

Recognition of Prior Learning Application Kit

What is RPL?

(Recognition of Prior Learning) RPL is a form of assessment that acknowledges skills and knowledge gained through:

- Formal training conducted by industry or education
- Work experience
- Life experience

The main principle of RPL focuses on the outcomes rather than when or where the learning occurred. Evidence of competency is collected by the applicant and submitted to the nominated assessor and assessment is made based on the required industry standard within the relevant training package unit of competency.

RPL

Tech Skills Australia management is committed to providing up to date and relevant RPL information to all students during enrolment and whilst enrolled. The Tech Skill Australia staff will provide support and guidance regarding RPL enquiries. All applicants for RPL will be provided with a copy of the relevant unit of competency and evidence requirements for the units being applied for.

Applicants who are able to provide satisfactory evidence that they have achieved the required unit of competency or competencies may progress through the course with an exemption for the RPL units.

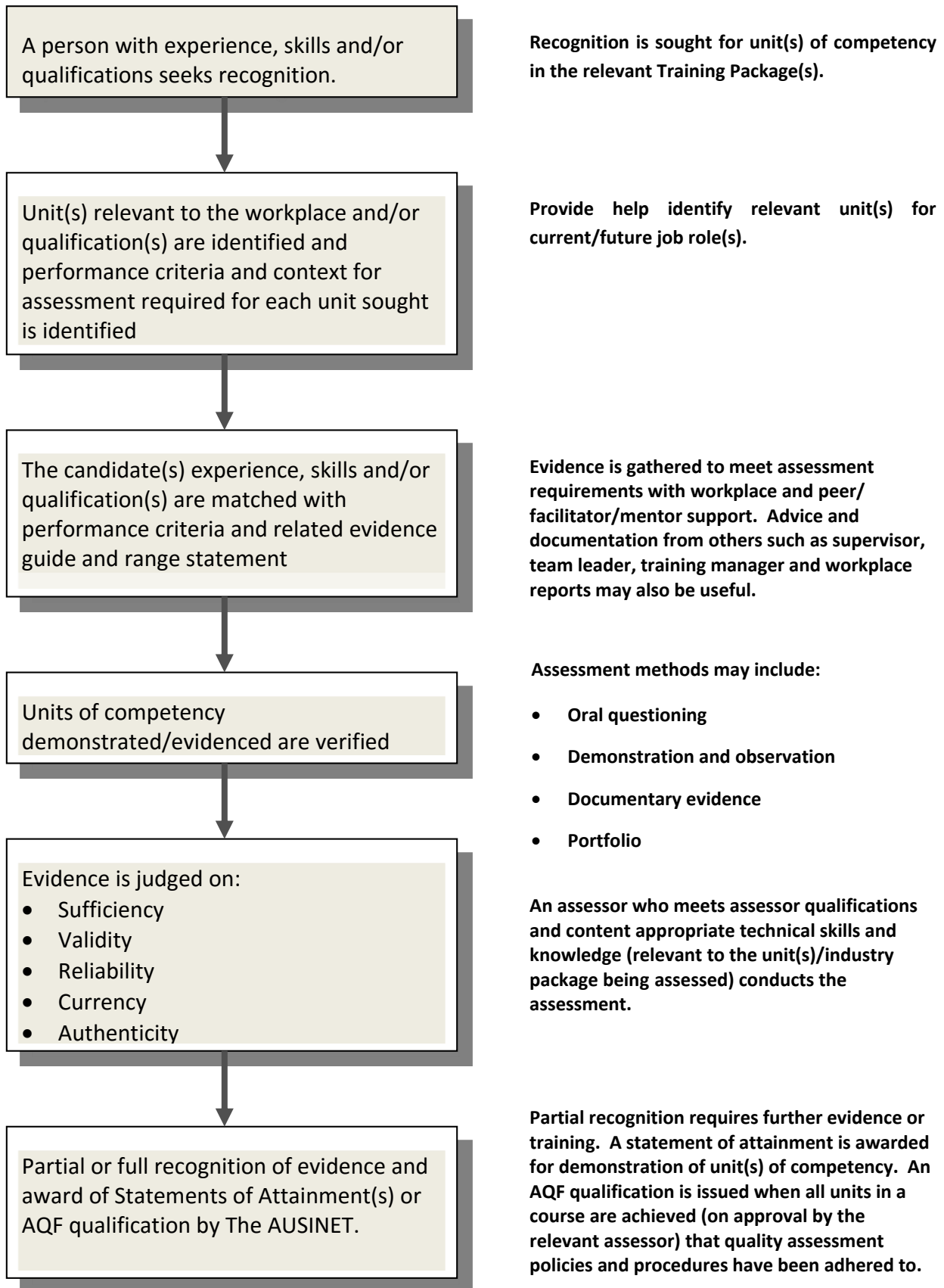
RPL Application Procedures (Please read through the contents of this application pack)

- Students must first fill in an RPL application form and return to the Tech Skills Australia reception with the required RPL Fee.
- On receipt of a completed RPL application form the TECH SKILLS AUSTRALIA Administration will issue a receipt for the RPL fee (please call our offices for this information) and provide the student with an RPL Evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant.
- Training Staff will monitor the student's progress in order to provide ongoing advice or assistance in the collection of competency evidence.

- Once a student has completed the collection of their competency evidence they should submit the RPL evidence to the TECH SKILLS AUSTRALIA administration for assessment.

- Should insufficient evidence be provided further guidance may be provided by training staff or a scheduled assessment event may be negotiated where observation of the competency in a number of contexts may be conducted.
- All competency decisions shall be recorded with assessment advice and or statements of attainment or qualifications being issued as soon as practicable.

Explanation



Recognition of Prior Learning (RPL) Application Form	
Date	
Name	
Address	
Phone No	
List units applied for (List)	
Qualification applied for	
List types of evidence supplied (see evidence examples below)	

Payment included	
Office Use Only	
Invoice / Receipt Sent Date	

Types of Evidence

Certifications	Industry workshop certificates of completion or attendance
Direct demonstration/observation	Performance of a task, or range of tasks, either in the workplace or in a simulated work environment, witnessed directly by an assessor
Indirect demonstration	Use of photographs, videos, etc. showing performance of a task when the assessor cannot be present
Products	Models, items, objects that have been made, fixed or repaired by the candidate
Workplace documents	Rosters, budgets, reports, standard operating procedures etc. developed by the candidate
Questions - written and oral	Asking the candidate about real or hypothetical situations to check understanding, task management and contingency management skills.
Assignments	Projects, reports, essays, etc. relevant to the LLN requirements of the unit of competency
Third party reports	Documented and verified reports from supervisor, colleague, subject expert, trainer or others
Self-assessment	A candidate's personal statement on their performance (not generally sufficient in isolation)
Simulation	Simulated activity to accommodate difficult to demonstrate criteria e.g. emergencies, contingencies, difficult behaviours etc.
Portfolios	Collections of evidence compiled by the candidate

Please read through the evidence guide provided above to ensure that you are aware of the suggested types of evidence that relate to each element and performance criteria.

If you have any questions please make contact with the appropriate staff member at your earliest opportunity

Unit Code	Unit Name	Key Areas Covered	Additional Evidence

Evidence of Knowledge Submitted – please include copies of supporting documents in your RPL Portfolio for further assessment.

Educational Qualifications that may relate to the learning outcomes of the course

Institution	Course	Subject	Year/s

If you started tertiary education but did not complete it, please include the following details in your RPL portfolio:

How much of the course did you complete? _____

What subjects did you complete? _____

Why did you leave? _____

Work experience that may relate to the learning outcomes of the course – Past/Present work

Note: it is not necessary to complete this section if your RPL is supported by formal training as noted above.

Present Employer

Current Position

Duties

Life Experience/Hobbies that may relate to the learning outcomes of the course

Outline any other activities that you have done that may give you skills and knowledge which may be relevant to the course.

Please be advised that your evidence provided will be assessed against the following rules of evidence.

Valid	The evidence has a relationship to the unit competency. The evidence relates to the four dimensions of competency The evidence addresses key competencies / employability skills
Sufficient	The evidence addresses the full range of performance criteria. The evidence demonstrates competency over a period of time. The evidence shows competency in different contexts
Current	The evidence demonstrates that the candidate can apply the competency to current work
Authentic	The evidence is the candidate's own work The documents – qualifications, references and licences - presented by the candidate are verifiable

Evidence Review

OFFICE USE ONLY

The assessor completes this table during the assessment to record the evidence collected.

Has the assessor verified the accuracy of the Applicant’s current qualifications and licenses? YES/NO
If No why?
Has the accuracy of the Applicant’s current CV or work experience been verified? YES/NO
If No why?
Has the work place reference/qualified person been contacted? YES/NO
If No why?
Have they verified the participant’s skills and competency? YES/NO
If No why?
The applicant fulfils the requirements for the following Units of Competency: YES/NO
If No why?
The applicant fulfils the requirements for the following Qualification: YES/NO
If No why?

Assessors Name: _____

Signature: _____

Date: _____