

Student RPL Guide



Recognition of Prior Learning (RPL)

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m a d e c

Community College

'Regional Initiatives, Regional Solutions'

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1. Definitions

Acceleration/Fast tracking progression through an education or training program at a faster rate than usual.

Competency (also competence) the ability to perform tasks and duties to the standard expected in the workplace.

Competency standard an industry-determined specification of performance which sets out the skills, knowledge and attitudes required to operate effectively in the workplace. Competency standards are made up of units of competency, which are themselves made up of elements of competency, together with performance criteria, a range of variables, and an evidence guide. Competency standards are an endorsed component of a training package.

Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, or standards in a qualification. This may include credit transfer based on formal training outside the AQF.

Elements of competency any of the basic building blocks of a Unit of Competency which describe the key activities or elements of the work covered by the unit.

Evidence guide the part of a competency standard which provides a guide to the interpretation and assessment of the unit of competency, including the aspects which need to be emphasised in assessment, relationships to other units, and the required evidence of competency.

Performance criteria the part of a competency standard specifying the required level of performance in terms of a set of outcomes which need to be achieved in order to be deemed competent.

Program is the qualification enrolled in or to be undertaken. A program is made up of a series of Units of Competency.

Range of variables (also called range statement) the part of a competency standard which specifies the range of contexts and conditions to which the performance criteria apply.

Recognition of prior learning (or RPL) an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

Training package an integrated set of nationally endorsed standards, guidelines and qualifications for training, assessing and recognising peoples skills, developed by industry to meet the training needs of a specific industry, industry sector or enterprise . Training packages consist of core endorsed components of competency standards, assessment guidelines and AQF qualifications, and optional non-endorsed components of support materials such as learning strategies, assessment resources and professional development materials.

A Unit of Competency is a statement of a key function or role in a particular job or occupation. A Unit of Competency usually consists of four sections,

- 1) Description
- 2) Elements of competency and performance criteria,
- 3) Range of variables and
- 4) Evidence guide.

2. Getting your skills recognised

This Student RPL Guide has been designed to help you gain recognition for the skills you currently have, regardless of how or where the learning occurred, provided they meet current industry practices. You may have gained these skills through formal or informal training, or through life experiences in a non-working environment. These skills may be recognised through the Recognition of Prior Learning (RPL) process.

Gaining recognition for your skills will enable you to:

- eliminate or reduce the need to retrain in knowledge and skills you already have
- complete your qualification within a shorter period of time
- know what skills you have developed through life and work experiences
- know what skills you still need to achieve
-

3. What is Recognition of Prior Learning (RPL) ?

Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC) is a process to obtain formal recognition for the competencies, skills and knowledge you have acquired through:

- previous training (at an educational institution or place of work)
- education (at school, college or place of work)
- work experience (paid and unpaid work)
- life experience (leisure pursuits and voluntary work) which may be used to demonstrate achievement in a Unit of Competency(s) without having to attend training or study. This guide should help you to decide whether to enrol in and go through the RPL process or to enrol in the Unit of Competency(s) and undertake the training.

RPL is not:

- Fabricated evidence to avoid training
- Credit transfer (refer definitions)
- Acceleration/fast tracking (refer definitions)

4. How do you achieve recognition for your skills?

If you wish to gain recognition for a Unit of Competency(s) you must provide appropriate evidence to demonstrate that you are currently competent against the requirements of the Unit(s). Refer section 5.

Being competent means that:

- you can perform a job/task/activity to meet today's industry standards
- you can do it in a consistent way, over time
- you have sufficient knowledge to enable you to perform it in a range of situations

The requirements of a Unit of Competency can be sourced from the National Training Information Service (NTIS) website, <http://www.ntis.gov.au/>, or from your trainer.

5. Collecting Evidence

You need to provide sufficient evidence of your knowledge and skills by submitting relevant documents and/or materials. The integrity of the RPL process cannot be compromised; therefore the onus is on you to supply as much evidence as possible. You need to identify which pieces of evidence demonstrate your skills against each Element of the Unit of Competency using an RPL Evidence Matrix available from your Trainer.

Your evidence could consist of any or all of the following:

- formal statements of results
- examples of work or resources which you have produced
- performance appraisal reports
- references from current or previous employers
- position descriptions/job role
- details of formal training, seminars, conferences and workshops you have attended which are relevant to this RPL application
- certificates of participation/achievements/awards/letters of commendation
- video tapes, tape recordings and/or photographs of your work activities
- specific details of your work and/or participation in projects
- written testimonials from managers or colleagues
- written validation from your workplace supervisor
- documented workplace demonstration

6. Can I submit an RPL application for any Unit of Competency?

You may submit an RPL application for any Unit of Competency in which you believe you have the relevant current knowledge and skills. You may wish to discuss your application with a Trainer or Assessor.

7. How much does an RPL Application cost?

The cost of an RPL application is the same cost as enrolment in that Unit of Competency. Concession fees are 50% of the full cost of enrolment in the Unit. You must be enrolled in a Unit of Competency and have paid the fees for that Unit of Competency before the RPL application can be processed.

8. How to submit your RPL Application

Step 1 Decide which Unit of Competency(s) you feel you have the necessary knowledge and skills to be able to RPL successfully.

Step 2 Make sure that you are enrolled in the relevant Unit of Competency(s) and have paid the relevant fees.

Step 3 Check the NTIS website <http://www.ntis.gov.au/> to find out the requirements of the Unit of Competency(s), or you may wish to discuss the preparation of your application with a Trainer/Assessor.

Step 4 Collect a comprehensive range of *evidence* to support your RPL application.

Step 5 Complete the RPL Application Form. A separate form must be completed for each Unit of Competency. Attach the documents and/or material which you have gathered including the RPL Evidence Matrix (available from your Trainer)

Step 6 Your RPL Application must be submitted to the Program Trainer/Assessor sufficiently prior to the Unit(s) timetabled commencement. This will ensure that, should your application not be successful, you are still able to undertake study in that Unit.

9. Who will evaluate my RPL Application?

A formally qualified trainer/assessor who is the content expert for that Unit of Competency, or in some cases an RPL Panel, will assess your application.

10. How will the evaluation be made?

The evaluation of your RPL will be made against the requirements of the Unit of Competency.

11. How and when will I be informed of the result?

You will be informed in writing of the status of your application within 21 days of lodgement.

12. Do I get a second attempt if my application is not successful?

Yes, you will be given feedback on your application for RPL and you may submit a second attempt to show competency.

13. Do I have the right of appeal?

Yes, MADEC has an Assessment Appeals Policy in place for this purpose. A copy is available from the Community College Manager, on request.

14. Help for people with special needs

If you are submitting an RPL application and you have special needs, reasonable adjustments may be made in the evaluation procedure. For example if you have a disability, experience difficulties in language or numeracy, or if you are from a non-English speaking background, support staff may be able to provide you with assistance.

15. If you are unsuccessful at gaining RPL/RCC – what happens to the fees?

You will need to re-enrol in the unit of competency(s) and pay the appropriate fee.

RPL Application Form

Personal Details

Surname	First Name
Date of Birth / /	
Address	Ph (Work)
	Ph (Home)
	Ph (Mobile)

I wish to be assessed for RPL/RCC for the following Unit of Competency (A separate form must be completed for each Unit of Competency)	
Unit Code	Unit Name
Applicant's Declaration. I hereby certify that the information provided and attached is my own work and is true and correct.	
Applicants Signature	Date / /

Office Use Only	
Student number	
Date received from student / /	
Assessor's name	Signature
Payment received yes/no	
Result of assessment	Competent/Not Yet Competent/Re-submit
Final Result C/NYC	Managers Signature
Student notified of result	Date / /
Result recorded in Vettrak	Date / /

Courses available in;

- *Aged Care*
- *Business*
- *Children's Services*
- *Computer Software Training*
- *Corporate Training*
- *First Aid*
- *General Education for Adults*
- *Governance for not-for-profit groups*
- *Hospitality*
- *Horticulture*
- *Information Technology*
- *Job Search Training*
- *Retail*
- *Volunteer Training*

On-Campus, Off-Campus, On-line and Traineeships

Full-time, Part-time and flexible delivery available for some courses.



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