



Recognition of Prior Learning - Guide

Guest Building Learning

RTO 91289

Guest **Building** Learning

RECOGNITION OF PRIOR LEARNING (RPL) GUIDE

What is Recognition of Prior Learning (RPL)?

RPL is the process by which your existing skills, knowledge and experience gained throughout your life, regardless of how they have been acquired (*on the job training, formal or informal education and life experience*), are recognised towards the achievement of a nationally recognised qualification or statement of attainment.

Who is this guide for?

This guide has been produced to assist people seeking recognition for experience, skills and knowledge for which they do not hold a vocational qualification. The skills they want recognised may have been obtained through:

- Work experience
- Voluntary work
- While at school
- Life experience
- Sporting experience

What can I get from RPL?

RPL can result in the awarding of a nationally recognised qualification or in the issuing of a Statement of Attainment for part of a qualification rather than a full qualification. You may not need a whole qualification depending on your job role, so a Statement of Attainment may be more relevant to you.

PLEASE NOTE: You must complete a RPL Form and provide a list of units you want to apply RPL for, or mention that you want to apply RPL for full qualification.

What are the benefits of recognition for you?

- You will have your skills recognised
- It saves you time in achieving a qualification as you do not have to repeat learning for skills and knowledge you already have
- It reduces time spent to gain a qualification by not undertaking unnecessary training
- It enables you to identify gaps in your knowledge and skills and therefore any learning that needs to occur to meet the requirements of a particular job role or qualification.

This guide will assist you to answer questions such as:

- How does recognition work?
- How do I get involved?
- Who else is involved?
- What does it mean for me?
- How do I prove my skills and knowledge?
- Do I need to have a lot of documents?
- What happens if I don't succeed?

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The step-by-step process

Step 1

Expression of Interest: A Guest Building Learning (GBL) representative will contact you and invite you to express interest in receiving RPL and conduct a Pre-Training Review to provide more information.

Step 2

Pre-Training Review: A Guest Building Learning (GBL) representative will contact you to discuss RPL and gather some evidence of your skills and experience. During the Pre-Training Review, if you are identified as being eligible you will be provided with Enrolment Form, RPL Form and other documents assisting you with your RPL.

If you are not identified as being eligible a Guest Building Learning (GBL) representative will contact you to provide some additional options you may be interested in.

Step 3

Gathering Evidence: You will be required to commence gathering evidence against the checklist provided. A Guest Building Learning (GBL) Assessor will contact you to check your evidence gathering progress and arrange a time to conduct assessment.

Step 4

Practical Demonstration & Interview: A Guest Building Learning (GBL) Assessor may observe you working on-site in the industry field you are seeking RPL for. An Assessor will conduct a Competency Conversation with you to identify your level of knowledge relating to the selected industry field.

Step 5

Assessment Outcomes: A Guest Building Learning (GBL) Assessor will conduct assessment against all the evidence provided and notify you of these outcomes. It may be determined at this stage that you may be required to provide additional evidence or undertake Gap Training.

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Evidence

Evidence for recognition is not limited to existing documents you already have. It can take a number of forms to complete and may include any combination of:

- Questioning** – the assessor may give you written questions, or interview you and ask questions verbally
- Observation of practical tasks** - the assessor may observe you performing tasks in the workplace, in a simulated environment, in the classroom or any combination of locations
- Finished products** – items you have produced in your work, which could vary (for example) from food you have cooked to reports you have written
- Presentations** – the assessor observing presentations made by you
- Video and/or audio taped evidence** – showing you completing different types of tasks
- Third party reports** – references or answers given by third parties to questions from the assessor, providing examples of your work ability relating to the standards
- Documents** – such as relevant qualifications/transcripts, project plans and reports, minutes of meetings, correspondence, resources developed etc.
- Anything else that you or your Assessor can think of that is relevant and proves your competence.

Following are the types of evidences you could provide (but are not limited to):

- Copies of industry relevant licences
- Current resume and/or work history
- Photographs of work undertaken
- Relevant certificates/results of assessment/statement of attendance
- References/letters from previous and/or current employers/supervisors with contact details
- Diaries/task sheets/job sheets/logbooks
- Indentures/trade papers
- Copies of invoices with job description to customers
- Membership of relevant professional associations
- Industry awards/achievements
- Any other documentation that may demonstrate industry experience. Be prepared to discuss with your assessor how this documentation fits with the requirements of the qualification.

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What happens after you have submitted the evidences?

Once you have submitted your evidence the assessor reviews it against the units of competency.

The assessor needs to ensure that your evidence:

Is valid: does your evidence relates directly to the unit of competency; demonstrate relevant skills & knowledge; and is it appropriate to the relevant level required by the competency?

Is sufficient: does your evidence include all the critical tasks and knowledge in the unit of competency; prove you have performed these over a period of time and in different situations; and have you submitted enough different forms of evidence?

Is authentic: can each piece of evidence be clearly identified as your own work and is it dated and referenced; where your evidence is part of teamwork, is your specific role clearly defined; are qualifications, references, licences etc. presented by you certified documents; are your verbal or written accounts about what you can do verified by a credible third party and/or supported by documented evidence?

Is current: does evidence demonstrate you have the skills and knowledge required to meet current performance requirements?

An interview, whether face-to-face, by telephone or other means is a common part of any recognition process. This will allow your assessor to

- Ask questions to explore the extent of your knowledge
- Seek clarification about items of evidence
- Ensure the whole competency is demonstrated

The assessor will make a decision about your competence and will discuss this with you. Receiving constructive feedback from your assessor is very important at this stage.

The assessor will make one of the following decisions:

- RPL granted in a unit (or units) of competency
- RPL not granted
- Further evidence is required

Further evidence required – really means that for some reason the assessor could not make a decision based on the evidence submitted so far. This could have been for a number of reasons:

- Evidence did not relate clearly to the units
- Insufficient evidence
- Evidence was not current
- There were inconsistencies in the evidence submitted

This is where the assessor will discuss with you options for gathering more evidence or gaining the qualification/units of competency in another way.

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