Disclaimer:

Please note that the information given is intended as a guide for current and prospective students or interested persons. At the time of printing the information contained is correct.
Skills Recognition

Got the skills and experience? Then get the recognition.

You may have broad skills, life and work experience informal learning or incomplete formal learning that you may be able to gain credits for towards a qualification. If you are a current or prospective student you can apply to have your skills recognised and you may be able to complete your qualification in less time. This can be done via direct Credit transfer or Recognition of Prior Learning.

Credit Transfer

Credit transfer is the recognition of specified learning previously undertaken where equivalent units of competence have been successfully completed. MADEC recognises only formal documentation such as qualification testamurs, Record of Results and/or Statement of Attainments. All documents must be either in their original form or a certified copy of the original document.

Why apply for RPL?

The advantages of applying for RPL are:

- You identify where your experience has provided you with the knowledge and skills covered in a unit of competency
- If you have already achieved the competency you will not have to attend training for those units of the qualification
- You will finish your qualification in a shorter time frame
- You only complete training for units that are new and challenging. You don’t do units in which you have proven knowledge and experience

MADEC has made the decision that it will only recognise full unit recognition. Therefore, you will need to think carefully about the balance of advantage between studying the unit and seeking RPL for it. This is particularly important if it is some time since you gained the experience or qualification on which your claim is based. You will be provided with a summary of the unit which describes the nature and level of performance required.

- The Assessor is there to support you through the application phase and can provide specific advice and feedback on the preparation and assessment of your evidence
- RPL is available to participants who believe they have already achieved the outcomes of the unit of competency
- The Assessor’s role is a professional judgment of the application against the specific learning outcomes of the unit.
• Applicants must follow the directions explained in the RPL Guide

• If an application contains insufficient evidence, the applicant will be given the opportunity to provide additional appropriate evidence before a final decision is made

• RPL will only be granted for whole units, partial recognition is not possible

• All applications submitted for RPL must meet the stated outcomes of the unit/s for which credit is sought

• No credit will be granted without submission of authenticated documentation

**Fees & Charges**

*Skills Recognition Service Fees*
MADEC tuition Fees apply to Skills Recognition Services (i.e. Recognition of Prior Learning processes).

*Direct Credit Transfer*
No fee applies.

**Assessment Requirements**

The assessment requirement is twofold: the compilation of a portfolio of evidence and an interview to discuss the evidence provided.

**Portfolio of evidence**

A portfolio is the term used to describe the assembled information you present as demonstration of your existing skills, knowledge, competencies and personal attributes. The portfolio is your documented evidence, which supports your application for RPL. You will need to identify and use each piece of evidence to show how it matches the units learning outcomes.

The development of a portfolio of evidence will lead to a deeper understanding of your personal strengths (and weaknesses) and assists you in prioritising your personal, academic and career development.

**How much evidence do I need to provide?**

Your trainer and assessor will be looking at the quality of your evidence submitted, rather than the quantity of evidence that you provide.

For your application to be successful you must remember that the evidence you supply will need to demonstrate to the assessor that you have the skills and knowledge that meet the standards identified in the performance criteria for the unit.
What types of evidence?

Direct evidence
This is anything created by you, that is any work samples, which can be produced and authenticated.

Examples of direct evidence may include:
• Written documents - these will be the most prolific type of work sample and usually the easiest for you to access. They can be sample extracts from documents that you have developed and written and of which you can produce an authenticated copy, e.g. reports, business plan, budget document, discussion paper, issues paper, journal article, chart, proposal, marketing materials or brochures, training guides, projects, computer program, position description, policy or procedure

• Certified copies of Certificates and Awards. Overseas certificates need to be officially translated and aligned by a recognised authority

• Certified copies of certificates or Statement of Results from courses you have undertaken and/or successfully completed at a University, TAFE college or any other tertiary or private provider

• Certified copies of awards from professional bodies

Some examples of useful personal information are:
Indirect evidence

• Resume
• Third Party Reports
• Position Description
• Demonstration of skills
• Material or tools
• Previous academic records/ certificates
• Records of staff development / professional development
• Samples of work
• Authentic DVD’s, PowerPoint Presentations
• Authentic videos /Photographic evidence
• Work Samples
• Care Plan
• Strategic Plan
• Project Plan
• Sales report
• Minutes of meetings
• Proposal
• Customer feedback
• Checklist
• Financial Statement
• Recipes

• Plans
• Oral questions
• Challenge test
• Assessment assignments
• Training Plan
• Marketing Plan
• Invoices
• Meeting agenda
• Tender
• Stock take sheet
• Quotations
• Project
• Drawings
• Yield test
• Referrers report/ References
• Published works
• Industry awards
• Job specifications
• Rosters and timesheets
• Budgets
• Letters, memos and emails
• Committee work / evidence
• Log books
Presenting your portfolio of evidence

- **The RPL Application Form** - It is essential that you sign the application form which confirms the authenticity of the work submitted. The submitted work must be your own, or in cases where you were part of a team, your role and responsibilities in the development of the piece of evidence must be fairly stated.

You must have permission from your employer or organisation to include workplace documentation.

Submitting your Application

You will need to complete and submit with your portfolio of evidence an RPL Application Form. Once you are satisfied that you have completed all the requirements, submit a hard copy to the assessor at the MADEC site at which you applied. Some applicants are not able to submit copies of workplace documents for confidentiality reasons; if this is the case, the Assessor may visit your workplace to sight the evidence. You are advised to keep a copy of your portfolio for your records.

How the application will be assessed?

Using RPL assessment services should not be considered an ‘easy way’ to gain a qualification. It is not just a matter of providing evidence of time-served or amount of experience. Applicants need to be committed to supporting their case by locating and providing suitable evidence and documentation. This requires significant effort and the time commitment should not be underestimated. The following general criteria will be considered when any RPL application is assessed.

**Validity**

Validity requires an assessment instrument to actually assess what it is meant to be assessing. In your portfolio you will need to show how your presented evidence aligns to the learning outcomes of the unit of competency.

**Authenticity**

Authenticity is concerned with the evidence of learning being honest and accurate. This means that documentation of the applicant’s learning is genuine and that it represents learning by the applicant rather than someone else. Interviews can be useful ways of exploring the authenticity of an applicant’s evidence. You will be required to sign a declaration when submitting your work to confirm its authenticity.

**Sufficiency**

Has sufficient evidence been provided to enable the assessor to make the decision, about whether or not, to grant a unit of competency? To ensure sufficiency, you might be requested to provide additional evidence, different forms of evidence, or undertake further assessment tasks.
Currency

Evidence provided by the applicant needs to suggest that learning or ability is still current in the competency. For example, if you studied Business Studies in the 80’s you would probably not have the skills and knowledge to work in today’s Business world. You need to demonstrate that your learning or abilities have been maintained at an appropriate level.

Interview

Once your portfolio of evidence has been submitted an appointment will be made with an assessor to interview you and work through the application. The interview may take place at your workplace, at MADEC or via the telephone.

Reporting the outcome

The terms that will be used to report results are:

Unit RPL Granted YES
Unit RPL Granted NO

Complaints & Appeals

If you have any concerns about how your application was handled, you should follow the guidelines set out in MADEC’s Complaints and Grievance Policy and Procedure*. 

Alternatively phone the National Training Complaints Hotline on 1800 000 674

If you feel the assessment decision was unfair, MADEC has a Student Assessment Appeals Policy and Procedure* which outlines the course of action open to you,

*Policies and Procedure documents are located at www.madec.edu.au