



RPL Student Guide

8 Simple Steps to gain the skills recognition you have been looking for.

Call our RPL help line at Daniels Associates on 1300 783 757 to discuss your RPL.

What is RPL? Recognition of Prior Learning.

It's as simple as gathering evidence to prove you have the necessary skills and knowledge through work and life experiences.

Skills Recognition through 8 steps

Recognition of Prior Learning (RPL) – Application guide

Welcome to Daniels RPL

Welcome to Daniels Associates registered training. We are here to train you, engage you, make you think and make you laugh and when you are ready, we are here to assess you. If you are reading about RPL then you are confident you may already have some of the necessary skills and knowledge to obtain credit for part of the course (in the training industry we call this competence). You can apply for credit on any part of the course you believe you may already have the necessary skills and knowledge.

Just because you apply for credit through an RPL does not mean you are excluded from these parts of the course. We are here to engage you, challenge you and make you think in our training sessions. So if you obtain RPL on part of the course you still have the option as to whether you wish to attend these training sessions or not.

So what is RPL?

RPL is a process to obtain formal recognition of competencies, skills and knowledge you have acquired. Some people have worked successfully for years in occupations but have no formal qualifications for that occupation - despite having all the required skills and knowledge.

If you are one of those people, you can benefit from the recognition process.

In assessing the skills and knowledge you already have, we may consider:

- paid or unpaid work
- part-time, full-time or casual work
- experience in Australia and overseas
- on-the-job training
- work experience in occupations not directly related to the qualification you are seeking

You may also have developed valuable skills by working for a community or voluntary organisation or through other life experiences

such as hobbies, sport and leisure activities. Life experience gained through these different areas may be recognised as meeting some of your course assessment requirements.

How much recognition?

You can apply for up to and including 100% of a qualification or a course.

What are the benefits of recognition?

- You will be recognised for what you already know, and may complete training in a shorter period of time.
- You don't have to undertake training where you can prove you already have the skills and knowledge to do the job.
- You can apply for 100% recognition if you already have the skills and knowledge that you would learn from an entire course.
- The qualification you gain through recognition has the same value as those gained through normal course work at another Registered Training Organisation.
- You have the ability to update your existing qualification to ensure that you can obtain formal recognition for your current competence.

How do I find out?

When you enrol in a course/qualification you should ask the enrolment officer to tell you about the recognition processes and RPL.

They will give you details of the units of competence and other information that will assist you to make a decision about whether or not to apply for recognition.

You might be asked to undertake a self-assessment that will help you to decide your readiness to undertake the recognition process.

How to complete a self-assessment

Self-assessment involves comparing your skills, knowledge, qualifications and experience with the competencies for which you are seeking recognition.

An Assessment Checklist will be provided to you upon completing the RPL Application form.

Making the decision to proceed

Make an appointment with your course trainer to discuss your completed checklist and the evidence that you would need to collect if you apply for recognition.

If you decide to apply for recognition, your course trainer will provide you with information about the types of evidence that you will need to collect and organise for the recognition process.

Your course trainer will also provide you with information about the timeframe and process for the submission and assessment of your evidence.

What are the steps in an RPL?

Step 1

You need to apply for an RPL during enrolment for a course. During course enrolment a representative of Daniels will explain RPL to you and what the processes are. If you are interested in applying for RPL you will need to write your name on our RPL/RCC Expression of Interest Form.

Step 2

You will then be provided with a Request for RPL/RCC Form – attached to this document. You can either complete this form on the day of enrolment or mail it back to Daniels Associates within 14 days of your enrolment. This information must be returned to Daniels Associates before course commencement.

You will be provided with information detailing what is involved in an RPL and how you gather the evidence required for an RPL as outlined in this document.

Step 3

You will then be provided with this RPL Kit and information on the evidence required for the competencies you wish to apply for RPL.

Your course assessor will provide information on the competency units for which your wish to apply for RPL.

Step 4

You will be contacted by your course trainer and given a brief interview over the phone. During this interview they will discuss what is required for the RPL in more detail.

At this interview your course trainer will discuss the types of evidence you may use for your RPL. Types of evidence will include:

- Resume / Curriculum vitae
- Job Description for position description (if you do not have one you can list your duties and responsibilities in your work)
- Certificates for any previous training either formal or informal
- Any letters from current or previous employers
- Any other information you have relating to your current or previous work.

If required your course trainer will then arrange a time to meet you in your workplace to review your evidence and assist you in gathering additional evidence to support your competency. Your course trainer will discuss how to use the checklist for each competency.

Step 5

You will agree with your assessor to a time frame for completing your portfolio of evidence. Typically this time frame should be 1 month however this depends upon the course you are enrolling in and the number of competency units you wish to apply for RPL. Should you not be able to meet this time frame additional time can be granted upon discussions with the course trainer. Additional time is only granted once. Should there be special circumstances for which the individual has not provided evidence in the additionally agreed time frame then the individual can apply for temporary leave from the course

and defer their studies to a later date. Alternatively they can elect to attend the formal training and assessment course/ qualification curriculum.

Step 6

After submitting your RPL evidence your course assessor will contact you to arrange a time for a face to face interview.

The interview process will firstly cover the evidence you have provided and supplement this with additional interview questions to fill gaps in evidence criteria for each competency unit.

This interview process will generally require access to your workplace for you to demonstrate how you perform certain tasks and complete certain paperwork. At the completion of the interview the trainer/ assessor will provide you feedback of the outcomes of the RPL for this part of the process.

At the completion of this part of the process you may be given some small assignments to complete on each competency unit you are applying for an RPL.

It all sounds very difficult but it really is quite simple if you have significant work experience (more than 5 years) in your current role; but there is no minimum work experience to applying for an RPL.

Step 7

Once the assessor is satisfied with the evidence you have provided the final part of the process is to have your employer agree you are demonstrating the skills and knowledge in the work place by completing a *Third Party Evidence Guide Form*.

Step 8

Once all the information has been provided to the trainer/ assessor (including any assignments) they will complete your RPL within 30 days or sooner and notify you of your results.

More Information on the Evidence you provide for your RPL.

The evidence you provide must meet 4 rules of evidence.

Firstly your evidence must be **valid** for the competency unit you are providing it for. For example if a course certificate said you attended a training course in food safety, the first question is what was covered in the course? If the certificate does not contain any detail you may supply additional information of what was covered in the course. It would be preferable if this information was provided by the person or organisation who provided the course.

Secondly, this course could be used to cover some skills and knowledge in other competency units which covered working with food.

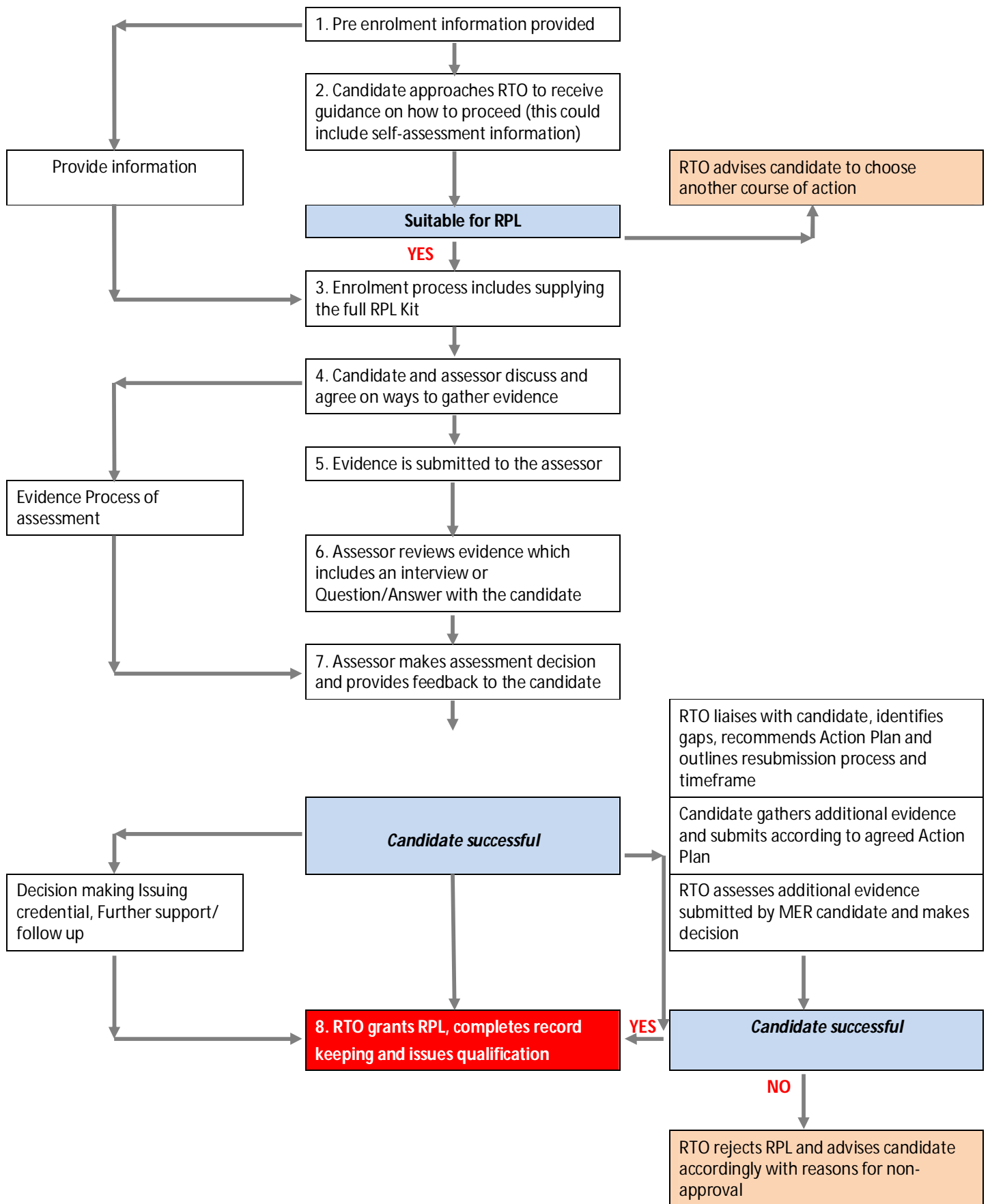
However, it would not be valid to use this certificate as evidence in an OHS competency.

There must be **sufficient** evidence to support competency. The evidence you provide for a competency unit such as food safety could also include attending food safety meetings a brief description of the types of activities you perform in a kitchen or other food environment and how these meet food safety requirements. Other forms of evidence could include supporting letters from your employer, letters from previous employers. It will require more than one form of evidence for each unit for which you are applying for an RPL to meet the **sufficiency** requirements.

Evidence must be **authentic**, meaning it must be clearly demonstrated to be your work and not that of someone else. Generally the evidence you provide is supported by an interview process where the course trainer/assessor verifies your knowledge is **authentic**.

Finally your evidence must be **current**; meaning the evidence is has been gathered over a period of time and some of the evidence is recent and applies to your current job.

RPL (Recognition of Prior Learning) Flow Chart



Request for RPL/RCC Form

**Mail to: Daniels Associates
RPL Manager
PO Box 738
Newcastle NSW**

Notes on completing this form:

1. By completing this form you understand the processes involved in an RPL which will include written information to cover each element of competency and possible completion of additional assignments which must be completed within the next 30 days.
2. The evidence you will be required to supply may include but is not limited to; homework assignments; testimonials from current and previous employers; interviews and demonstration of skills with the course trainer; previous training course, certificates and statements of attainment.
3. This will also require the course trainer to be supplied your home address contact information and you may be called by the trainer at home. Note: the course trainer will attempt to contact you at work in the first instance.

Course or Qualification you are enrolling in:				
Trainee Name:				
Facility Name:				
Trainee Address:				
Home Phone or Mobile.				
I wish to apply for: (tick one box)	Recognition of Current Competency	<input type="checkbox"/>	Recognition of Prior Learning	<input type="checkbox"/>
I request to be assessed in the following competencies:				
1				
2				
3				
4				
5				
6				
7				

Attach additional pages if required