

## Recognition of Prior Learning (RPL) Information Guide

### What is Recognition of Prior Learning?

Recognition of prior learning, also referred to as RPL or recognition of current competencies, is the formal recognition of a person's current skills and knowledge, no matter how, when or where the learning occurred.

Even if you have never formally studied or trained in a particular area, you may have gained knowledge and skills through your education, training, work and life experience.

Recognition of prior learning suits people who have industry relevant:

- Work skills or knowledge;
- Paid or unpaid work experience;
- Life experience (such as hobbies, sport and leisure activities);
- Community work experience.

Recognition of prior learning could provide you with a full or part qualification, and avoid duplication of training. It could be used to identify what training you may need to complete a qualification, or provide a pathway to higher qualifications.

### What are the benefits of RPL?

- You will be recognised for what you already know, and may complete training in a shorter period of time and reduce the cost of fees.
- You don't have to undertake training where you can prove you already have the skills and knowledge to competently perform the tasks.
- The qualification you gain through recognition has the same value as those gained through normal course work with the Lifeline Community Care RTO.
- You will have the opportunity to get your current skills and knowledge formally recognised.

### How do I apply for RPL?

Firstly, you will need to carefully read through this guide to ensure that you are familiar with the RPL process and understand the requirements that will determine your eligibility for RPL.

You will be required to undertake a self-assessment which involves comparing your skills, knowledge, qualifications and experience with the competencies for which you are seeking recognition, and then submitting this with supporting evidence as part of your RPL application.

## Supporting Evidence

You will need to compile supporting evidence to demonstrate that you have the required level of competency in the units that you are seeking recognition for. The term 'evidence' applies to anything you produce to verify your skills, knowledge and experience, and must be matched to the elements and performance criteria of a unit of competence.

The evidence that you provide for your RPL assessment must comply with the 'rules of evidence' from the Australian Quality Training Framework. This means that you must ensure that the evidence is:

- **Valid** – You must provide evidence that satisfies all requirements of the unit of competency.
- **Relevant** – The skills / knowledge / experience that you are claiming to have, should relate directly to the relevant unit of competence and be at a comparable standard;
- **Current** – you must be able to show that your skills are up-to-date and that you could demonstrate these now if required, a general guideline is less than two years old. Evidence that is older than two years must be supported by up-to-date evidence of your continued application of the relevant competence;
- **Authentic** – you must be able to verify that the skills / knowledge / experience in your application are genuine and the evidence you are presenting is your own work. Any copies of original qualifications, certificates or documents you submit must be certified by a Justice of the Peace (JP);
- **Sufficient** – You must provide sufficient evidence for the assessor to determine your level of competency.

There are various types of evidence that you can provide (dependant on what is most appropriate and relevant to the units of competence), which can be gathered from a number of sources. There are four types of evidence that you can collect and present:

1. **Direct Evidence** – Anything that you have either produced yourself or for which you have been primarily responsible i.e. Correspondence; business reports. You will need to provide two to four examples of each type of evidence to show that you have done this type of work over a period of time. It is important to verify your work as your own by getting your supervisor to authorise the evidence that you have been submitted.
2. **Indirect Evidence** – Information about you i.e. formal certificates; position description.

**Witness testimony or third party reports** – This is indirect evidence about yourself, and could include statements from other people (i.e. managers, supervisors, previous employers, customers or colleagues) to support your claim for RPL and should not be confused with a reference. This evidence should provide details about your duties, experience and responsibilities that are relevant to the learning outcomes or competencies of the unit of competence and also demonstrate the level of skill by you in your work.

3. **Personal Statements** – will generally only be considered as supporting evidence not primary evidence, however it is valuable to submit as it gives you the opportunity to explain the evidence that is specific to your own organisation/industry and highlights to the assessor the knowledge and understanding required to do your job.

A personal statement should be a concise description of your work activities and the functions you carry out and must be related to the unit of competency.

**4. Supplementary Evidence** – In addition to providing evidence you may be required to demonstrate that you have the required knowledge and skills by answering either oral or written questions, and/or performing your work activities.

### **Examples of evidence that can be submitted:**

- Brief CV or work history
- Job/Position Description
- Qualifications/ Certificates/ results of assessment for nationally recognised qualifications.
- Qualifications/ Certificates/ results of assessment for other qualifications and courses.
- Results/ statement of attendance/ certificates; for in-house courses, workshops, seminars, symposiums.
- Membership of relevant professional associations
- Other documentation that may demonstrate industry experience, i.e. participation in the development of industry programs; industry awards.
- Relevant industry licences i.e. Blue Card.
- Work samples, which may include but not limited to: diaries/ task sheets/ job sheets/ log books/ performance appraisals/ work plans/ projects.
- References/letters from previous employers/supervisors.
- Letters of support/appreciation
- Workplace awards/ prizes/ certificates
- Evaluation forms/ feedback sheets
- Hobbies or interests that relate to the outcomes of the unit elements

### **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 required skills and knowledge that meets the standards identified in the performance criteria for the unit.

### **Why do I have to pay for RPL?**

You will have to pay fees when you submit an application for RPL because each individual unit of competency you are seeking RPL for, requires the time and expertise of the Trainer and Assessor to assess your supporting evidence against each performance criteria, and essential knowledge and skills for that unit.

### **What does RPL cost?**

RPL costs are outlined in the relevant *Fee Schedule and Unit Purchase Form* for the qualification you are seeking RPL for, this can be found on the LCCQ website ([www.lccq.org.au](http://www.lccq.org.au)). Please note that when you first enrol in the LCCQ RTO you will be required to pay a \$30 RTO Enrolment Fee. All fees are payable before or upon submission of the RPL Application.

If RPL is granted you will then become competent in the given unit(s) of competency, and you will not need to complete the unit(s). If RPL is not granted, you will be given the opportunity to use the amount you have paid towards undertaking the unit(s) of competency. If you choose not to undertake the unit(s) the payment will not be refunded.

# The RPL Application Process

## Step 1

Read through the *RPL Information Guide* and relevant *Evidence Summary Sheets* to assess your eligibility for Recognition of Prior Learning. This will enable you to do an initial assessment of your experience and check as to whether you will be able to:

- Demonstrate the required skills and knowledge;
- Provide evidence to prove that you are competent for the relevant unit(s).

## Step 2

You will need to complete the *RPL Application Form* and *Evidence Summary Sheets* for **each** unit of competency you wish to gain RPL for and gather your supporting evidence. This information will need to be attached to your application.

**IMPORTANT: Please do not attach original documents; but ensure that all documentation is certified copies.**

You will also need to complete the *LCCQ RTO Enrolment Form; LCCQ Fee Schedule and Unit Purchase Form*; pay the \$30 RTO Enrolment Fee and associated RPL course fees before your application is processed (payment information can be found on the *LCCQ RTO Fee Schedule and Unit Purchase Form*).

## Step 3

Before sending your application ensure that all forms have been completed, and the supporting evidence has been sequenced and organised clearly. Your application should include:

- RPL Application Form;
- Evidence Summary Sheet(s) for each unit of competency you are seeking RPL for;
- Supporting Evidence (matched against the performance criteria and essential knowledge/skills as identified in the *Evidence Summary Sheets*);
- LCCQ RTO Enrolment Form;
- LCCQ Fee Schedule and Unit Purchase Form;
- \$30 RTO Enrolment Fee and associated RPL course fees.

Send your completed application to the relevant Training Services Office.

## Step 4

Your application will be processed and the relevant documents will be sent to the course Trainer and Assessor to assess your RPL evidence.

## Step 5

At this stage you may hear from the Administration Officer of the relevant Training Services Office or the Trainer and Assessor directly, with feedback asking you to provide further information/evidence; be available for a competency conversation; complete a written assessment; and/or undertake workplace assessment/observation. Please be aware that you may be required to undertake some or all of these depending on the evidence you provide, the qualification being applied for and responses to the questions.

## Step 6

You will be provided with a Result of Assessment within 21 days of the RPL application being assessed by the trainer and assessor, informing you if your Recognition of Prior Learning has been Granted or Not Granted.