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Skills  
Strategies  
INTERNATIONAL

# RPL

## Candidate Guide



## Version Control

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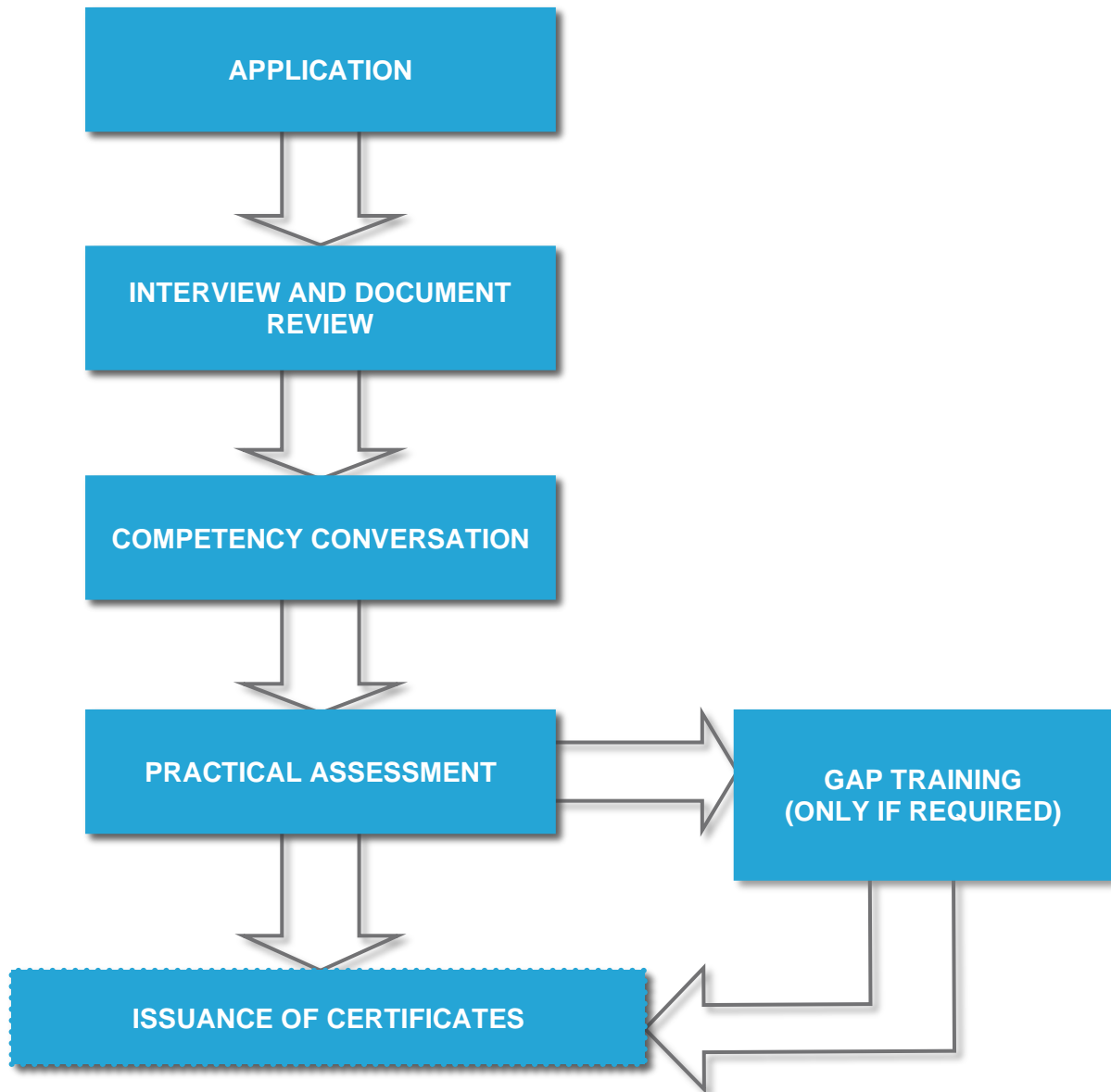
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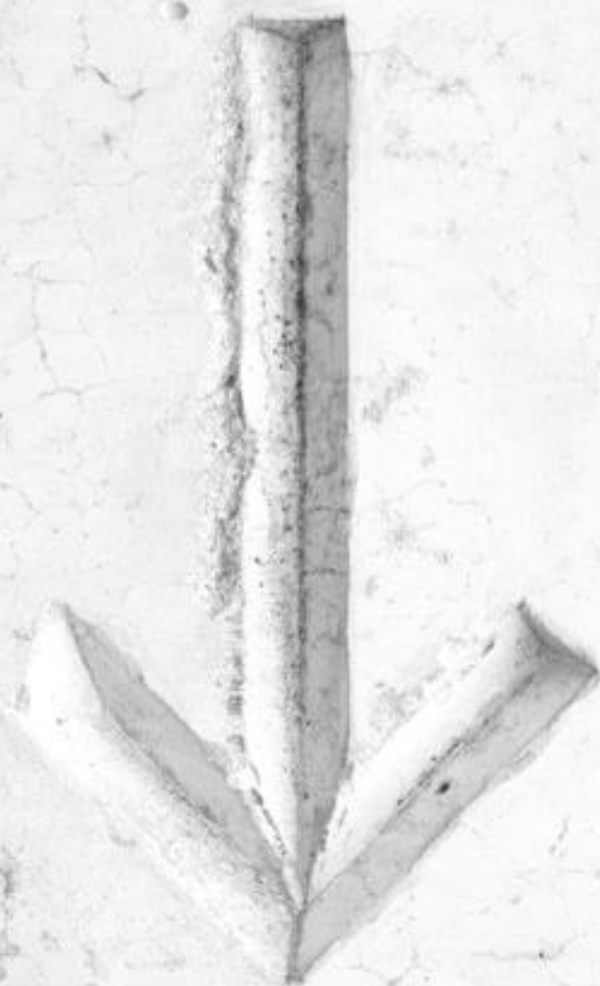
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# RPL PROCESS

## RPL Process Flowchart

This guide has been developed to streamline the application and completion for recognition of prior learning.





# THE BEGINNING

## Welcome

Welcome to Skills Strategies International (SSI), your Registered Training Organisation (RTO) during your Recognition of Prior Learning (RPL) process. Thank you for choosing us to support your journey to gaining a nationally recognised qualification. This *RPL Candidate Guide* provides you with all the information you need to know about RPL with Skills Strategies International.

If you haven't already, please read our [Learner Handbook](#) which covers everything else you need to know about Skills Strategies International.

## RPL Overview

Recognition is the process by which a person's existing skills and knowledge, regardless of how they have been acquired, are assessed and credited towards the achievement of units of competency from national training package qualifications or accredited courses.

Recognition is sometimes known as:

- Recognition of Prior Learning (RPL)
- Recognition of Current Competency (RCC)
- Assessment-only Pathway

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification you enrolled. The candidate may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

Provisions in the [Standards for Registered Training Organisations \(RTOs\) 2015](#) require RTOs to offer recognition to all applicants on enrolment and ensure that the process is structured to minimise the time and cost to applicants.

If you apply for RPL and your application is successful you could:

- Reduce or eliminate the need for any training in skills and knowledge you already have
- Save time by not needing to attend any or a reduced number of classes and completing unnecessary work
- Save money because you will not have to buy textbooks and other learning material
- Complete your qualification in a shorter time
- Advance to a higher-level qualification in a shorter time if desired

## RPL Preparation

In order for your skills to be formally, assessors must make sure that you (the candidate) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

You must be involved in the RPL process so that all the experience, skills and knowledge you have gained over time can be correctly identified and where necessary suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.



## Access and Equity

All candidates who undertake qualifications offered through SSI will have the opportunity to discuss their learning needs with their Trainer/Assessor.

If you require additional support with reading, numeracy, literacy or developing alternative assessment strategies, please contact your Trainer/Assessor in the first instance.

## Application Tips

Tips for your RPL application:

1. Think about your work roles and your employment history and include in your application any work you have done in the past (paid or unpaid) and where this took place.
2. Include in your application any other documentation that you think would support your claim that you have done this work over time. The following is a list of some of the documents you can provide as examples of your work history:
  - Brief CV
  - Certificates/results of assessment
  - Photographs of work undertaken
  - Diaries/task sheets/job sheets/logbooks
  - Training records
  - 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 your industry experience or support your claim
3. Think about who you would consider to be your workplace contact or referee. Is your employer happy to support your aim to become qualified? Would you feel comfortable if the assessor contacted your current workplace or previous workplace(s) to validate your skills and spoke to your supervisor(s) or employer(s)?
4. You can speak with your assessor about other ways you can show your skills for the industry in which you are seeking recognition. These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms or any other relevant documents.





# THE MIDDLE

## Assessment Tools

The RPL Assessment Tools are designed to help you put together evidence through a recognition process to achieve the units of competency for your qualification or skills set. This is a formal process that is based on a portfolio of evidence submitted by the candidate.

The RPL Assessment Tools contains the following three (3) sections:

1. **Knowledge Questions** – Questions that the candidate needs to complete to demonstrate the knowledge requirements relevant to the unit. Candidate responses must include relevant workplace examples or experiences. Questions may be conducted verbally.
2. **Performance Evidence** – Current and relevant evidence that the candidate will need to gather to demonstrate current competence. For example, portfolio of workplace documents, samples of work, project or workplace records or forms, photographs or videos of work.
3. **Workplace Testimonial** – If the competency standards require the candidate to demonstrate soft skills such as communication, interpersonal, collaboration, then a workplace testimonial may be required. The testimonial must be completed by a Qualified Assessor to attest that the candidate has demonstrated the skills competently and consistently in the workplace. If a Qualified Assessor is not available in the workplace, then the evidence may need to be provided as video footage.

## Recognition Pathway

This is a “recognition” pathway based on compilation of evidence. The process is designed for those who are experienced and currently working in the industry of field of employment.

You may be eligible for some but not all of the units that make up the qualification. So, it is possible you may be mixing the recognition process with some formal learning.

## Portfolio of Evidence

The qualification/skills set requires evidence of workplace experience. It is important to provide as much information of previous experience as is available.

We appreciate that evidence gathering and portfolio preparation takes some time. However, it is in your interests to get things organised as quickly as possible.

### Authenticity

You need supporting evidence to authenticate that the products and processes you are submitting are indeed your work. Testimonials may be needed to support your evidence.

### Currency

The assessor is looking for currency of competence so use recent work as evidence. As a rule of thumb, evidence from the last two years is preferable and do not go back more than three years.

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.



# THE END

## Results

In order to successfully achieve the national units of competency linked to this assessment, you must demonstrate competency in all assessments. The assessments have been linked to the national competency standards.

## Complaints and Appeals

You have the right to make a complaint or appeal an assessment decision. If you make a complaint or appeal this will not affect your training delivery or outcome of future assessments.

### Complaints

You are encouraged to talk directly with the person concerned to resolve the problem at the point of incidence in a timely manner. If the complaint is not satisfactorily resolved, please forward your complaint to SSI in writing within four (4) weeks of the incident. We will endeavour to resolve the issue within 60 days from the occurrence of the complaint. If it is not resolved, the services of a third party will be organised.

### Appeals

All appeals must be made in writing within 14 days of receiving the assessment result. Any person who lodges an appeal will be given the opportunity to present their case in an unbiased and independent environment. The independence of the party or panel must be mutually agreed. We will deal with any appeal in an effective and timely manner, aiming to resolve all appeals within 14 days of the appeal being lodged in writing by yourself.

For more information please refer to our [Learner Handbook](#) and [Complaints and Appeals Policy](#).

## Feedback

You will be provided with feedback on your submitted assessments within two (2) weeks of receipt from the SSI office. The feedback will be in writing and will indicate competency or whether additional evidence is required.

## Withdrawing

If you wish to withdraw from the course please contact your assessor and let them know as soon as possible. SSI is unable to accept responsibility for changes in your personal circumstances. No refund is available if you leave before the end of your course. The decision to provide a learner a refund is at the sole discretion of the Director.

If SSI ceases to operate, any fees paid in advance for units not yet commenced will be refunded. Units that have commenced, regardless of progression, are not eligible for refund. There are several scenarios where a full, partial or zero refund is applicable.

For more information please refer to our [Learner Handbook](#) and [Fees and Refunds Policy](#).

## Successful Completion

Upon successful completion of your RPL course SSI will issue you with your certificates within 30 days.

Certificates cannot be issued until all fees and charges have been paid.

# Appendix 1

## Terms and Definitions

AQF	Australian Qualifications Framework
ASQA	Australian Skills Quality Authority
CT	Credit Transfer
Learner	Student, Online Learner, RPL Candidate, Trainee
LLN	Language, Literacy and Numeracy
RCC	Recognition of Current Competency
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SBAT	School-Based Apprenticeships and Traineeships
SSI	Skills Strategies International
TP	Training Plan
Trainee	Employee employed under Australian Apprenticeships
Training Plan	An outline of the units negotiated to be delivered over the traineeship and a schedule of when and how they are to be delivered and assessed
USI	Unique Student Identifier
Variation	Application to alter the terms of the employment/training agreement
VET	Vocational Education and Training

## AQF RPL Explanation

Recognition of prior learning (RPL) is defined in the AQF as follows:

*Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.*

This is underpinned by the AQF definition of credit as follows:

*Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.*

For more information visit <https://www.aqf.edu.au/sites/aqf/files/rpl-explanation.pdf>.