



**Batchelor
Institute**



**RECOGNITION OF PRIOR LEARNING (RPL)
APPLICANT'S GUIDE**

Guideline Ref G1



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Institute**

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Modification history

Version	Date	Author/reviewer	Details of modifications
1	30/6/2017	Paul Rousham	Complete review by Quality Assurance

RPL at BIITE

Welcome to the RPL Guide. The RPL process requires you to be actively involved and join in the steps to undertake the RPL assessment process.

The Applicant's RPL Guide explains the RPL process and what you need to do to collect the required evidence. Keep this Guide as you undertake the RPL process. It will help you collect essential information about your skills, knowledge and experience that you will need to demonstrate as part of the RPL process.

At the end of this document, a Glossary explains the meanings of many of the words, abbreviations and phrases related to RPL.

RPL Fees

Your RPL Application may incur assessment fees. We strongly recommend that you establish with the RPL Officer, before commencing your RPL Application, if there will be fees charged for your application. If you accept any fees that will be charged, you will be required to pay those fees **before** the assessor commences the assessment process.

Overview of the stages for the RPL Process



What is RPL?

Recognition of prior learning (RPL) involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. RPL assesses this unrecognised learning against the requirements of a qualification. RPL encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. Your assessor will also consider if these can be recognised towards the qualification.

Tips and hints to help you prepare to get your skills recognised

To have skills formally recognised in the national training 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 considered process that covers the content of all unit/s or qualification/s you can be recognised for. Assessment happens in a variety of ways. Being prepared can save you valuable time and make the recognition process stress-free for you.

Here are some tips and hints for you:

- Be prepared to talk about your job roles and your work history. Each unit that you are seeking RPL for will have a list of guiding questions to help prepare you for the interview. We encourage you to make some notes and take these into the interview with you.
- You will need to submit your curriculum vitae (CV) or resume to your assessor. Your CV should contain information about where you have worked, either paid or unpaid and what you did there.
- Bring your position description and any performance appraisals you have from any offices/businesses you have worked in.
- Consider the possibilities of having a workplace mentor work with you. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable with the assessor contacting your workplace or previous workplaces so your skills can be validated?
- 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 skill level.
- Collect any certificates from in-house training or formal training you have done in the past.
- Think about the workplace documents that you either produce, process or check. Maybe they can be used to demonstrate your skill level. A Commissioner of Oaths, a Justice of the Peace or a Police Officer, must certify all certificates and results of assessments that you submit. The following list is an example of what you may be able to supply to the assessor (be careful about confidentiality and privacy issues):

General Employment Documents

- brief CV or work history
- position descriptions
- certificates/results of assessment
- details of in-house courses, workshops, seminars, orientation or induction sessions
- references/letters from previous employers/supervisor

Does RPL have the same requirements as other assessment?

Yes. The assessment process has the same requirements as any other assessment. The type of evidence you require for RPL may vary from that required when undertaking a course, but basically RPL is an assessment like any other assessment.

RPL enquiry and the RPL Officer

When you contact Batchelor Institute to ask about RPL, you will be transferred to the RPL Officer who operates within the Quality Assurance Branch. The RPL Officer will discuss with you the RPL process. If you wish to proceed the RPL Officer will help you through the RPL process. They will:

- go through this booklet and explain anything you don't understand or are unsure about
- ask you questions that will make it easier for you to talk about your experiences and skills that may be relevant to the qualification (course) you would like to enrol in
- help you to collect your evidence, including organizing your first meeting with your delegated assessor.

What is the role of the RPL Assessor?

The RPL Assessor is a Trainer and Assessor with vocational (industry) and Training Qualifications. They will:

- assess all the evidence that you have supplied, together with the 'competency interview' and any 'observation demonstrations' you performed
- make the recommendation as to whether or not you hold the required skills and knowledge, based on the requirements of the Training Package.

What is expected of you

1. With some qualifications you may be asked to complete a Self-Assessment Questionnaire relating to the qualification you are seeking. In completing the questionnaire, consider how often you perform the various tasks and the opportunity to provide evidence. There may be instances where you may have little or no documentary information of industry experience. This is not a barrier to gaining recognition.

There are other ways to prove that you can successfully perform the various tasks. For example, the assessor will rely on other staff such as your supervisor to confirm that you can perform the tasks. There is also questioning and observations that your RPL assessor can do as well.

The completion of the Self-Assessment Questionnaire will provide you an overview of where your strengths are, relating to your skills and knowledge. This is an important start in the RPL

process. If there are areas that you are not strong in, your assessor will suggest that the unit/s be undertaken in a formal way, i.e. either in a classroom/workshop or online.

2. Meet with your assessor at a mutually convenient time to orientate you into the RPL process. The assessor may at this time decide to conduct the competency interview; alternatively, the assessor will arrange a time and place for the interview at a later date.

In the competency interview, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience. You may be required to answer industry related questions to identify your current skills.

3. Contact your current or recent supervisor/s who have seen you work in the past 18 months and who will be able to confirm your skills and ask them if they would be prepared to sign a report.

4. Begin to collate your documents, or ask the RPL Officer for assistance to do so, that demonstrate that you can perform the various tasks for the units for which you are applying for RPL. Your RPL assessor will be able to give you more guidance on this when you meet with him or her. The documents that you submit to your RPL assessor need to be recorded in your RPL Supporting Document Checklist, which you can find on page....

In some situations, it is not possible to supply documents from the workplace due to privacy concerns. In these situations your RPL assessor will sign the RPL Supporting Document Checklist to confirm that he or she has sighted the confidential documents. When you submit your documentation to your assessor, remember to complete a declaration confirming the work that you submit is entirely yours, except where you have made mention it belongs to someone else.

Workplace support

If you are working and the work is related to the skills and knowledge you are seeking RPL for, then it is important that you discuss your RPL application with your workplace employer and/or supervisor.

If you are able to get support from your workplace with your RPL, then the RPL Officers can talk to your workplace employer or supervisor to help verify your skills and knowledge, and to assist with workplace assessment and assessor visits.

Your supervisor or qualified peer needs to identify a staff member who has observed your work, ideally this person should also hold higher qualifications, however, if they are experienced the assessor may accept their observation comments. The Supervisor or peer should complete the Third Party Report (Form 3), which is on page.....verifying that your job role matches the requirements of the units of competency. They will also need to verify that any evidence provided is your own work.

Evidence Gathering

What is evidence?

Evidence refers to anything that can be used to confirm or demonstrate your competence in the subject you are seeking RPL for. Your Assessor depends on evidence to enable him/her to make a judgement of competence.

Gathering your evidence means documenting your evidence and mapping it to the relevant units. If you require assistance for mapping advise the RPL Officer.

This guide gives you the details about collecting the evidence and demonstrating your competence. Please read this carefully and contact and RPL Officer if you have any questions

There are three ways that you can provide evidence for your application. These are:

- **RPL Portfolio of evidence:**
- **RPL Competency interview:**
- **Demonstrating your skills to the assessor.**

Examples of evidence

Training

Evidence of courses or training completed in or outside work:

- **Formal training:** Certificates, diplomas or degrees, diplomas or certified transcripts of grades and subjects/courses undertaken (statements of attainment).
- **Informal Training:** Certificates of course attendance.

All qualifications must have been conducted within Australia or verified as equivalent by the appropriate government agency within one of Australia's states or Territories.

Licences or tickets

First Aid, forklift license, heavy vehicle driving licenses, and Site competencies (could include Yellow card (Elevated Work Platform), Mine Inductions, White Card (Construction Induction), Restricted Electrical License Training etc.

Workshop, conference or training programs

Certificates of attendance/participation, handouts etc. that confirm attendance as a participant, or role as a facilitator.

Workplace documents

- Resumes listing work history, key responsibilities, current skills, and other relevant experience, as well as referees: contact details of colleagues, clients or community representatives who are willing to be contacted to verify the applicant's information
- Position descriptions (job specifications)
- Job-related references
- Feedback or letters of appreciation from clients, business partners or employers
- Logbooks, attendance records, completed worksheets (task-sheets, job-sheets, rosters)
- Portfolios or e-portfolios, reports

- Posters, flyers, memos
- Industry or merit awards, citations
- Employment contracts which detail job specifications
- Performance development (appraisal) plans
- Career plans
- Project or work activity reports: photographs or audio-visual recordings of activities conducted.
- Media articles about the applicant in the workplace, or the projects or in the teams which provides evidence of skills.
- Journals or diaries, work notes, emails or correspondence written by the applicant
- Minutes of meetings relating to applicants duties,
- Mentoring plans

Other documentary evidence

- Relevant voluntary work: e.g. you may be a volunteer in a community-based Emergency Service.
- Relevant experiences in community organisations or professional bodies: e.g. you may have been a treasurer in an organisation, which demonstrates trust. Experience in coaching sports or other teams may provide evidence of the competencies required for line management or supervision roles.
- Membership of relevant professional associations or community groups

RPL Portfolio evidence contents:

1. Personal details form

2. Self-evaluation form for the core and elective units

Review the units that you think match your skills and experience, make a self-assessment and if applicable, ask your supervisor to complete as well.

3. RPL Third Party Report

Read the section about workplace support. This form is for referees or anyone verifying your skills and experience to complete.

4. Letter of Support template

This is for any organisation you have been employed by to complete. It provides a guide for what they need to include in their letter of support that will verify your skills and experience.

5. Supporting documentation checklist

- Complete this form for each unit of competence you are seeking RPL for. Number each piece of supporting evidence in the space provide on this form.
- Gather the evidence that will demonstrate your skills and experience. Some examples of evidence are listed on page 7 under 'Examples of evidence'.

Send all the above forms and evidence to the RPL officer. They will contact you when they have received these and make a time for an interview.

Competency interview with Assessor

In the interview, the Assessor will ask you questions about your RPL application. They will:

- record your responses and consider all the evidence you've provided. Sometimes they might audio record the conversation, rather than writing notes. If they do this, they must ask for your written permission.
- ask you in detail about the skills, knowledge and experiences you have described in Form 2 – the self-evaluation form.

More than one interview may be required. Each interview may focus on a unit of competency or a cluster of competencies.

At this interview, you will also discuss and plan for the next step in the RPL process – the demonstration and observation step. This may mean the assessor coming to your workplace, or setting up simulated (pretend) workplace, to observe you doing tasks.

Demonstration of competence

After the interview, if the Assessor thinks you have sufficient skills and knowledge for the units of competency you are asking for RPL, the next step may involve you having to demonstrate your skills either in your workplace or in a simulated workplace. The Assessor

- will need to ask permission from your workplace supervisor to enter your workplace.
- will design tasks that meet industry requirements, and discuss those tasks with you, for you to complete
- will list any resources needed for those tasks

You may also be able to provide video footage to support your RPL application.

Assessment and Resulting

Assessment decision

Once you have paid your fees (if applicable), you will be advised of the results of your RPL Application;

- Successful RPL submission:
 - if you have applied for RPL for the whole qualification then Batchelor Institute will issue you with a qualification
 - if you have applied a number of units in the qualification you are studying then you will be resulted against those units
 - if you have applied for a number of units and are not going to continue studying then you will be issued with a Statement of Attainment for each unit granted competency;
- Partly successful RPL submission:
 - if you have applied for RPL in a unit and the assessor has identified some gaps in your skills and/or knowledge, then you will be asked if you wish to receive further training and assessment to fill those gaps. Be aware there may be a fee for this;
- Unsuccessful RPL submission:
 - The RPL Officer will arrange a post-interview with the assessor to provide you with feedback and to answer any questions you may have.

Appealing an RPL assessment decision

If you have been unsuccessful or only partly successful in your RPL submission and you do not agree with the decision, or the assessment process, as per the VET Appeals Policy, you are able to appeal the decision by completing the Application to Appeal an Assessment Decision Form. The RPL officer will assist you with this process. An RPL panel will consider the evidence provided and the assessor's reports conducts appeals. You have 30 days from the time you are notified of an assessment decision to advise your intention to appeal any assessment decision.

Qualification/Industry in which you are seeking recognition

--

Personal details

Surname	
First name/s	

Current employment

Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes', in which occupation are you currently employed?	
What is your current job title?	
Who is your current employer?	
How long have you worked in this job approximately?	year/s month/s
Is this occupation in the same industry as the industry in which you are applying for recognition?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If 'yes', list some of the main tasks you perform as part of your work that you think are relevant to your RPL application.		

Note: If you have further recent industry experience relevant to your application, if it is covered in your Resume, please state below, if not please add this information below. If you run out of room you may attach another sheet.

Industry knowledge and skills

Rate your knowledge and skills against the qualification/industry relevant to your RPL application.			
Industry area: <i>(enter relevant industry)</i>	Yes	No	Possibly
I think my experience is of a high level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think I am skilled to do this job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to do the work tasks really well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can explain my experience and provide documentary evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken much of this work without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further training			
I have attended 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?			
<input type="checkbox"/> Resume <input type="checkbox"/> Job Description <input type="checkbox"/> Other Qualification/s from other RTOs (educational providers) <input type="checkbox"/> Statement/s of Attainment from other RTOs (educational providers) <input type="checkbox"/> Workplace Documents <input type="checkbox"/> Licences or tickets <input type="checkbox"/> Other			

Professional Referees *(relevant to 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	

Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	

Employment History *(if not already listed on your résumé)*

Name, address and phone number of employers	Period of employment		Position/s held	FT/PT Casual	Description of major duties
	From	To			

Attach additional sheet if required

Declaration

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

Applicant's signature		Date	
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Self-evaluation form – Core and elective units

RPL FORM 2

Applicant's name	Enter applicants name	Date completed		
Units of competency <i>(List units contained in the relevant cluster or skill set - populated from training.gov.au)</i>				
Unit code	Unit Title	Unit Descriptor		
Tasks <i>(populated from training.gov.au)</i>	I have performed these tasks			Evidence to support claim
	Often	Never	Sometimes	Doc No.
				Documentation provided <i>(Number and name the document from your supporting Document checklist you are providing for easy reference.)</i>

Supervisor's comments *(provide a comment on the applicant's ability to perform the above work task/s)*

Supervisor's name	Enter Supervisor's Name	Position	
Supervisor's signature		Organisation	
Applicant's signature		Date:	

RPL Third Party Report			
Unit code and title	Enter Unit Code / Name		
Applicant's name	Enter applicants name		
Position			
Organisation			
Supervisor's name	Enter Supervisor's Name		
Position/title			
Workplace			
Workplace address			
Telephone numbers			
Email address			
How long have you known the applicant?			
Instructions	We are seeking evidence of the applicant's ability and performance in the workplace based on this unit of competency. Do you believe the applicant has performed the tasks to the standards required? Please indicate and provide your comments below.		
Skills/knowledge <i>Populated from training.gov.au</i>	Task completed	Supervisor's Comments. Does the applicant perform the job to industry standards by demonstrating the following tasks	
Tasks	Yes	No	
1.			
2.			
3.			
4.			
5.			
6.			

Feedback to the Applicant

Supervisor's signature

Date

Applicant's signature

Date

Assessors Comments

Date

Letter of Support template

RPL FORM 4

Date:enter the date.

To whom it may concern

I certify that *Enter applicants name* has worked at *workplace*.for a period of *length of time*.

They have regularly completed the following activities to an acceptable workplace/industry standard within this organisation. *Describe the activities.*

-
-

I understand the evidence/tasks the applicant has performed on which I am required to comment. Yes No

I am willing to be contacted if further verification of my statements is required.

Yes No

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

Yours sincerely

Signature:

Date:

Supporting documentation checklist

RPL FORM 5

Applicant's name: Enter applicants name	Date:			
Qualification code and name:	Relates to competency			
Document name	(Unit code)	(Unit code)	(Unit code)	(Unit code)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				