
RPL Candidate Information Kit

Recognition of Prior Learning (RPL) Application DIRECTIONS TO APPLICANTS

What is RPL ?

Recognition of prior learning, also known as RPL, is an assessment process (rather than a training process) in which your skills, knowledge and competencies obtained through formal and informal training and education, work experience and life experience are assessed so that you can achieve a nationally recognised qualification or statement of attainment.

What is involved in the RPL process?

The RPL process involves you collecting and presenting suitable evidence to demonstrate your skills and knowledge against the requirements of one or more units of competency. This information includes directions as to what type of evidence you need to collect and how to present this evidence.

An assessor will assess the evidence you provide and will also conduct a 'competency conversation'. There will also be an opportunity to address gaps (if applicable) in your skills and knowledge and make appropriate arrangements for other (non-RPL) assessment methods.

To be assessed as competent for any particular unit of competency, you need to provide evidence that you can perform a job/task/activity to the current standard expected by industry, and that you can do this consistently over time and in different contexts.

Please review the 'RPL flowchart' (below) for the process for applicants.

Glossary of terms

During the RPL journey you will come across terminology that you may not understand. A glossary of terms has been provided in the appendix which outlines relevant terms and concepts.

The benefits of RPL

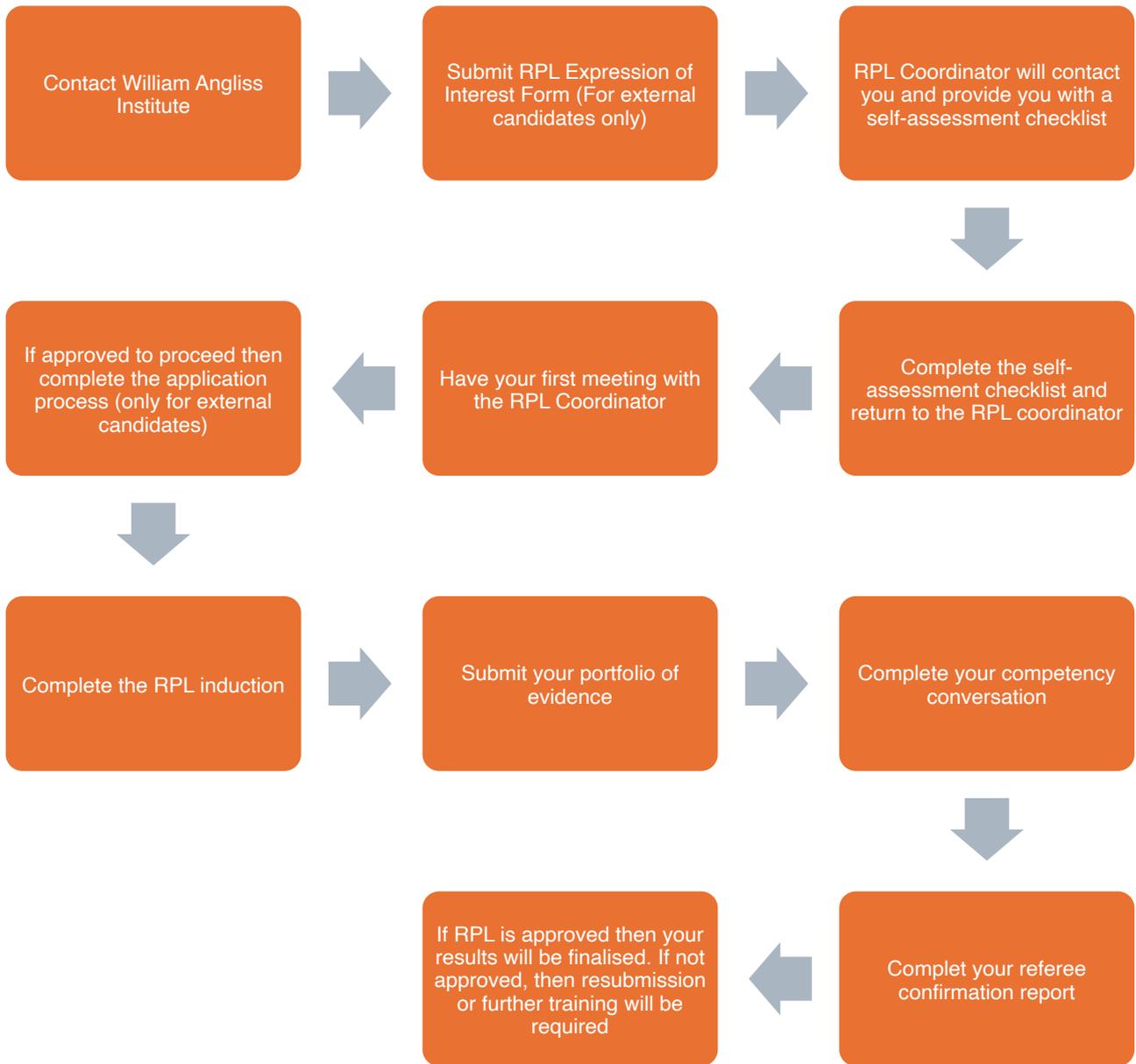
The RPL process is a time-effective way for individuals with existing skills and knowledge to gain a qualification. RPL avoids unnecessary training and provides a streamlined process for individuals to have their existing skills and knowledge formally assessed against units of competency from nationally recognised training packages.

A qualification gained through the RPL process can open doors to further education, career advancement or change, professional development, and can help to overcome disadvantaged circumstances.

The role of your assessor

Your assessor will provide support and guidance through your RPL journey. They will be in regular contact throughout the RPL process and are available to answer ongoing questions and provide feedback. Your assessor will assess the evidence you provide to determine if you have the required skills and knowledge as specified in the relevant qualification.

RPL ASSESSMENT PROCESS FLOWCHART FOR CANDIDATES



STEPS IN THE RPL PROCESS

1. Contact William Angliss Institute

You (the prospective candidate) need to contact the Institute to enquire about the RPL, it may be through a phone call, email or in-person enquiry. External candidates (individuals not currently enrolled in any course at the Institute) will be directed to the 'RPL-Expression of Interest' (RPL-EOI) form where you will be asked to upload your resume, academic transcripts or any other document

that is relevant to your application, while existing students will be directed to the relevant department RPL Coordinator.

2. Pre-enrolment

- Upon submission of the RPL-EOI form (for external candidates) or after the initial contact with the RPL Coordinator (for internal candidates), you will receive the link to download the '**RPL Candidate Information kit**'.
- The RPL Coordinator will contact you by phone or email within three (3) working days of the submission of the form to organise an initial meeting with you. The RPL Coordinator will provide you with the **self-assessment checklist** to complete prior to your meeting.
- The self-assessment is your opportunity to provide detailed explanation about how your skills, knowledge and experience align with the requirements of each unit of competency. This is an important part of the process because this level of detail is not always clear from an individual's resume or job description – the more detailed explanation you provide, will assist the assessor to provide you with accurate and targeted feedback on your application. The self-assessment checklist must be returned to the RPL Coordinator before your first meeting can be scheduled.
- In this meeting, the Coordinator will talk with you about:
 - Your resume, academic transcripts and other documentation along with your responses to the 'Self-assessment checklist'.
 - The RPL process, what is required to achieve recognition, course outcomes and the timelines involved, along with the types of evidence required, (third party reports, documentary evidence, competency conversations).
 - All the information you have brought to this meeting, to identify the most appropriate qualification or units of competency that may be eligible for RPL approval.
 - The fees involved with your RPL application.
 - The expected method of providing evidence and receiving feedback.
 - Any questions that you may have.

2. Enrolment

- If you are approved to proceed with your RPL application, you will be referred to the Student Management Office who will initiate the application process, including a language, literacy, numeracy (LLN) assessment and a pre-training review (PTR), and fee payment.
 - This step is waived for internal candidates as you are already enrolled into your qualification.

Once the application process is completed, you will be enrolled in the learning management system (LMS), and the RPL Coordinator will schedule your RPL induction.

3. RPL induction

On the day of the induction, the Coordinator will:

- Establish the 'schedule of contact'.
- Enrol you to the RPL shell in Moodle Learning Management System.
- Guide you on how to collect and upload evidence to create a portfolio.
- Discuss and finalise the RPL assessment plan.

4. Referee confirmation form

The '**referee confirmation form**' will have to be completed by your present and/or past employers. This report provides third-party evidence providing details of your knowledge, skills and experience. This must be submitted with the portfolio of evidence.

5. Submitting your portfolio

After the submission of your portfolio, it will be assessed by the assessor, and you may be contacted if there are any further requirements. You will be also be contacted to schedule a competency conversation.

6. Competency conversation

The purpose of the competency conversation is to further assess the skills and knowledge that you outlined in your self-assessment checklist and portfolio of evidence.

7. Once the assessment has been completed

An assessment report will be sent to you detailing the unit(s) for which you have achieved competency. To be deemed competent you must have demonstrated the skills and knowledge specified in the unit of competency.

If you are applying for a whole qualification a certificate will be issued within 30 days, alternatively you will be issued with a statement of attainment.

8. Unsuccessful applications (resubmissions & appeals process)

If your application is incomplete or parts deemed to be not satisfactory your assessor can request that you provide additional evidence. The evidence supplied may not be sufficient due to:

- Lack of evidence provided
- Evidence that did not relate to the unit(s) of competency
- Evidence that was not current

Your assessor will guide you to what additional evidence you need to provide.

If you are deemed as 'not yet competent' then a report will be provided with feedback, and you can consider the following options:

- Receive a statement of attainment in the unit(s) achieved
- Undertake further training by enrolling into the relevant unit of competency.

If you wish to appeal the assessment decision, please refer to the William Angliss Institute *Student Complaint, Grievances and Appeals Procedure*.

TIPS TO HELP YOU PREPARE FOR RECOGNITION

To obtain a qualification through RPL, 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 or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and assist in achieving your goals.

Here are some tips and hints for you:

1. Evidence could include the following items:
 - Detailed and current resume
 - Job descriptions
 - Performance appraisals
 - References, letters or emails from workplace or clients
 - Qualifications or academic transcripts
 - Photos related to work activities or video diaries
 - Workplace documents you have contributed to
 - Professional development or workplace training records
 - Membership of professional associations, networks or clubs
 - Records of hobbies or special skills and activities outside work that are relevant to the qualifications being sought
 - Workplace, industry or other awards.
2. When collecting evidence remember the following:
 - Documents can include anything that supports your RPL application. This could include paper documents, photos, videos, electronic files, etc.
 - One document can be evidence for more than one unit of competency
 - Remove all confidential or sensitive information from workplace documents to ensure privacy and confidentiality.
3. Be prepared to talk about your job role(s) and your work history. Do your homework prior to your competency conversation.
4. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
5. 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 confirm your skill level.
6. You can speak with your assessor about other ways you can demonstrate your skills in your 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.
7. Remember to keep copies of your RPL submissions.

Cheating and plagiarism

When collecting evidence, you must ensure that the work is your own. Plagiarism is the presentation of somebody else's work as your own. This includes copying of somebody else's work without giving credit to the author or submitting someone else's work as your own.

Cheating and plagiarism is considered academic misconduct and will not be tolerated at William Angliss Institute. Refer to 'Cheating, Plagiarism and Collusion' statement in the current 'Student A to Z Guide' and the Academic Integrity Policy.

Appendix 1: Glossary of terms

Assessment

Assessment is a formal process of collecting valid, sufficient, current and authentic evidence and making judgements on whether competency has been achieved.

Competency

Competency is a benchmark of skills, knowledge, understanding, problem solving and attitudes that can be demonstrated in the workplace. Individuals are assessed against benchmarks which are industry standards.

If you are deemed competent in all units of competency you are awarded a qualification. This means that you must be able to demonstrate that you currently hold the skills and knowledge in the unit(s), and that you can perform tasks to the standard expected in the workplace. If you are only deemed competent in some, but not all units of competency in a qualification you will be awarded a statement of attainment.

Competency Conversation

The competency conversation is a face to face discussion to provide an opportunity for the candidate to demonstrate their knowledge and skills as identified in the self-assessment form, and for the assessor to assess that against the requirement of relevant units of competency.

Core and elective units

The qualification that you select is part of a training package. The qualification will list the number of units that you need to supply evidence for. The qualification consists of both core units (compulsory) and elective units (you can choose from a number of available units).

Evidence

Evidence is information gathered which is used to assess competence. For the RPL process evidence can be gathered from job descriptions, resume, workplace documents, discussions, demonstrations of workplace tasks and testimonials. When evaluating the evidence supplied, your assessor must ensure that the evidence meets the **rules of evidence**—that is, it must be valid (related to the unit), sufficient (enough to make a decision), current (show that you hold the skills now) and authentic (your own work).

Qualification

A qualification is a formal certification that is recognised nationally and awarded under the Australian Qualifications Framework for the achievement of competencies. Examples of qualifications include Certificates I – IV, Diplomas and Advanced Diplomas.

Registered Training Organisation (RTO)

A RTO is a training organisation registered by the Australian Skills Quality Authority (ASQA). A RTO is a provider of quality assured and nationally recognised training and qualifications or statements of attainment for units of competency from training packages or accredited courses.

RPL assessment: RPL is an assessment process (rather than a training process) in which your non formal and informal learning is assessed. RPL is the process by which your skills, knowledge and competencies obtained through formal and informal training and education, work experience and life experience are evaluated so that you can achieve a nationally recognised qualification or statement of attainment. An assessor must make sure the assessment meets the principles of assessment—that is, assessments must be valid, reliable, flexible and fair.

Statement of Attainment

When a candidate does not complete all units of competency in a qualification they are awarded a nationally recognised statement for the units of competency that they have completed. These completed units partially contribute to completion of a qualification.

Training Package

A training package specifies the skills and knowledge required to perform effectively in the workplace in a given industry. A training package consists of 3 components:

1. Units of competency
2. Qualifications frameworks (Certificate I to Graduate Diploma level)
3. Assessment guidelines

Unit of competency

This is a description of the workplace skills and knowledge people need to perform to the standard expected in the workplace.

Unique Student Identifier (USI)

Every student participating in the Australian vocational education and training sector (VET) receives a unique reference number known as an USI. The benefits of a USI are that all your training records are kept in a single location and that the records are not lost.