Recognition of Prior Learning Information Kit

What is RPL?

RPL is a form of assessment that acknowledges skills and knowledge gained through:

- Formal training conducted by industry or education
- Work experience
- Life experience

The main principle of RPL focuses on the outcomes rather than when or where the learning occurred. Evidence of competency is collected by the applicant and submitted to the nominated assessor and assessment is made based on the required industry standard within the relevant training package unit of competency.

Credit Transfer

Credit transfer is a process that provides participants with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit transfer is applicable for the equivalent Training Package Units only. The code and name of the unit should be exactly the same as the unit for which you are seeking Credit transfer. A certificate/statement of attainment/testamur is required to apply for credit transfer.
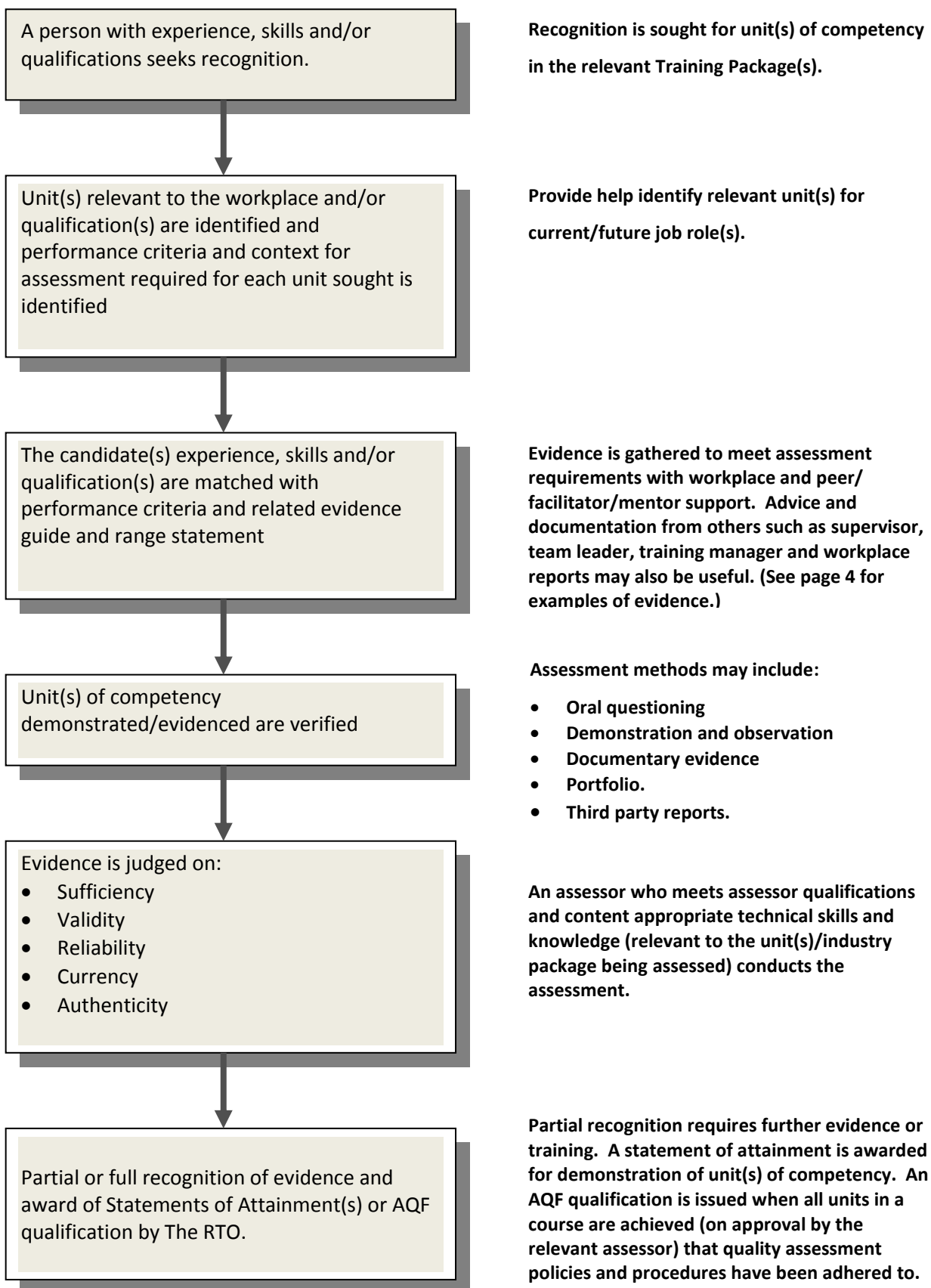
RPL

AUSTRAIN is committed to providing up to date and relevant RPL information to all participants during enrolment and whilst enrolled. AUSTRAIN staff / contractors will provide support and guidance regarding RPL enquiries. All applicants for Recognition of Prior Learning (RPL) will be provided with a copy of the relevant unit of competency and evidence requirements for the units being applied for.

Applicants who are able to provide satisfactory evidence that they have achieved the required unit of competency or competencies may progress through the course with an exemption for the RPL units.

RPL Application Procedures

- Participants must first nominate on their enrolment application form that they wish to be considered for RPL and pay any fee applicable (this will be disclosed prior to finalisation of enrolment).

- RPL evidence should be supplied to the trainer / assessor within 30 days of the enrolment being confirmed, or request being made - whichever

- Please note – RPL may be requested at any point prior to individual units of competence being commenced.

- On receipt of a RPL application/notification, AUSTRAIN trainer / assessors will provide the participant with the following RPL Evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant.

- Training Staff / contractors will monitor the participants' progress in order to provide ongoing advice or assistance in the collection of competency evidence.

- Once a participant has completed the collection of their competency evidence they should submit the RPL evidence to their trainer / assessor for assessment.

- Should insufficient evidence be provided further guidance may be provided by training staff / contractors or a scheduled assessment event may be negotiated where observation of the competency in a number of contexts may be conducted.

- All competency decisions shall be recorded with assessment advice and or statements of attainment or qualifications being issued as soon as practicable.

- If a participant does not agree with the RPL decision, they may lodge an appeal to have the decision reviewed. (See Appeals Policy & Procedure in the Participant Handbook)

A person with experience, skills and/or qualifications seeks recognition.	**Recognition is sought for unit(s) of competency in the relevant Training Package(s).**
Unit(s) relevant to the workplace and/or qualification(s) are identified and performance criteria and context for assessment required for each unit sought is identified	**Provide help identify relevant unit(s) for current/future job role(s).**
The candidate(s) experience, skills and/or qualification(s) are matched with performance criteria and related evidence guide and range statement	**Evidence is gathered to meet assessment requirements with workplace and peer/ facilitator/mentor support. Advice and documentation from others such as supervisor, team leader, training manager and workplace reports may also be useful. (See page 4 for examples of evidence.)**

Assessment methods may include:

Unit(s) of competency demonstrated/evidenced are verified	• **Oral questioning** • **Demonstration and observation** • **Documentary evidence** • **Portfolio.** • **Third party reports.**

Evidence is judged on: • Sufficiency • Validity • Reliability • Currency • Authenticity	**An assessor who meets assessor qualifications and content appropriate technical skills and knowledge (relevant to the unit(s)/industry package being assessed) conducts the assessment.**

Partial or full recognition of evidence and award of Statements of Attainment(s) or AQF qualification by The RTO.	**Partial recognition requires further evidence or training. A statement of attainment is awarded for demonstration of unit(s) of competency. An AQF qualification is issued when all units in a course are achieved (on approval by the relevant assessor) that quality assessment policies and procedures have been adhered to.**

Authorised by – CEO
Austrain Academy Pty Ltd
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Examples of types of Evidence that may be useful in the RPL process:

Certifications	Industry workshop certificates of completion or attendance
Direct demonstration/observation	Performance of a task, or range of tasks, either in the workplace or in a simulated work environment, witnessed directly by an assessor
Indirect demonstration	Use of photographs, videos, etc. showing performance of a task when the assessor cannot be present
Products	Models, items, objects that have been made, fixed or repaired by the candidate
Workplace documents	Rosters, budgets, reports, standard operating procedures etc. developed by the candidate
Questions - written and oral	Asking the candidate about real or hypothetical situations to check understanding, task management and contingency management skills.
Assignments	Projects, reports, essays, etc. relevant to the LLN requirements of the unit of competency
Third party reports	Documented and verified reports from supervisor, colleague, subject expert, trainer or others
Self-assessment	A candidate's personal statement on their performance (not generally sufficient in isolation)
Simulation	Simulated activity to accommodate difficult to demonstrate criteria e.g. emergencies, contingencies, difficult behaviours etc.
Portfolios	Collections of evidence compiled by the candidate

Please contact your Trainer or Austrain administration on 1300 20 40 20 if you have any questions or require further information. We will be happy to assist.