

AUSTRALIAN TRAINING COLLEGE PTY LTD



Recognition of Prior Learning & Recognition of Current Competencies

Applicants Guide

Applying for Recognition of Prior Learning (RPL)/Recognition of Current Competency (RCC)

To keep the process as simple as possible, the process takes 5 steps. Follow these steps.

This booklet has several forms included that will guide you in the collection of information and evidence to support your application.

Recognition of Prior Learning

It is a requirement of the Australian Qualifications Training Framework (AQTF) that Registered training Organisations such as The Australian Training College offer applicants or course participants, the opportunity to be recognised for learning that has occurred as a consequence of other courses, work experience, life experiences and other training. This learning is firstly judged against individual units of competence and then against the requirements of a qualification.

Recognition of Current Competency

Recognition of Current Competency is a tool for assessing and recording competencies. It provides a way of assessing the competencies and knowledge you have gained on and off the job and matches them to the learning requirements for each unit.

The purpose of this guide

The purpose of this guide is to fulfil the *recognition of prior learning* criteria by:

- Recognising the skills and knowledge which people have gained on the job and which are relevant to the course
- Recognising the skills and knowledge with people have gained in other context and which are relevant to the course

Fulfil the requirements of *recognition of current competencies* by:

- Evaluating the skills and knowledge against the requirements for a formal qualification
- Evaluate the skills and knowledge against the industry standards
- Record the skills and knowledge in an easily understood format, which can be retained for future use

The following points are things for you to consider when undertaking an application for RPL.

- Are competencies current?
- How many years ago did you achieve that certificate?
- Have you done it in the past?
- Have you learnt or being taught how to do it?
- Have you practised it enough to be confident?
- Could you demonstrate it now, if necessary?
- Have you a certificate or some other document that shows you can do it?
- Can you explain or describe how to do it?
- Is there someone from a workplace who could verify that you can do it?

If you can answer yes to most of these you are a good candidate for RPL.

The aim is to find out what the current level of competency is – no matter how the competencies were gained so we can recognise it and reduce the time for training. We do this by assessing against the required standards and only provide training in those areas where the applicant is not competent to the standard required.

Why apply for RPL/RCC?

Benefits

- Reduce the time to gain a qualification
- Don't repeat training for something you already know
- Can assist in making decisions on which course to do
- Provides a means to recognise experience
- Can save money
- Focus on learning new skills and knowledge
- RPL is a way of bringing work and study together so they both contribute to achievement of professional goals

Recognition of Prior Learning acknowledges previous levels of study through:

- Work experience
- Training provided at work
- Other courses
- Life experiences

If you have the knowledge and skills that are relevant to the course, regardless of your work background you should apply for RPL. Some of the skills taught in courses are generic professional skills – that is, they are not specific to the industry in question. Skills such as communication, information technology and first aid may have been acquired from work or social activities.

When to apply for RPL/RCC

It is a good idea to apply for RPL, even if unsure about whether the application will be successful. Many people don't apply because they think they won't be successful. If you can provide evidence of knowledge and skills you may be eligible for RPL.

An application for RPL/RCC can be done at any time during or prior to the course, however it is best to do it right at the start.

The Australian Training College will suggest you complete an interview prior to commencing any of the units. This will give you maximum opportunity to relate your prior skills and knowledge to the course.

RPL/RCC may occur after the course has begun. Some modules may have been commenced and you have found that you already know what is required. Your skills assessment could be easier at this stage when you have a good sense of the expectations of the course.

Remember, this RPL/RCC Guide is for people who believe they already know, or can already do, some or all of the things that are in their course.

Steps to Recognition of Prior Learning

Step 1

Decide what qualification you want. At this time you should be advised fees, charges and other payment methods that relate to your application. Your assessor should provide you with a student enrolment form and a pre-training review form.

Complete the student enrolment form and the pre-training review and forward them to The Australian Training College, 7 Hunts Road, Kilmore Vic. 3764.

In the mean time you should commence your RPL/RCC application by collecting your evidence to prove beyond doubt that you have the experience and or other qualifications that can earn you the all performance criteria as set out in the unit of competency for the qualification or statement of attainment that you apply for.

When you believe you have provided enough evidence send the RPL/RCC application along with copies of the evidence for assessment.

Gap training

If there is not enough evidence to reflect your experience and current competency then The Australian Training College may also require you to complete other assessment activities in order for you to gain the performance criteria.

Step 2

Study the self assessment and tick those competencies where evidence can be provided. This activity will help you determine how your current competencies match the requirements of the qualification chosen. It saves time and money and prevents disappointments.

Step 3

Prepare your application. For every tick on the self assessment evidence must be provided to support the application. Have you attached the following? (Examples of the types of evidence required are listed below):

- Copies of certificates and academic transcripts;
- Job descriptions or duty statements;
- Samples of your work;
- Letters from supervisors or employers;
- Brief CV;
- Work history from current or previous employers;
- References ;
- Industry awards;
- Details of in house courses, workshops, seminars, orientation or induction sessions;
- Membership of relevant professional associations;
- Hobbies, interest, special skills outside work;
- Video recording;
- Evidence of volunteer work (such as letters of support or references);
- Project;
- Challenge test;
- Demonstration on-the-job;
- And any other information that you feel might assist with the RPL/RCC process.

It is important to note that just because we were skilled in certain areas over a period of time we can often deskill in areas we were once quite proficient in. Recognition of Current Competency is a way that we can assess evidence to ascertain your present skill level.

Evidence can be found be in many different forms, some examples follow. It is recommended that you put together a document portfolio as a formal presentation of evidence that can be viewed and discussed with an assessor. The evidence must ensure that you have the experiences that cover all the unit of competency.

Step 4

Once you have determined the units you wish to apply for, complete and submit the enrolment form, self assessment form and copies of evidence to The Australian Training College. Please do not send your application via fax or E-mail. Please forward your application by registered mail. You will be required to bring the original documents to your interview so that they may be sited for authenticity purposes.

Step 5

Upon receipt of your application you will be assigned an assessor/s. You will be contacted in due course with an interview date and time. An assessor will review the information you have provided and begin to match up your skills to the units in the qualification. At this point you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you.

The main objectives of the interview:

- to facilitate a positive supportive environment, which will assist the applicant to provide sufficient details to enable the panel to verify competence
- to obtain sufficient evidence that will assist the panel to make a professional judgement of your evidence you have provided.

After the interview the assessor/s will make a decision to:

- Recognise prior learning.
- Decline recognition
- Request further evidence from the applicant that may involve offering to undertake Recognition of Current Competence (RCC).

The Australian Training College maintains that the assessment process should be valid, reliable, flexible and fair.

To be valid, the assessment must assess what it claims to assess. The RTO needs to identify whether the evidence you present relates to the competency standards. You must be able to show that the work presented for assessment is yours. The evidence must demonstrate that you are competent in a current context.

To be reliable the assessment must demonstrate that the competency standards are interpreted and applied consistently. Assessment procedures and criteria should be clean, unambiguous and well documented, and where possible multiple parallel forms of evidence should be used to measure the same competencies. Usually three different forms of evidence will satisfy the need for consistency.

To be flexible the assessment must be able to accommodate the scope of knowledge and skills required by the unit of competency. The RTO should give you enough choice to ensure that the assessment matched your particular situation.

To be fair the assessment must not disadvantage any one. You should understand clearly what form the assessment will take and what is expected of you. As far as possible assessment should place everyone on equal terms.

Results

You can also expect the RTO to give you feedback / result on the evidence you presented, either immediately or within a reasonable amount of time after the interview.

RPL acknowledges the full range of an individual's skills and knowledge, whether this is acquired through formal training, work experience or life experience.

RPL assessment should be available for any accredited unit/course, or Industry Competency Standard that falls within The Australian Training College's scope of registration.

Other pertinent details include:

- A student's Statement of Results will record 'Credit Transfer' when it has been assessed that the student has met the requirements of a module or competency solely through completion of another program offered by the Institute or another recognised educational or training institution;
- A student's Statement of Results will record RPL when it has been assessed that the student has met the requirements of a module or Competency through RPL assessment;
- RPL assessments will not be graded, either numerically or descriptively;
- A student is generally not always eligible to receive a full award for a qualification entirely through RPL. Some 'reasonable' amount of study may still be required;
- Units of competency are broken down into elements and elements are broken down into performance criteria. It is the performance criteria that is assessed during an RPL assessment. Therefore if there is not enough evidence to suggest competency of all performance criteria then the RPL for the unit cannot be granted.

Evidence

Third party evidence

Use the third party evidence form found at the end of this booklet provided at the end of this guide to provide important evidence when it is difficult to obtain other evidence.

The workplace evidence form should be completed by someone in a current or past workplace who is prepared to vouch for your knowledge and skills on the job.

One of these forms should be completed for **each unit** for which you are claiming RPL/RCC. If you need more forms, make copies from the sample provided.

An alternative to using this form is to present a **letter of validation**. The letter should be written by someone who is, or has been your work supervisor and is in a position to comment on your skills and knowledge in relation to the learning outcomes in one or more modules. The letter should be written on the official stationery of the employing organisation and should describe the duties, responsibilities and activities that relate to the learning outcomes.

Additional evidence

You will only be asked for additional evidence when there is reason to believe that such evidence exists, and where the evidence already presented clearly does not meet the valid, sufficient, authentic and current criteria.

Students should be given adequate time to collect the additional evidence.

Whenever possible, the additional evidence should be of a different kind from that already presented.

Recognition of Current Competency (RCC)

RCC can be an assessment of an individual competency or a number of competencies. Usually it will be very similar to the assessment method utilised for those completing a training course. RCC is the process used when a person is unable to provide sufficient documentary evidence to demonstrate competence, but is convinced that they meet the competency requirements. For instance, you know that you can do the job, but you are unable to provide valued evidence that satisfies that panel that you are competent. This is when RCC is utilised by assessors to assist in making a decision on RPL.

RCC Assessment Methods

A competency-based assessment may utilise any one or more of the following methods:

Practical Demonstration

- On-the-job observation
- Demonstration in class room simulated workplace environment
- Work samples
- Diagnosis/fault finding
- Production of a video

Oral Activities

- Oral presentation to assessor panel
- Role play
- Debate of group discussion
- Interview by assessor or panel
- Production of an audio tape

Written Activities

- Formal examination
- Set assignment
- Work sheet
- Essays

Projects

- Case study
- Do-it-yourself tasks
- Group project

Appeal the Decision

If you are unhappy with the RPL/RCC decision The Australian Training College will inform you of your options, including the appeal process.

Confidentiality

Confidentiality is a major legal and ethical consideration in industry. Permission should be obtained before using any form of evidence.

The Australian Training College must be satisfied about the credibility of your RPL claim. This safeguards the reputation of the applicant, the employer and the organisation.

RPL APPLICATION FORM

Applicant Details:

1. Occupation you are seeking recognition in		
2 Personal Details		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	MALE <input type="checkbox"/> / FEMALE <input type="checkbox"/>	
Age		
Are you a permanent Resident of Australia	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
3 Current Employment		
Are you currently employed?	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
If Yes, in which occupation are you currently employed?	
Who is your current employer?		
4. Armed Forces details (If Applicable)		
Branch of Service		
Trade classification on discharge		

RPL APPLICATION FORM cont/..	
5. Further Training	
Have you undertaken any training courses related to the occupation applied for?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
6. Is there any further information you wish to give in support of your application?	
7. Professional Referees (relevant to work situation)	
Name
Position
Organisation
Phone Number
Mobile Number
Email Address
Name
Position
Organisation
Phone Number
Mobile Number
Email Address

APPLICANT EMPLOYMENT HISTORY FORM

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

Document Portfolio

Document Description (e.g. resume, photos, awards etc)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

Declaration

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

Candidate Signature: _____ **Date** _____

THIRD PARTY VERIFICATION - REFEREE TESTIMONIAL

(Date)

To whom it may concern,

RE: _____ skills in/as _____
(insert candidate name) (insert industry/job title)

I certify that the above named person has:

worked at _____ for a period of _____ years
regularly undertaken the following activities within the workplace since commencing employment
with this organisation:

➔ *Initial those skills/ competencies (below) that the candidate has or can successfully perform in
the workplace*

— a

— b

— c

— d

— e

— f

— g

— h

If you would like any further information or would like to discuss any of the above, I can be
contacted on _____

Yours sincerely

Signature

Print Name and Position

Congratulations on completing your recognition of prior learning process.

Your application will undergo review.

Should there be any gaps in your training you will be notified as to what further evidence and or
training is required to achieve the statement of attainment and/or the qualification.

Should your application be completely successful you will be issued the statement/s of attainment
and/or the qualification.

If you have any question in regard to your RPL/RCC application please contact the office on (03)
5781 1510.

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