

# Recognition of Prior Learning (RPL)

## Applicant Information Kit

## What is Recognition of Prior Learning (RPL)?

RPL in simple terms 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 the qualification, in respect of both entry requirements and the outcomes to be achieved.

By removing the duplication of learning, RPL encourages an individual to continue upgrading their skills and knowledge, through structured education and training, towards formal qualifications and improved employment outcomes.

*The RPL process consists of the following steps (further information and guidance will be given to you by your trainer/assessor):*

1. Completing the section on the Pre-Training Review
2. Initial discussion with trainer / assessor
3. Identify and gather evidence required
4. Complete an application form and attach evidence
5. Submission and recommendation
6. RPL assessment / interview scheduled
7. Determination by assessor if RPL can be granted
8. Feedback to applicant
9. Appeal process available if appropriate.

## RPL Evidence Examples

As part of the RPL process you are able to provide evidence to show your competence in the relevant units. Evidence applies to anything you can supply that can verify your skills, knowledge and experience. The reason for providing this evidence is to show your RPL assessor that you already have the skills and knowledge to meet the required competency and industry levels.

*Examples of Evidence may include:*

Resume, CV	Job position/ description
Certificates and qualification	Budgets or costing sheets
Statement of Attainments	Skype conversations
Emails sent	Letters drafted and or sent
Pro-formas or forms you use or have created	Photographs or videos
Procedures or company policies	Handouts
Job cards	Drawings
Spreadsheets	Training diary
References	Minutes of meetings
Booking sheets	Statements from supervisors

*You may also use other forms of evidence which can be demonstrated such as:*

On the job demonstrations	Practical demonstrations
Video performances	Photographs
Role plays	Debates
Written Test	Formal assessments
Projects	Oran presentations

## Steps in the RPL Process

### Step 1 – Applicant information and Application Form (Section 1)

To commence the RPL process with Ai Group Training Services an RPL Application Form will need to be filled in. This will require you to list all information and details relating to your employment history and training history along with any documentation which can be used as evidence to support this application. Provide as much information as you can. This is your first opportunity (and not the last) to provide proof of the variety of experiences you have had within the industry. (If you are already a student with AiGTS and would like to use RPL as another form of assessment please contact your trainer. As a current student you will **not** have to fill in the self-awareness form or application form). Examples of your work history, could include:

#### General employment documents

- brief CV or work history
- position descriptions – current and previous roles if relevant
- certificates/results of assessment
- details of in house courses, workshops, seminars, orientation or induction sessions
- references/letters from previous/current employers/managers

#### Workplace documents

- brief CV or work history
- certificates/results of assessment
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- diaries/task sheets/job sheets
- site training records
- site competencies held record
- workplace documents such as budgets, operational plans, schedules, staff mentoring etc
- minutes of appropriate meetings
- marketing information
- feedback forms etc
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details at least two (2) work referees who can confirm your skills in the industry.

A third-party report will be supplied **where appropriate** to gather current evidence from supervisors or manager/s you report to.

## **Step 2 – Self Assessment Questionnaire**

The purpose of the enclosed self-assessment questionnaire is to enable applicants who, due to their previous work/life/training etc experiences, feel they already have the required competencies to assess their skills and knowledge against the qualification requirements. Again, please provide as much information as you can. This is another opportunity for you to provide proof of the variety of experiences you have had within the industry.

## **Step 3 – Conversation with Assessor**

Once all relevant information has been received by AiGTS, the RPL assessor will review what you have provided (usually with you) and begin to match up your skills to the unit of competencies 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. You may be required to answer business related questions to identify your current skills. This meeting may be conducted via phone, skype, video conferencing or face to face etc.

This conversation will be arranged at time that suits you and assessor. The conversation may take anywhere from 1 – 2 hours, however this will depend on the amount of evidence that has been supplied or needs to be clarified. Please note that the duration of the conversation will not reflect on the final decision.

## **Step 4 – Determination of your Skills**

The assessor may want to conduct a practical skill test at your workplace (if appropriate) or at another suitable venue. They may want to meet with you again to discuss certain areas or have more questions relating to the units. This, again, is an opportunity to demonstrate your level of competence. These assessments will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate/speak to you about/require further information on prior to your next meeting.

After the assessor has collated all relevant information and had any discussion that would assist in their decision, the assessor will make a judgement on your competency. They will either deem you:

### **Competent**

Meaning the assessor feels all the evidence and discussions held meets the required competency.

### **Not Yet Competent**

Meaning the assessor feels that based on the evidence supplied has not met the required competency levels

## **Step 5 – Recognition of Skills or Addressing any Skills Gaps**

If there is a skills gap, the trainer will discuss with you how these may be addressed. This could include; further training (flexible/online/face to face etc), completion of assessment tasks or mentoring, further discussions or observations.

The assessor will set another date for all relevant information to be submitted and the process will begin again.

## Appeals procedure

If you feel that the decision made by the assessor is not accurate you do have the right to appeal the decision. If you wish to do this – you will need to contact the National Manager RTO via the following email address [RTO.admin@aigroup.com.au](mailto:RTO.admin@aigroup.com.au) The manager will review all documents, meet with you and the assessor and make an informed decision regarding your case.

## Privacy

As part to the RPL process AiGTS will be collecting your personal information. This information will be kept private and confidential and will only be disclosed in accordance with our Privacy Statement.

# Section 1

## Applicant information and Application Form

## INFORMATION FOR APPLICANTS

To have skills formally recognised in the national 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 comprehensive process that covers the content of all unit/s or qualification/s you want to be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

*Here are some tips and hints for you:*

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any business, shops or facilities you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. 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 skills level.
5. Collect any certificates or other evidence from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in within your chosen occupation. 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. For further information or clarification on any points please contact:

[RTO.Admin@aigroup.com.au](mailto:RTO.Admin@aigroup.com.au)

Phone: 1300 134 756



## RPL Application Form

Please list below the name of the qualification you are seeking recognition in:		
Personal Details		
Last Name		
First Name/s		
Telephone Numbers	Home	
	Work	
	Mobile	
Further Training		
Have you undertaken any training courses related to the qualification/unit of competency applied for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If Yes</b>		
Provide course details i.e. program name etc		
What information was covered during your program?		
When did you complete this training?		
In which country did you complete this training?		

## Applicant Employment History Information

Name, Address and Phone number of Employer	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					
5.					

<b>Professional Referees (relevant to work situation)</b>	
Name	_____
Position	_____
Organisation	_____
Phone Number	_____
Mobile Number	_____
Email Address	_____
Name	_____
Position	_____
Organisation	_____
Phone Number	_____
Mobile Number	_____
Email Address	_____
Name	_____
Position	_____
Organisation	_____
Phone Number	_____
Mobile Number	_____
Email Address	_____

**Please attach additional sheet if required or attach a detailed CV**



# Section 2

## Self-Awareness Questionnaire

## Step 2 – Self Assessment Questionnaire

The purpose of the enclosed self-assessment questionnaire is to enable applicants who, due to their previous work/life/training etc experiences, feel they already have the required competencies to assess their skills and knowledge against the qualification requirements. Again, please provide as much information as you can. This is another opportunity for you to provide proof of the variety of experiences you have had within the industry.

To perform the self-assessment, you will need to:

- Think about how frequently you have preformed or perform these tasks, frequently, sometimes or rarely
- Briefly explain how you do the listed task
- List the form of evidence you are supplying

Remember forms of evidence can include:

- Resume, Curriculum Vitae (CV)
- Job description
- Certificates/ qualifications
- Statement of Attainments
- Memos/ emails you have drafted
- Letters you have drafted and sent
- Pro-formas you use
- Policies and procedures
- Diary entries
- References from supervisors or peers
- Completed job cards
- Training diary
- Feedback sheets/surveys
- Checklists
- Samples of work
- Booking sheets
- Picking slips
- Schedules
- Copy of “to do lists”
- Photographs or videos of your work

## Self-Assessment Questionnaire BSB40215 Certificate IV in Leadership and Management

(Please note the core units are listed below, the elective units will be added once they have been selected by student)

Unit Code	Unit Title	Frequency tasks have been performed	Explanation of task	List Evidence being supplied
		<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely – will need further training		
		<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely – will need further training		
		<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely – will need further training		
		<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely – will need further training		