Recognition of Prior Learning (RPL)

Student information prior to enrolment

The above diagram outlines assessment pathways available to all students.

RPL looks at the “Assessment only or Recognition of prior learning pathways” It recognises that you have carried out your learning already and you are ready to advance to the assessment only RPL pathway to gain you statement of attainment or qualification.

Recognition of Prior Learning (RPL) is a process that recognises what you have learnt from:

- Life experience
- Work experience
- Non-accredited/accredited training programs

These experiences are measured against the qualification/unit in which you have applied for recognition.
How does RPL work

Applicant completes enrolment form and Pre-Training Review, checking the box to indicate intention to seek RPL

Applicant is provided with RPL Self-Assessment Tool and Student RPL Information Handbook, and returns completed Tool with supporting documentation to SAO (Student Admin Officer)

Assessor evaluates applicant’s completed RPL Self-Assessment Tool to determine the result. Applicant is directed by SAO to either RPL assessment or to training, as advised by assessor

SAO forwards relevant RPL assessment pack/s to applicant

Applicant gathers and submits evidence to SAO. Assessor reviews evidence against RPL Assessment Pack requirements, determining if the applicant has proven competency. SAO makes an appointment between applicant and relevant assessor.

Assessor and applicant discuss the submission. Assessor may require further evidence from applicant. Assessor advises applicant of decision.

Applicant is competent and is issued with certificate

Applicant is not yet competent and is able to access gap-training or entry to course as required
What do I have to do

1. When you indicate your intention to seek RPL, you will be supplied with an RPL Self-Assessment Tool to complete. Return this to the Student Administration Officer (SAO).

2. If your answers indicate you are a suitable applicant for RPL, you will be issued with RPL Assessment Pack/s. Typically, the requirements of this pack will include submitting evidence such as:
   a. responding to questions
   b. demonstrating skills
   c. a portfolio of evidence (see page 5)
   d. supporting supervisor statements

3. After compiling your RPL documentation, submit your evidence to the SAO. This evidence will be allocated to an Assessor who will assess it against the RPL Assessment Pack requirements. The assessor will make a decision:
   a. Competent
   b. more evidence required

4. The Assessor will interview you, reviewing your evidence, and discussing the outcome of assessment. If required, the Assessor will carry out a competency conversation with you. The Assessor will inform you of any further evidence you may need to provide to prove competency, which may be in the form of a demonstration of your skills.

5. If you are deemed Competent, you will be advised by the assessor, and issued with a certificate. You will be notified by the Assessor if you are Not Yet Competent, and provided with information in relation to course entry or gap-training.

   Please note: RPL is awarded for a total unit of competency only (no partial RPL of a unit will be awarded)

How much time do I have

We allow three months for the RPL Assessment process from when you are issued with the RPL Assessment Pack/s. If there are extenuating circumstances that would make it impossible for you to complete the RPL Assessment process within this time, make an appointment to discuss this with the SAO.

What are the costs

If you apply for RPL prior to starting a course, costs are significantly reduced. Please refer to our fee schedule on-line or at our training site for further information. Costs must be paid in full before you will be issued with your RPL Assessment Pack/s.
What is Evidence

Evidence is the material that you have that displays your competence and may be collected via:

- documentation of practical experiences in the workplace or the community including video recordings, photo’s, newspaper articles, reports etc
- statements of relevant training that you have completed
- copies of projects that you have undertaken
- documents or products you have created (or can prove that you have contributed to) that link your training and assessment to the units of competency

Your evidence is your proof that you have reached a level of performance that meets that outlined in the unit of competency. This evidence should be:

1. **Current** (show that you are still competent)
2. **Authentic** (it is your work) and be at a level of complexity that matches the unit of competency

A variety of evidence allows for:

3. **Sufficient** evidence to make the assessment decision

Logically the evidence should be:

4. **Valid** and relate directly to the unit of competency.

You will usually need to combine several pieces of evidence together to get adequate coverage for each unit. Remember you can use a piece of evidence as many times as you like, provided it shows that you have achieved the competencies. Well thought out portfolios of evidence will get the most out of every piece of evidence used that way, fewer individual pieces of evidence are needed to prove competence.

Note that original documents such as certificates, workplace reports etc, must be sighted by us, copied and certified as a true copy.

What is a portfolio of evidence

An RPL portfolio is a collection of evidence of your competence. Your portfolio will usually include a combination of many different types of evidence. Each piece of evidence you submit must be clearly cross-referenced against each requirement in the RPL Assessment Pack.

Evidence can take the form of:

- products or things you have made
- records or documents you have written that relate to the qualification
- statements made by you or by your supervisor
- video or audio tapes

Evidence Groups

**Products** are things you MAKE or help make in the workplace. For example for managers, products may include reports, policies or procedures that you have written.

- this is an excellent source of evidence however you will generally need to support it with other types of evidence that can demonstrate more about HOW you produced it

**Records** can be any type of work or professional document. For example; copies of accreditation or professional development undertaken, result notices or even extracts from your work diary are your professional records:

- minutes of meetings, timesheets and personnel records are examples of work records
• it is often useful to have work records verified by another person from your workplace. They can do this by writing a statement to this effect on the copy of the record you are submitting and then signing it

Statements about your competence may be either written or spoken. In relation to the requirements of the RPL Assessment Pack, you could:

• describe how you set up a process, or how you resolved a particularly difficult situation
• write a report
• ask your direct supervisor to provide a statement regarding your capabilities and knowledge
• have a competency conversation with your assessor

Any statements made by you must be verified by a third party.

• Don’t assume you’re competent simply because you have been doing the job for a long time. e.g. “I have been working in administration for three years.” Expand on your role and what you have done
• Don’t rely solely on your own word to prove your competence. It is the weakest form of evidence.

What if I don’t agree with my RPL result

You have the right of appeal if you are dissatisfied the RPL Assessment outcome. Please refer to the AGB Complaints and Appeals Procedure, available on our website, or in the AGB Training Student Handbook, and at our training site.

What does your portfolio need to include

Below is the minimum information that you need to include about yourself:

A title page (see Attachment A)

• Your name (as you would like it to appear on your qualification)
• Your postal address
• Your contact phone no.
• Your email address
• The qualification or individual units for which you are seeking recognition
• The date of submission

Detailed mapping of evidence in portfolio (see attachment B)

A listing of the evidence and what unit of competency/s it supports.

The evidence: products, records and/or statements

The evidence must be clearly cross-referenced against each evidence requirement in the RPL Assessment Pack.

Good luck.
Attachment A

(Example of Title Page)

______________________________________________________________________________

Your name (as you would like it to appear on your qualification)

______________________________________________________________________________

Your postal address

______________________________________________________________________________

Your contact phone no.

______________________________________________________________________________

Your email address

______________________________________________________________________________

The date of submission

I confirm that this material is all my own work, and where the work of others is used, I have referenced the source. This may refer to group work.

______________________________________________________________________________

Your Signature

Attachment B

(Example of Detailed Mapping of Evidence in portfolio)

<table>
<thead>
<tr>
<th>Qualification code and title:</th>
<th>Evidence supplied</th>
<th>Associated RPL Assessment Task and Pack</th>
<th>Location in portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example) Report</td>
<td></td>
<td>Project Management Assessment Pack, Assessment 1</td>
<td>Tab 1 or Page 1</td>
</tr>
<tr>
<td>(Example) Completed Performance reviews</td>
<td></td>
<td>Project Management Assessment Pack, Assessment 3</td>
<td>Tab 2 or Page 2</td>
</tr>
</tbody>
</table>
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