

## Recognition of Current Competencies / Prior Learning (RCC/RPL)

Start Education recognises that adults bring to their learning a wide variety of experiences and all students of accredited VET courses are advised of the availability of Recognition of Prior Learning (RPL) and Recognition of Current Competences (RCC). Assessments will be made against the competency standards or learning outcomes and assessment criteria of the course curriculum or training package.

- Students are advised when beginning a course that RPL/RCC is available and given information on the policy and procedure if they wish to apply. The RPL/RCC process must be completed by the time the particular unit is to be offered, so that if the student is unsuccessful they can complete their training.
- If a student wishes to apply for RPL/RCC they are referred to the RPL/RCC assessor for an interview. This is candidate's responsibility to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies.
- The interview will cover the following issues:
  - Clarification of which unit/s the student wishes to RPL/RCC.
  - An explanation of the types of evidence that would make up an application, also how much evidence and its presentation.
  - An agreed timeframe for the completion of the application and the date by which a decision could be given.
  - Advice on the possible difficulties the student may face if it is felt that the student may not have the required experience.
  - An explanation of the appeals process if the student disagrees with the assessment outcome.
  - The appropriate forms are given to the student to complete their application.
  - A record of the interview including the above points is to be completed and signed by both parties.

### ■ TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you. Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any previous places of employment where you have worked.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

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## **Procedure:**

### **Step 1 – Provide information of your skills and experience**

Complete the RCC/RPL application forms and provide as much information of your previous industry experience as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

#### ■ General employment documents

- brief CV or work history
- position descriptions
- certificates/results of assessment
- details of in house courses, workshops, seminars, orientation or induction sessions
- references/letters from previous employers/supervisors

#### ■ Workplace documents

- any licences
- brief CV or work history
- certificates/results of assessment
- indentures/trade papers
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- photographs of work undertaken
- diaries/task sheets/job sheets/log books
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process. You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

### **Step 2 – Conversation with Assessor**

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer industry related questions to identify your current skills.

### **Step 3 – Practical demonstration of your skills**

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

### **Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

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**APPLICATION FOR CREDIT TRANSFER (RCC)**

Please note that mutual recognition evidence must comply with VETAB Standards and Nationally Accredited Training Packages.

**Applicant Details**

First Name:

Surname:

Address:

Phone:

E-mail:

Qualification / Skill Sets that you are undertaking:

Enrolment Date:

Name of course/ units that you seek to receive credit for (Please specify the correct title and code):

- 1.-----
- 2.-----
- 3.-----
- 4.-----
- 5.-----
- 6.-----
- 7.-----

Student Signature / name:

Date:

**Office Use Only**

Initial Interview Date:

Name of Assessor:

Evidence collected (Statements of Attainment, Certificates):

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Recognition of Current Competencies / Prior Learning (RCC/RPL)

*Outcome of Application:*

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*Final outcome:*

- Accepted:*
- Not accepted:*

*Applicant informed of the outcome of their application on:*

*Assessor's Signature:*

*Date:*

**RPL Application Form**

<b>1. Personal Details</b>		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name		
Surname		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	
Age		
2. Are you a permanent Resident of Australia?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. What occupation are you seeking recognition in?		
4. What course are you (fully or partially) seeking recognition for?		
5. Units of Competencies applied for RCC/RPL including name & code?	1. 2. 3.	
<b>6. Current Employment</b>		
Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, in which occupation are you currently employed?	..... .....	
Who is your current employer?		

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<i>7. Further Training</i>	
<i>Have you undertaken any training courses related to the occupation applied for?</i>	Yes <input type="checkbox"/> <span style="margin-left: 200px;">No <input type="checkbox"/></span>
<i>Please specify course name.</i>	
<i>Please specify the name of institution.</i>	
<i>When did you complete your training?</i>	
<i>In which country did you complete your training?</i>	
<i>8. Is there any further information you wish to provide in support of your application?</i>	
<i>9. Professional Work Referees</i>	
<i>Name</i>	.....
<i>Position</i>	.....
<i>Organisation</i>	.....
<i>Phone Number</i>	.....
<i>Mobile Number</i>	.....
<i>Email Address</i>	.....
<i>Name</i>	.....
<i>Position</i>	.....
<i>Organisation</i>	.....
<i>Phone Number</i>	.....
<i>Mobile Number</i>	.....
<i>Email Address</i>	.....

## Recognition of Current Competencies / Prior Learning (RCC/RPL)

<i>Applicant Employment History</i>					
Name, Address and Phone number of Employers	Period of Employment		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

- *If you are including documents in your application, please provide a brief description below (Attach additional sheet if required)*

<b>Document Description</b> <i>(e.g. resume, photos, awards etc)</i>	<b>Office Use Only</b> – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

### **Declaration**

*I declare that all the information contained in this application is true and correct and that all documents are genuine. I also understand that all of these evidence items must be supplied before RCC or RPL will be assessed.*

Candidate Signature: \_\_\_\_\_ Date \_\_\_\_\_

# Recognition of Current Competencies / Prior Learning (RCC/RPL)

## Office Use Only

Interview Date: ---- / ---- /----

Assessor's Name:

Assessor's Qualification:

Methods used to conduct RPL assessment:

- Stakeholder Interview:
  
- Observation of performance in workplace:
  
- Examination/collection of relevant documentation as evidence to support RPL submission.  
Evidence examined included: (List evidence such as following)
  - Current CV including employment history, qualifications, professional development records, performance appraisal reports
  - Work documentation
  - Instructional materials outlining OHS, organisational policies and procedures, codes of conduct
  - Examples of documentation used at work
  - Third Party Report signed by workplace supervisor

Outcome of the RCC/RPL Application:

- Gap training to be provided
  
- Gap training in the following units is recommended:

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Assessor's Signature:

Date: ---- / ---- /----

## Feedback on RPL/RCC process

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# Recognition of Current Competencies / Prior Learning (RCC/RPL)

*Please complete this and return it to your course facilitator.*

*1. Did you receive adequate information on the RPL/RCC process?*

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*2. Were you given the support you required for the completion of your portfolio?*

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*3. How much time did it take for you to complete your portfolio?*

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*4. How many units did you apply for and for how many were you successful?*

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*5. What was the time taken between lodging your portfolio and being informed of the decision? Do you think this was reasonable?*

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*6. How helpful was the counselling you received about the development of a learning plan?*

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*7. Any other comments on the RCC/RPL process (please include positive and negative comments, which may help us improve the process.)*

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*Thank you for taking the time to give this feedback.*