All Global Training
Your World-Our Training

Recognition of Prior Learning (RPL) Guide

IMPORTANT INFORMATION
PLEASE READ CAREFULLY

SECTION 1

Contact Details	
Telephone:	
Fax:	
Head Office Address:	

Welcome

Welcome to the Recognition of Prior Learning (RPL) Kit. You can use this kit if you think you have the appropriate competence (skills, knowledge and attitudes) contained within our courses. Having competence means "the ability to apply your knowledge and skills to perform your job or workplace tasks effectively."

RPL is a method that allows you to be assessed for the course or part of the course, without having to attend training.

This kit has two sections:

- Section 1 – Overview of RPL and using self-assessment (this document which you keep); and
- Section 2 – Submission template with self-assessment checklists. These will be different based on each course.

RPL Assessor Kit   <Logo>
Insert Qualification Code and Qualification Name

SECTION B

Candidate Information and Application Forms

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

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Section 1 – Overview for RPL

What is Recognition of Prior Learning or RPL?

As a candidate, you may already have the necessary skills or knowledge required to achieve some or all parts of the course. This may be because you:

- Are already effectively working in the area; and/or

- Have completed appropriate training; and/or

- Have gained relevant experience in a similar or different industry. For example, you may have gained valuable planning skills from working in the retail industry, such as project management skills, which are also relevant to this industry; and/or

- Have had other life experiences where relevant knowledge and skills were covered. For example, you may have experience in leading others in a sporting club that aligns with this course.

If you fit any of these situations you can apply for Recognition of Prior Learning (RPL). This means that you may be assessed as competent without having to do the training or parts of it.

What is the Purpose of this RPL Guide?

This Guide will help you to discover what parts of the course you can already do or know. This means you can work out your current level of competence by using the Self-Assessment Checklists (Section 2) provided with this Guide.
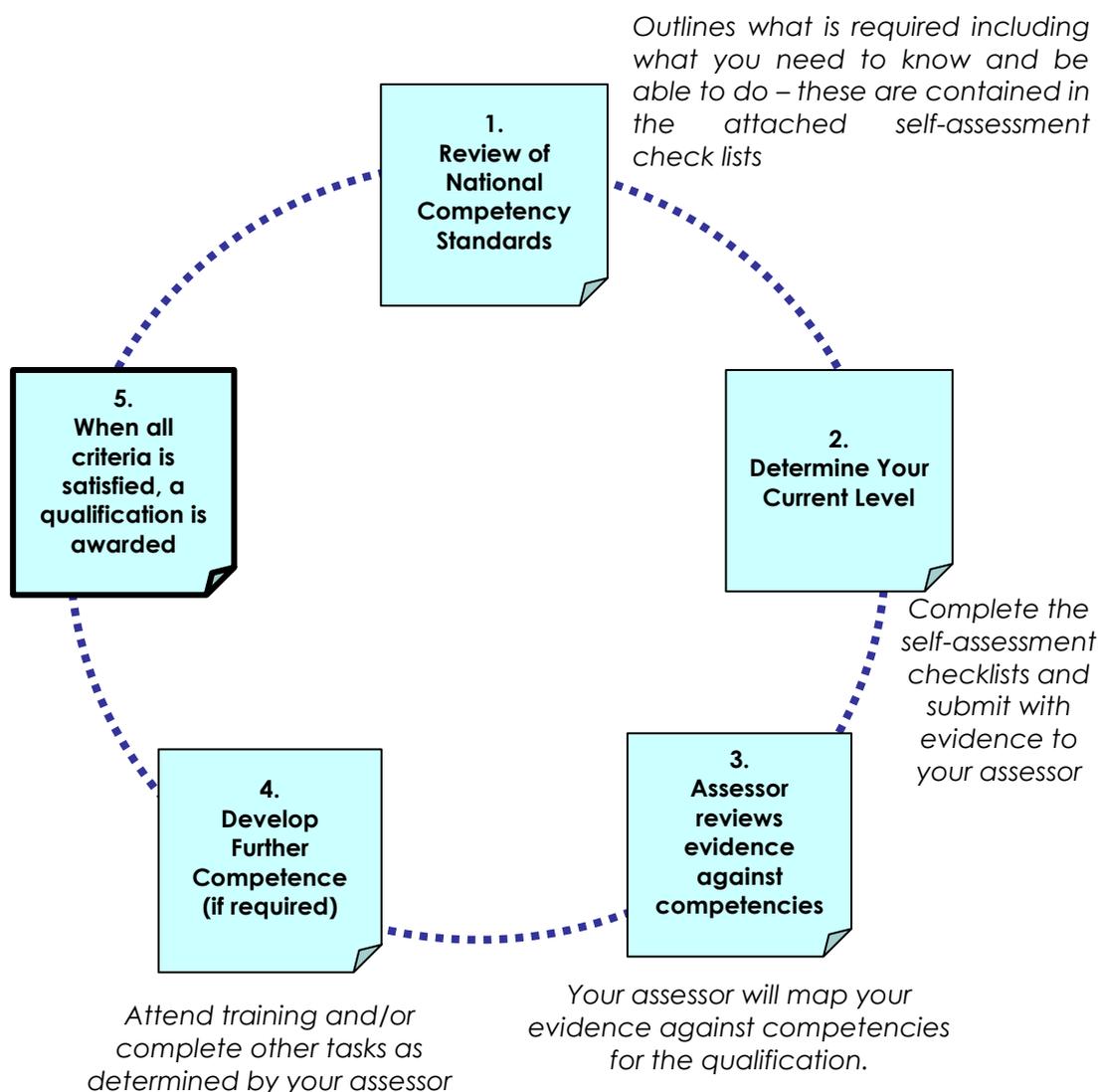
When you have completed the self-assessment you can:

- Decide if you are ready for formal assessment against all or some of the competency standards which make up the course; and/or

- Work out if you need training. This includes bridging training to top up your competence to meet the course objectives; and/or

- Identify exactly what areas of the course you are already competent.

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The Process for Determining Competence

The process for determining competence involves five distinct steps:

1. Review of National Competency Standards

Outlines what is required including what you need to know and be able to do – these are contained in the attached self-assessment check lists

2. Determine Your Current Level

Complete the self-assessment checklists and submit with evidence to your assessor

3. Assessor reviews evidence against competencies

Your assessor will map your evidence against competencies for the qualification.

4. Develop Further Competence (if required)

Attend training and/or complete other tasks as determined by your assessor

5. When all criteria is satisfied, a qualification is awarded

An assessor will make comparisons between your competency and the *National Competency Standards* that are based upon *evidence* of competency in the relevant Unit. This will lead to a national recognition of competency as a *Statement of Attainment*.

Based upon the evidence, which might also include a workplace demonstration for some areas, the assessor will determine if you are:

- Competent; or
- Not Yet Competent.

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If you are determined "competent", this means you have demonstrated skills and knowledge at the appropriate performance level for the unit of competency.

If you are determined "not yet competent" this means you require further training, or need to provide further evidence before competency can be recognised.
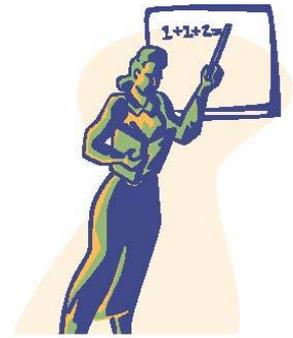
Outcomes of RPL
There are three possible outcomes of this RPL assessment:

1) The issue of a "Statement of Attainment" which outlines accredited competencies and/or modules recognised by the assessor. These may be used as credits toward gaining full or other courses; or

2) Identification of the need for "bridging" in a particular area or areas of a course; or

3) Inappropriate alignment against course requirements resulting in no formal recognition by the assessor.

Overview of the Australian Qualifications Framework (AQF)
The Australian Qualifications Framework (AQF) provides guidance as to the respective level of competence for a nationally recognised award.

The award level equates to the depth of competence demonstrated by the learner. For example, basic training commences at Certificates I and II whereas more complex tasks are addressed at Certificates III, IV or Diploma levels.

Usually Certificate I training involves the performance of basic tasks in a predictable workplace with little (if any) discretion exercised by the worker. Certificate II again involves a predictable work environment however there is the exercise of some discretion and higher competence than a Certificate I learner and so forth.

Further information about the AQF is available from the Australian Qualifications Framework website and the Department of Education and Training website:

- http://www.aqf.edu.au; or
- http://www.innovation.gov.au.

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Schools Sector	Vocational Education & Training	Higher Education Sector	AQF Level
		Doctoral Degree	10
		Masters Degree	9
	Graduate Diploma	Graduate Diploma	8
	Graduate Certificate	Graduate Certificate	8
		Bachelor Degree	7
		Associate Degree	6
	Advanced Diploma	Advanced Diploma	6
	Diploma	Diploma	5
	Certificate IV		4
	Certificate III		3
	Certificate II		2
	Certificate I		1
Secondary School Year 12 (Certificate of Education or equivalent)			

Please Note: *there are substantial differences between training and higher education. Put simply, training courses teach people how to perform a task or job whereas higher education is more focused on intellectual skills about why a job is there and critically analyses how it fits into cultural, social and professional structures.*

Using Self-Assessment for RPL
It is important that you comply with the following guidelines in providing an appropriate amount of evidence. Assessors cannot determine competency unless evidence is provided. Evidence is not a resume (curriculum vitae) <u>without appropriate supportive documentation</u>.

Examples of Evidence
- Relevant course certificates/evidence of training undertaken (if a non-accredited training course, you will need to supply your course materials);
- Samples of writing, photographs or videos of your work;
- Letters of validation or testimonials from your employer(s) and/or client(s);
- Minutes of meetings you attended;
- An on-the-job assessment record;
- Performance management report;
- A job description;
- A written assignment; and
- Copies of documents you have completed as part of your work e.g. budgets, reports, memos, spreadsheets, estimates etc.

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The Best Evidence

To maximise the chances of your application being successful, you should submit the best evidence available. This means, the evidence should be:

- *Current* - you should be able to demonstrate that your skills are up-to-date and that you can use them NOW if required;

- *Relevant* - the skills you are claiming to have should relate directly to the learning outcomes/objectives for the relevant units/modules and be at a comparable standard;

- *Authentic* - you need to be able to show that your claims are genuine. This is where letters from employers and so forth are very helpful; and

- *Transferable* - skills you have learned in one situation must be capable of being applied to other situations. For example, if you are making claims against computing skills, you should be capable of demonstrating those skills on any appropriate machine or system, not just the one in your office!

Supplementary Evidence

Where the primary evidence portfolio does not satisfy the required competency, supplementary evidence can be obtained. Supplementary sources of evidence may include:

- Attending an assessment interview;

- Answers to oral or written questions;

- Practical demonstration off-the-job; or

- Practical demonstration on-the-job.

Format of Submission

To assist assessors in managing your submission, please submit your RPL Application with your evidence portfolio according to the following:

1) Complete Section 2 in full;

2) Attach copies of certificates, letters of reference, workplace documents, minutes of meetings, transcripts and anything else that provides clear evidence of competence (achievements) in the relevant area;

3) Attach current resume; and

4) Mail or hand deliver Section 2 **and** your evidence and resume to:

> Office Manager
> All Global Training
> PO Box 2113 Palmerston NT 0830

RPL Application - Fees

Payment of the application/registration fee must be made at the time of lodging your application in order to process your enrolment and receive an RPL self-assessment guide.

The application fee includes the following:
- Initial processing of application including administration and data entry;

- Supply of RPL Guide including self-assessment checklists, competency outlines and competency elements;

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- ▪ Initial lodgement and assessment of evidence portfolio by a All Global Training assessor; and
- ▪ Preliminary interview (if required) for RPL assessment.

RPL Assessment - Fees
Fees for the assessment of your RPL application are based on the number of units of competency being applied for, specific requirements of any units of competency (e.g. a fully operational buffet in a commercial kitchen is vastly different to using an Excel spreadsheet on a computer) and the Australian Courses Level (AQF) sought.

Pro-rata rates apply to units of competency where an applicant is granted partial RPL for a course and seeks to complete outstanding subjects through course attendance and/or distance learning.
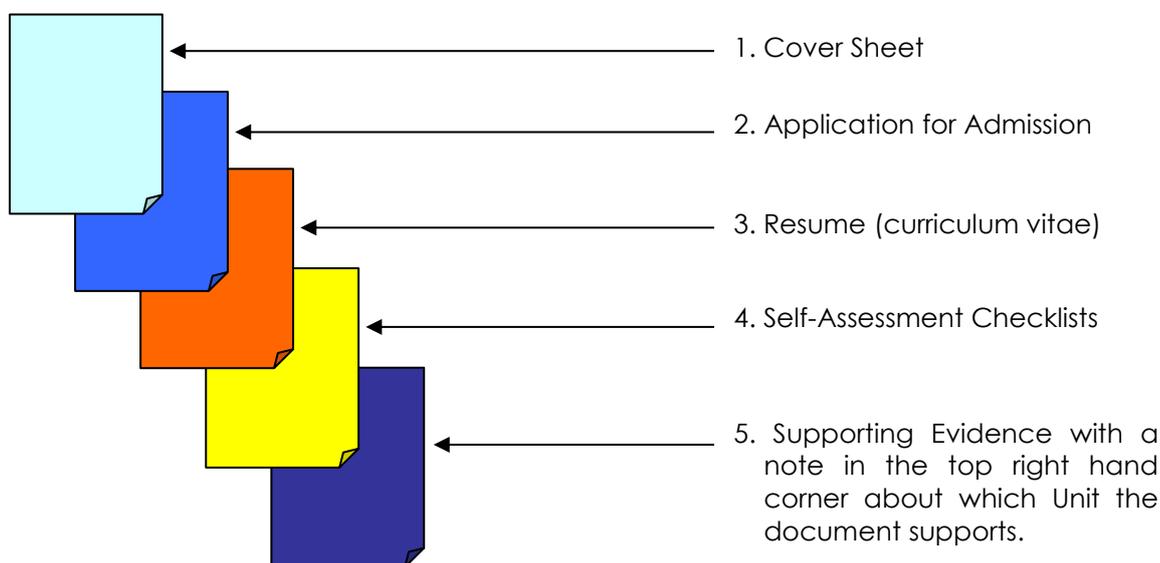
Applicants will not incur fees for competencies not achieved or not applied for and will be required to pay pro-rata fees for any partial or full course attendance to achieve competency.

Appeals
If you are not granted RPL, you can appeal the decision of the assessor. We suggest you first discuss your concerns with the assessor and, if still not satisfied, you can follow the company's Grievance Procedure as outlined in our policies and procedures.

We suggest you keep a copy of your submission and only submit CERTIFIED COPIES of original training certificates, awards and other courses.

The content of your submission should look like this:

1. Cover Sheet

2. Application for Admission

3. Resume (curriculum vitae)

4. Self-Assessment Checklists

5. Supporting Evidence with a note in the top right hand corner about which Unit the document supports.

Further Information
If you require further information, please visit our website www.allglobal.com.au or contact us direct on 0428996605

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