



Recognition Prior Learning and Recognition Current Competency

Document Type	Policy and Procedure
Standards for Registered Training Organisations (RTOs) 2015	Clause 3.5 Link to the Users' Guide to the Standards for Registered Training Organisations 2015
Skills Assure Supplier Policy 2021-24 for Queensland VET Investment Programs	Appendix 3: Reporting conditions
Skills Assure Supplier Audit Evidence Requirements (User Choice) 2023-24	Supplier Governance and Internal Controls (Enrolment/Induction) Employment Arrangement / Enrolment (Training Records) Student Contribution Fees (Collection of Student Contribution Fees/ Partial Student Contribution Fee Exemptions / Full Student Contribution Fee Exemptions / Refunds) AVETMISS Data Reporting Requirements Administration (Records) and (Supplier's Employees and Contractors)
Skills Assure Supplier Audit Evidence Requirements (VET Investment Programs) 2023-24	Supplier Governance and Internal Controls (Enrolment/Induction) Employment Arrangement / Enrolment (Training Records) Student Contribution Fees (Collection of Student Contribution Fees / Partial Student Contribution Fee Exemptions / Full Student Contribution Fee Exemptions / Refunds) AVETMISS Data Reporting Requirements Administration (Records) and (Supplier's Employees and Contractors)
VET for Secondary Schools Northern Territory (VETfSS) 2024	VETfSS Training Contract Clause 6.7

<p>The Crown in Right of Tasmania represented by the Department of State Growth User Choice (Skills Tasmania) 2024</p>	<p>Tasmania Governments: Registered Training Organisation (RTO) Grant Recipient Standard Conditions Manual Version D23/226777/1 - December 2023 Clause 8.4 Recognition of Prior Learning (RPL)</p>
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Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC)

Recognition of Prior Learning (RPL) is the formal acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience and Recognition of Current Competency (RCC) is the formal acknowledgement of current skills and knowledge, which may be used to grant recognition in a qualification or part of a qualification.

What is The Recognition process?

The process of Recognition involves us working together collecting evidence that verifies your competence, from a range of sources.

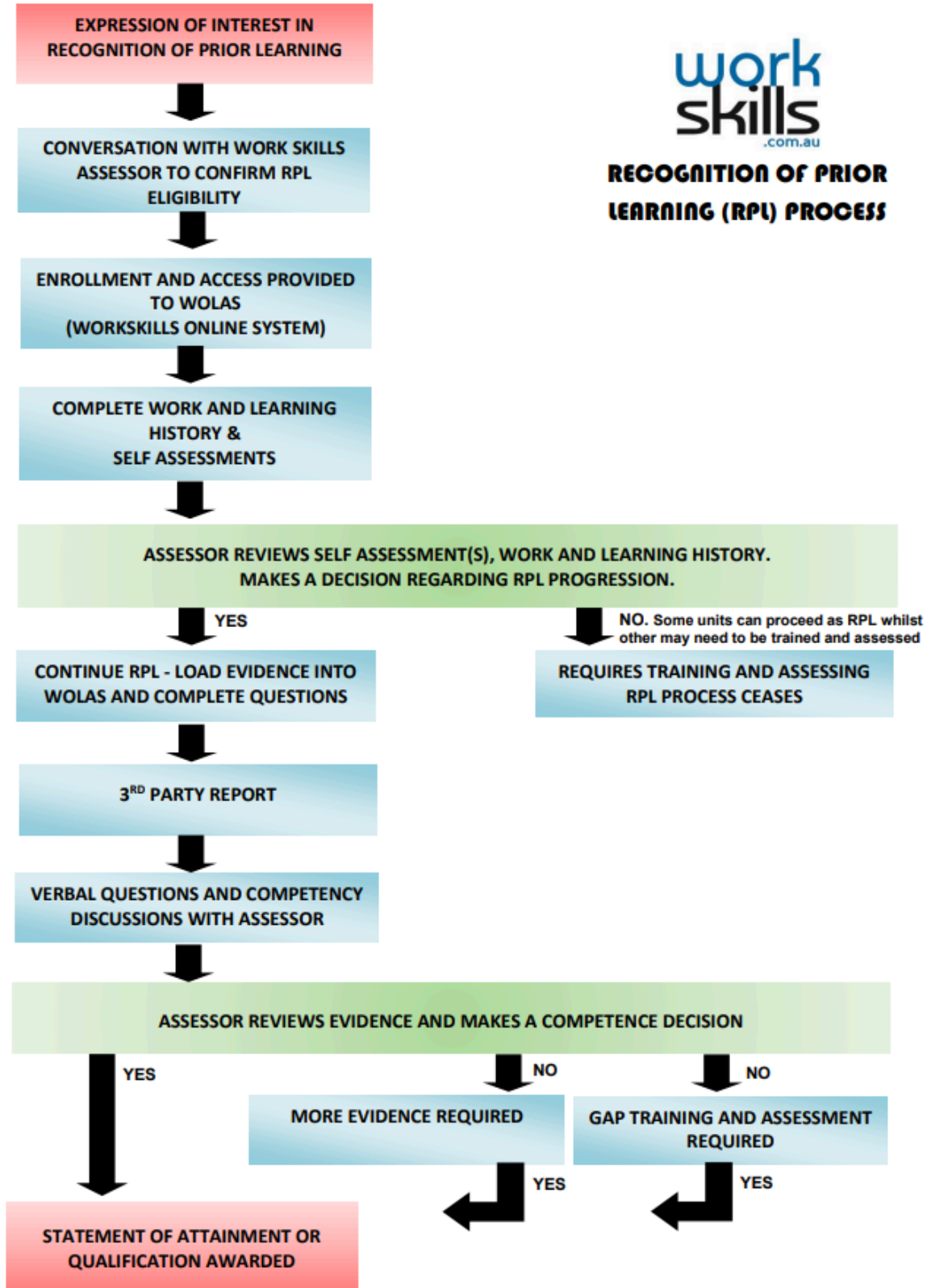
The evidence can include any combination of formal and/or informal training and education, work history and/or general life experience.

The generic term 'Recognition' covers recognition of prior and current learning and skills recognition and encompasses the recognition of competencies currently held, regardless of how, when or where the learning or skills acquisition occurred.

Recognition is an external component of the vocational education and training (VET) system. When commencing or re-commencing a qualification, you may be able to apply for credit for previous service as an apprenticeship or trainee, or for relevant work experience. Any credit given should reduce the duration of your course.



RECOGNITION OF PRIOR LEARNING (RPL) PROCESS



If you believe you have significant experience in some areas of a qualification and may be able to be recognised in these areas, then this option is available to you through Work Skills. It is an 8 step process that a Student will need to go through for each unit of competency that they are being recognised for. The process below demonstrates the steps that are outlined to the Student:

Step 1: Choose the right qualification for you

The first step is about ensuring you choose the right qualification for you. Not only choosing the right title but also the right units within your qualification. Often qualifications have 'core' units that must be completed as well as 'electives' that you can select from a range that best suits your experience.

Work Skills will help you with this. They will go through the qualifications available to you and assist you in choosing the right subjects. This first step is completed over the phone, via email or face to face.

Step 2: Tuition Fee Agreement

If you are interested in enrolling in a qualification and completing it through RPL or Training and Assessment or a combination of both, Tuition Fee Agreement will be written and sent to you for signing. This outlines all the costs and procedures for you. Once signed, an invoice will be sent to you for an Administration Fee. An Administration Fee of no more than \$500 is applicable at the commencement of the RPL. Upon payment of this invoice, you will be enrolled to commence your RPL.

Refund of RPL - a refund of the Administration Fee will only be payable if Work Skills does not complete the enrolment process. In this case, all Administration Fees paid will be refunded. All other fees are collected after all training and assessments have been completed.

Step 3: Self Evaluation

Completing a Self-Evaluation to determine if you believe you are suitable for units of competency through an RPL process.

Step 4: Collecting Your Evidence

After you have selected your units of competency, it is important that you take the opportunity to understand what will be addressed in each unit of competency. The Work Skills Assessor will be guiding you through the RPL Process. They will provide you with a list of each of the subjects you have chosen (Training Plan). It is important for you to review each of the subjects (units of competency) to see if you have any evidence that can help to support your competence. Ask yourself: Do I judge myself as competent? If so, what evidence do I have to support this?

The evidence may consist of:

Detailed Resume/CV

Verified copies of Academic Transcripts and/or statement of attainments

Certificates of participation, awards or letters

Duty statements and/or workplace reports

Registration certificates

Conference and/or workshops attendance certificates

Projects and/or documents developed and/or implemented

Samples of real work conducted

References or written testimonials

Performance appraisal

Photos of work completed

Visual evidence such as videos of activities , in which you have been strongly involved

Evidence of paid and/or unpaid voluntary experience

The same evidence may relate to one or more competencies, elements and/or performance criteria. Therefore, you may be able to use the same piece of evidence when applying for recognition for a number of units of competency.

Step 5: Meet with the Work Skills Assessor - Competency Conversation

The Work Skills Assessor will work through the subjects that still require evidence and will ask relevant questions to identify competence. It is important that time is set aside away from your workstation to conduct a discussion with your Assessor. One of the best ways to collect evidence is to record you talking about your skills, experience and knowledge. Work Skills can do this through using an audio digital recorder. This option will be discussed with you before this occurs and you will be given the opportunity to opt out of the audio recording. The option can be conducted both over the phone and face to face facilitation. The Work Skills Assessor will also have a digital camera handy when meeting face to face as there might be some evidence that can be photographed to help support your competence.

Step 6: Third Party Feedback - Practical Skills Check

As part of your RPL, third party feedback may be needed to be conducted if:

- The Assessor requires more evidence
- Your workplace supervisor (past or present) can give strong evidence for some subject areas which require a workplace perspective

This step can be completed face to face or over the phone and will involve the Work Skills Assessor making contact with your Supervisor. The Information provided in Step 3 and Step 4 will be used as a basis for verification with your Supervisor.

Step 7: Outcome and Feedback Report

Once the Work Skills Assessor has verified all the evidence, completed the interview with you (Step 4), discussions with your Workplace Supervisor (Step 5) has been conducted and you have provided all the relevant evidence mapped to each unit of competency, they can complete RPL Assessment. The Work Skills Assessor role is to ensure they are confident that you are competent in all elements of your qualification and that there is sufficient evidence to support this.

You will be provided feedback from your Work Skills Assessor within 21 days of completing the evidence process. Your Assessor will outline whether you have achieved competence or not yet competent. If you have received a not yet competent, the Assessor will outline what options you have to achieve competence. If the Assessor believes there are some areas where gap training may be required, they will outline all the details for this to be achieved. In this feedback, you will also be provided with pathway options for you to access higher levels of training e.g. Certificate IV or Diploma, where applicable.

Appeals Process

All RTO's are required to have an appeals process, so if you believe you have reasonable grounds for disagreeing with the RPL decision, you can contact the Work Skills Complaints Officer for further information regarding this process.

Step 8: Action Plan

Step 8 is only required if you are deemed not yet competent in any units of competency in your RPL process. An Action Plan will be developed in consultation with you to achieve competence. That action may be gap training or gathering some specific evidence to demonstrate competence. That action will include dates and timeframes so that all parties understand what needs to be achieved.

Once Step 8 is complete and the gap training or further evidence is gathered, Work Skills Assessor will evaluate new evidence and once again provide you with an outcome and feedback. On successful completion of your qualification, a certificate will be issued to you within 21 days of sign off.

Frequently Asked Questions

What happens if I apply for RPL and I don't have enough evidence?

Work Skills Assessor will identify with you how we can either find ways to determine evidence or develop an Action Plan for Gap Training in the areas you are not yet competent in.

How long does RPL take?

The timeframe depends on you. There is an initial interview with Work Skills and then once the qualification is determined, Work Skills will send you a list of your units of competency. You will be expected to gather and collect evidence and upload into the WOLOS System. Once you have

completed this step, an interview (competency conversation) will be arranged by your Work Skills Assessor. Depending on your level of experience, the interview can be conducted within one session or over several sessions.

What qualification can I apply for RPL?

Work Skills has a range of qualifications across a number of industries including Hospitality, Automotive, Retail, Media and Business. To identify the qualification and level that best suits your needs, contact Work Skills to discuss your options.

Can I apply for Credit Transfers for units of competency I have already achieved?

Yes, if it relates to the qualifications you are applying for RPL. Certified and verified evidence will need to be provided to support this process.

How much does RPL cost?

The costs vary according to the level of qualification and how much RPL is determined and how much gap training you may require.

How do I enrol or seek information on RPL?

Contact Work Skills on 1300 360 567 to discuss your options with a Work Skills Representative.

VET for Secondary Schools (VETfSS) (Northern Territory)

EC Training Pty Ltd T/A Work Skills will provide all students with clear information regarding RPL arrangements prior to enrolment, as follows:

- RPL will be offered to all participants prior to enrolment and prior to commencement of formal training delivery and
- Work Skills will be able to demonstrate that they have implemented processes to encourage the take-up of RPL and streamline delivery

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Work Skills is eligible for the full payment amount for each unit of competency if the eligible learner is awarded a unit of competency through RPL.