessor will review the candidate's application and evidence portfolio. This is to ensure that the evidence is sufficient to match all the elements of competency. He/she will meet with the candidate to discuss the evidence, ask questions, and identify any elements requiring GAP training or further information. This meeting forms part of a competency conversation. In most cases ABC First Aid will get

you to complete the assessment without doing the learning to show you have the previous knowledge and skills to be RPL.

Enrolment Details				
Which units do you wish to enrol in?				
Personal Details				
Surname:		Title: Mr./Mrs./Miss/Ms./Dr.	Date of birth:	/ /
First name:		Middle name/s:		
Home address:				
			Postcode:	
Postal address: (if different from above)				
			Postcode:	
Home phone:	()	Work:	()	
Mobile:		Email:		
General Information				
1. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other			
2. Are you a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Employment				
1. Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

If yes, is your main occupation related to the units in which you are seeking RPL?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the name of your employer?				
2. If no to question 1 above, do you have a workplace where you will be able to be assessed on the job for the units of competency in which you are seeking RPL?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide details of the workplace.				
Further Training				
Have you undertaken any full qualifications or units of competency related to the occupation of which you are seeking recognition?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, training completion date (month, year):		Country:		
Name of course and institution (if applicable):				
Professional Referees (who have acted in senior capacity to you and can verify your skills)				
1. Name				
Position:		Organisation:		
Relationship to you:				
Phone number:		Mobile:		
Email address:				
2. Name				
Position:		Organisation:		
Relationship to you:				
Phone number:		Mobile:		
Email address:				

Previous Employment History (attach additional sheet if required, or attach CV with these details included)					
Name, address and phone numbers of employers	Period of employment (DD/MM/YYYY)		Position held	FT/PT/Cas	Description of major duties
	From	To			
1.					
2.					
3.					
4.					

Evidence for RPL Application (you are required to include evidence to support your RPL application)	
Document description	Included?
Your current and detailed CV	<input type="checkbox"/>
Copies of Certificates of any formal and informal training you have participated in.	<input type="checkbox"/>
Current and previous (within the last 5 years) position descriptions and performance reviews (if available).	<input type="checkbox"/>
Copies of qualifications/statements of attainment you have completed.	<input type="checkbox"/>
Any letters of support from employers or industry contacts (if available).	<input type="checkbox"/>
Contact details of at least 2 professional referees who have acted in a senior capacity to you in the workplace and who can verify your competency (as above).	<input type="checkbox"/>
Qualification Summary	<input type="checkbox"/>
Self-Assessment Checklists	For how many units?

Candidate Declaration			
I declare that the information contained in this application is true and correct and that all documents are genuine.			
Candidate signature:		Date:	/ /
Printed name:			

PLEASE RETURN YOUR RPL APPLICATION AND SUPPORT DOCUMENTS TO:

admin@abcfirstaid.com.au

ASSESSOR EVALUATION (candidates please leave blank)			
Document description			S/NYS
Your current and detailed CV			
Copies of Certificates of any formal and informal training you have participated in.			
Current and previous (within the last 5 years) position descriptions and performance reviews (if available).			
Copies of qualifications/statements of attainment you have completed.			
Any letters of support from employers or industry contacts (if available).			
Contact details of at least 2 professional referees who have acted in a senior capacity to you in the workplace and who can verify your competency (as above).			
Qualification Summary			
Self-Assessment Checklists			For how many units?
Note any other evidence provided prior or during RPL session (must include competency conversation notes – additional notes can be attached separately):			
Declaration			
I declare that the information contained in this application is true and correct and that all documents are genuine.			
Assessment Result	COMPETENT <input type="checkbox"/>		NOT YET COMPETENT <input type="checkbox"/>
Assessor signature:		Date:	/ /
Printed name:			