

Recognition of Prior Learning Information Pack



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Introduction

Recognition of Prior Learning (RPL) is the formal acknowledgement of skills, knowledge and competencies obtained through formal and informal training and education, work experience and life experience.

The process requires the applicant to collect and present evidence whereby a judgement can be made by an assessor panel, against the requirements of one or more units of competence or modules.

The judgement is made on evidence provided by the applicant of the skills and knowledge previously gained through work, study, life and other experiences.

It is important to note that to be eligible for RPL, the applicant must be able to produce evidence of current competence rather than just claim that they hold a current certificate or qualification.

It is essential you are able to demonstrate that the evidence submitted is your own work for the success of the RPL application. This may require you to obtain third party confirmation to authenticate your work.

Being competent means that:

- You can perform a job/task/activity to meet today's industry standards, and
- You can do this in a consistent way, over time, and
- You have sufficient knowledge to enable you to perform it in a range of situations.

RPL can save time in getting a qualification and avoid unnecessary training. It can also benefit you in other areas of our life, for example:

- Improved job security
- Re-entry to the workforce
- Job promotion
- Career change or improvement
- Moving from volunteer work to paid employment
- Moving on from redundancy or unemployment
- Reduced study load
- Improved career development
- Entry to further education or training courses
- Better planning of future training

The information and templates contained in this document will assist you to gather and collate the evidence required for an RPL assessment. You will attain one of the following three (3) outcomes once your application and evidence are assessed:

- RPL is achieved, and/or
- Marginal or gap training is required, or
- Further significant learning is required.

Eligibility for RPL

An RPL assessment pathway is appropriate where your skills and knowledge are current and industry is relevant.

RPL only applies to an entire unit of competency/module in a course. If you cannot collect enough evidence for a complete unit/module, you can not apply for RPL for that particular unit of competency/module. An entire program may be completed through Recognition of Prior Learning.

Costs

The fees associated with RPL are greatly reduced. Once you have completed a pre enrolment interview with your RPL Assessor you will be provided with an accurate quote for enrolment.



Assessment Process

The flow chart (Attachment 1) in this Information Pack, maps the process involved in RPL and is an overall guide for the applicant. Further detail is provided below.

Submit Application

Your application should include:

- Completed New Student - Personal Details Form
OR Continuing Student - Personal Details Check Form
- Resume
- Supporting Documentation

Pre-enrolment Interview

A pre-enrolment interview is conducted to select the most suitable unit/s or module/s for the applicant. This will involve a discussion regarding your previous and current work history and any formal qualifications you already hold, as well as the level of qualification you wish to attain.

You will need to compare the skills you believe you have with the competency units you wish to obtain in order to decide which units may be appropriate for RPL. This may range from one (1) or two (2) competencies to a whole qualification depending on the extent of your existing skills, knowledge and experience.

It is recommended that you provide evidence at this interview that will give the assessor some idea of your needs. If the assessor believes RPL is an appropriate course of action for you, then the process continues. If the assessor does not believe you have a case for RPL, you may still apply for RPL, or seek advice from another assessor or an alternative Registered Training Organisation (RTO).

During the interview you will also discuss how your skills can be assessed. Assessments may involve further interviews, observation and questioning, formal trade tests, work samples or presenting other documentation. Ideally a combination of assessment types are used for an RPL assessment.

Enrolment

You need to enrol in each unit or module for both RPL and any identified gap training. Enrolment can be completed by phone, fax, mail or in person at any enrolment centre and must occur before a formal assessment can be undertaken.

Collect and Collate Evidence

You will need to complete and submit all documentation necessary to have your RPL application assessed including all evidence.

You will need to collect evidence for each of the performance criteria or learning outcomes. It is important that you gather enough evidence to support your RPL claim. Consider what evidence you already have that demonstrates your skills and knowledge. Evidence is comprised of examples of work that best illustrates your achievements and learning that matches the selected units of competency or modules. Quality evidence is valid, reliable, sufficient, authentic and current. In addition, you must be able to show your skills meet industry standards.

An evidence portfolio should contain a range of examples. As a general guide, examples of evidence might include documents like:

- Administration documents and programs
- Examples of work or resources which you have produced
- Negotiation documents
- Budgets
- Position description
- Business documents/correspondence
- Qualifications/awards/formal statements of results
- Business Plans
- Reports
- Company policy documents and procedures
- Research documentation
- Diary entries
- Resume/Curriculum Vitae
- Log Books
- Details of informal training programs, seminars, conferences and workshops you have attended that are relevant to your RPL application
- Meetings, agendas, minutes
- References/Referees
- Third party confirmation/reports
- Performance reviews
- Certificates of participation/awards/achievements/letters of commendation
- Recordings and photographs of your work activities - photographs must be verified with the date taken and signed to say that you have produced the work outlined in the photograph.

This list is a guide only. You can add other examples to support your application.

Important: All copies of originals will need to be signed by either a Justice of the Peace, Commissioner of Declarations or a TAFE Queensland South West staff member.

DO NOT SUBMIT ORIGINAL DOCUMENTS.

Tip for Applicants: An easy way to complete your RPL application is to treat it as you would a job application. In a job application, you write against selection criteria and back up with evidence to substantiate your application. With RPL you write against performance criteria/learning outcomes and support your words with evidence.

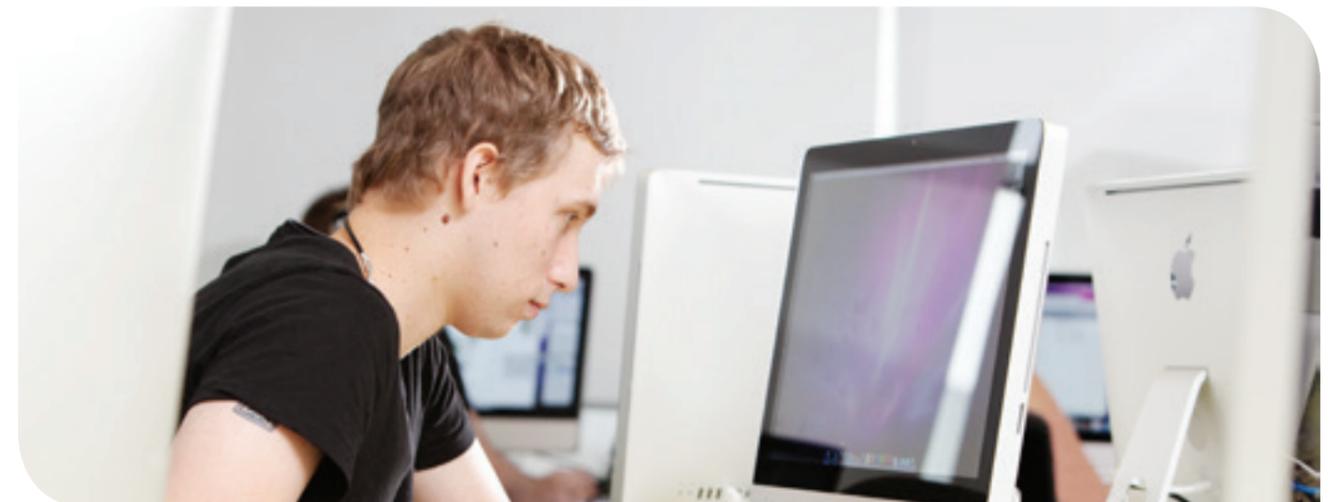
Your application must be set out so that each unit of competency or module for which you are seeking RPL can be clearly identified, and the matching evidence should appear as an attachment/annex to that claim. If you use a holistic approach to your application, you should ensure that there is sufficient cross-referencing from your application to your supporting evidence. It must be quite clear which item of evidence relates to which performance criteria/learning outcome.

Remember: Your evidence must reflect that your skills and knowledge are current. Quality evidence, correctly presented and well documented in an Evidence Portfolio, is the key to a successful RPL application.

Understanding how evidence is assessed

There are a number of criteria that underpin decision-making in RPL or in undertaking an assessment of current competence. These criteria help the assessor in determining whether or not the skills you have can be matched to the competency/unit/s. They include:

- Authenticity - Do you actually have the skill? Do you have evidence to prove this?
- Currency - Do you still have the skills? Are these skills current? Is the evidence recent?
- Quality - Can you perform these skills to the right standard?
- Relevance - Are the skills you learned elsewhere relevant to your current workplace? Is evidence you are providing appropriate to the unit of competency being claimed?
- Sufficient - Is there sufficient evidence to prove you are competent?
- Transferability - Is the skill able to be transferred? Can the skill, which you have acquired, be applied in more than one situation?
- Validity - Can you demonstrate the skill required? Can you provide evidence that you have these skills?



Assessment Interview

The assessor will review the individual performance criteria or learning outcomes against evidence. The assessor will advise what evidence is required to help you achieve this task.

At this point the assessor will tell you what you have achieved from the assessment interview:

- RPL is achieved and application will be made for the appropriate result, or
- Further evidence is required before a final assessment can be scheduled.

If there are any performance criteria or learning outcomes without suitable evidence, these will be noted and you will be given the chance to collect more evidence. The assessor will answer any questions you may have about the RPL process and set a date for the final assessment if appropriate.

If further evidence is required

If the evidence is inadequate for any particular performance criteria or learning outcome, you will be given the opportunity to gather further evidence. The assessor will give you some direction at the assessment interview about suitable evidence you will need.

Final Assessment Interview

The assessor will review the individual performance criteria or learning outcomes that did not achieve RPL at the first assessment interview.

It is important to note that you will be required to hand in your evidence portfolio and its content at this assessment interview.

The assessor will clearly indicate your final outcome and what is needed to complete the process.

If you are not satisfied with the outcome you can appeal the decision of the RPL assessor in accordance with the TAFE Queensland Student Rules. If you wish to appeal a decision, please discuss this with the assessor who will advise you on what steps you need to take.

Partial qualification achieved or RPL is not achieved

Your assessor can develop an individual learning plan for you where:

- Partial qualification is achieved through an RPL pathway and you wish to continue with gap training to achieve a full qualification, or
- Your RPL was not achieved and you wish to undertake further learning.

All additional training can be arranged through one of TAFE Queensland South West's Customer Service Centres on completion of pre-enrolment requirements and payment of fees.

Appeals process

If you are not satisfied with the outcome of the RPL you may appeal the process by contacting your assessor. The assessor will advise you of the re-evaluation and appeals process including any fees that may be applicable. The assessor may also follow up any other options for review of the process.

THIS NOW COMPLETES THE RPL PROCESS

Alternatives to RPL

Accelerated progression or fast track: RPL only applies to an entire unit of competence/module in a course. If you cannot collect enough evidence for a complete unit/module do not apply for RPL. Instead you should negotiate accelerated progression (early completion of the unit/module) directly with your assessor. In this case the assessor will consider the evidence you provide and negotiate training and assessment to "fill the gaps".

Accelerated progression requirements:

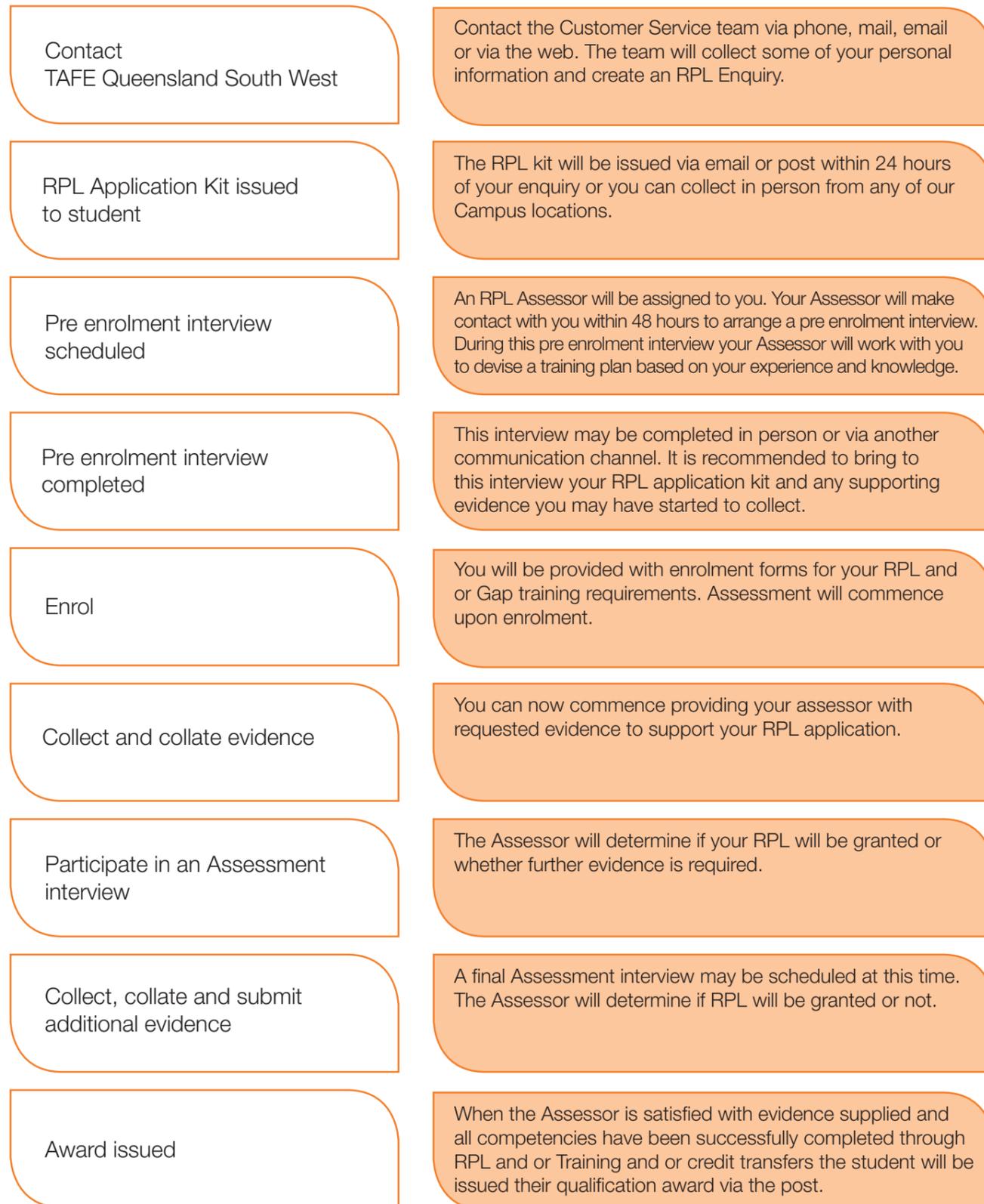
- Documentary evidence for previous qualification and verified work history
- The completion of relevant assessment which have been negotiated between the delivery staff and the student

Normal enrolment fees apply. All activities shall be recorded as part of the standard operation of the class and the final result processed at the completion of the assessment.

Credit Transfer

The process whereby formal verified documented study equivalent to that of the proposed study is recognised (no fees apply).

Attachment 1 - RPL Process Flow Chart



Attachment 2 - New Student Details Form

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Student - Personal Details

PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM - PLEASE USE BLOCK LETTERS

1. Student Details

TAFE Student Number (if known)

Unique Student Identifier (if known) Visit www.usi.gov.au to apply for your USI

Learner Unique Identifier (if known) For more information visit www.qcaa.qld.edu.au

First Name Middle Name/s

Last Name

(The name recorded above should be as shown on the following documents - Australian Passport, Australian Driver Licence, Australian Birth Certificate, Medicare Card, Visa (with Non-Australian Passport); for international students (Certificate of Registration by Descent, Citizenship Certificate, ImmCard).

Preferred Name (if different from above)

Previous Last Names (if any - e.g. maiden name)

Date of Birth

Gender Male Female

Were you born in Australia? Yes No

If no, in which country were you born?

2. Contact Details

Home Phone

Mobile

Work Phone

Home Email

Work Email

Home Address (if you are an overseas student you need to supply your overseas address in this section)

City / Suburb State Country Postcode

Mail Address (Please state 'as above' if same)

City / Suburb State Country Postcode

Temporary Study Address (if you are an overseas student you must provide your Australian address in this section)

Effective from to

City / Suburb State Country Postcode

3. Cultural Diversity and Citizenship

Do you identify yourself in any of the following ethnic groups? (Tick all that apply)

Aboriginal Torres Strait Islander South Sea Islander Other (please specify)

Select one of the following to identify your citizenship status

Australian Citizen Temporary Resident Visa Other Visa (please specify)

New Zealand Citizen Visitor Visa

Australian Permanent Resident Business Visa What is your country of citizenship if entering Australia on visa?

Student Visa Holiday Visa

Employed part time or casual by someone else or school based apprentice	<input type="checkbox"/>	Unemployed - looking for full time work	<input type="checkbox"/>
Self employed - not employing other people	<input type="checkbox"/>	Unemployed - looking for part time work	<input type="checkbox"/>
Employer - someone who employs other people	<input type="checkbox"/>	Not employed - not looking for employment	<input type="checkbox"/>

Employer Details

Company Name Company Contact

Company Email

Address City / Suburb

State Postcode Phone Fax

5. Language

Do you speak other language/s at home apart from ENGLISH?

No (Go to Question 6) Yes Please specify the main language spoken at home

Where English is NOT the main language spoken at home, please clarify how well you speak English? (Tick the relevant box below)

Very well Well Not well Not at all

Is English language assistance required? No Yes (If assistance is required contact TAFE Queensland to discuss your needs)

6. Schooling

What is your highest completed school level?

Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or lower Did not go to school

In which year did you complete that school level? Are you still attending secondary school? No Yes

If yes, provide grade and name of school - Grade Name of school

7. Previous Qualifications Achieved (Please read carefully)

Have you successfully completed any of the following qualifications? No Yes (if yes, tick all that apply)

Bachelor Degree or Higher Degree <input type="checkbox"/>	Certificate IV or Advanced Certificate <input type="checkbox"/>	Certificate I <input type="checkbox"/>
Advanced Diploma or Associate Degree <input type="checkbox"/>	Certificate III or Trade Certificate <input type="checkbox"/>	Certificates other than above <input type="checkbox"/>
Diploma or Associate Diploma <input type="checkbox"/>	Certificate II <input type="checkbox"/>	

Queensland Government Certificate 3 Guarantee and Higher Level Skills Programs Eligibility (IMPORTANT - Please read carefully)

Under the Certificate 3 Guarantee and Higher Level Skills Programs, the Queensland Government provides a subsidy for selected Certificate I, II, III, Certificate IV or higher level qualifications or priority Skills Sets aligned to critical occupations identified by government and industry.

To be eligible individuals must:

- be aged 15 years or over, and no longer at school
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- when enrolling into a Certificate III or below you must not hold, and not be enrolled in, a Certificate III or higher-level qualification (including an Apprenticeship or Traineeship), not including qualifications completed at school and foundation skills training or;
- when enrolling into a Higher Level Skills Programs you must not hold, and not be enrolled in, a Certificate IV or higher-level qualification
- Specific restrictions may apply to participation in certain subsidised qualifications you will be advised of any restrictions prior to enrolments.

I confirm that I am not currently enrolled in any other qualifications which would result in me not being eligible for this enrolment to proceed. (refer to point 4 and 5 above) Yes No

If enrolling into a Certificate III or below, I confirm that I do not already hold a Certificate III or higher level qualification. (refer to point 4 above) Yes No

If enrolling into a Certificate IV or higher level qualification, I confirm that I do not already hold a Certificate IV or higher level qualification. (refer to point 5 above) Yes No

False or misleading information concerning your prior qualifications or not advising of any current enrolments may result in being withdrawn or being liable for further financial outlay for this enrolment.

8. Study Reason

What Program/Course are you enrolling into?

Of the following options listed below which BEST describes your main reason for undertaking this training? Tick ONE box only.

- | | |
|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons |

9. Disclosure

Educational authorities - such as TAFE Queensland, research organisations contracted by TAFE Queensland, and the National Centre for Vocational Education Research - conduct surveys of past and existing students for customer satisfaction, improvement and marketing purposes. If you have any objections to being contacted, please tick here.

10. Disabilities (Answering these questions will not affect your enrolment)

Do you consider yourself to have a disability, impairment or long-term condition? Yes No (Go to Question 11)

If yes, please indicate the areas of disability, impairment or long-term condition:

- | | |
|---|--|
| <input type="checkbox"/> Hearing / Deafness | <input type="checkbox"/> Acquired Brain Impairment |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Other (please specify) <input type="text"/> |
| <input type="checkbox"/> Mental illness | |

Would you like to receive advice on support services, equipment and facilities which may assist (if applicable)? Yes No

If you have indicated Yes then evidence may be required.

11. Emergency Contact (Please contact us to contact in an emergency)

First Name Last Name Relationship to student (e.g. Parent, Friend)

Home Phone Mobile Work Phone

Email

Privacy Statement

TAFE Queensland is collecting your personal information in accordance with the *TAFE Queensland Act 2013* to manage your enrolment, training progress, and administration.

For specific cohorts of students and as a matter of routine, your personal information (including attendance details, progress, and results) will be disclosed to the following people and organisations:

- If you are a school-based apprentice or trainee or VET in Schools student - your school, the Queensland Curriculum and Assessment Authority, and the Queensland Tertiary Admissions Centre (for your results only).
- If you are an apprentice or trainee or enrolled in training paid for by your employer, or in which you consent to release information to your employer - your employer/host employer.
- If you are enrolled with TAFE Queensland and undertaking training with another organisation (including other training providers, community organisations, or schools) - the organisation with which you are undertaking training.
- If you are under the age of 18 - your parent/guardian (unless you have formally advised TAFE Queensland not to provide this information).
- If you are an international student - the parties outlined in the terms and conditions agreed upon accepting a place with TAFE Queensland.
- All students - The National Centre for Vocational Education Research and the Department of Industry in accordance with the *National Vocational Educational and Training Regulator Act 2011* for the purposes of national statistical data collection, and to provide information for your Unique Student Identifier account; and the national VET and higher education regulators in accordance with the Standards for Registered Training Organisations 2015 and Higher Education Standards Framework (Threshold Standards) 2011 to assist with the monitoring and regulation of the vocational education and training and higher education sectors.

Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law.

Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact TAFE Queensland customer services or your teacher.

For those students who require assistance in reading and understanding this Privacy Statement, please contact TAFE Queensland Customer Service Centres prior to enrolling.

Student Declaration (Please read carefully)

- I agree to abide by TAFE Queensland rules, regulations and policies and acknowledge that facilities made available for my use will be used only in accordance with the principles of proper use and relevant rules.
- I confirm the accuracy of the information contained within this form and where necessary identification documents provided.
- I have sought information and understand my eligibility for any fee subsidy (if applicable). I also understand that I must provide evidence of subsidy and/or concession eligibility at the time of enrolment, and that subsequent evidence will not be accepted.
- I have supplied my USI Yes No
If NO then I give permission to TAFE Queensland to apply for a USI on my behalf (if applicable). I have provided the relevant documents to support this requirement.

If under the age of 18 years, this form must be signed by a parent/guardian to complete this enrolment. This includes consent for the student to have access to the Internet through TAFE Queensland.

Student's Signature:

Date:

Parent/Guardian's Signature
(if student is under 18 years)

Date:

Issues may arise beyond TAFE Queensland's control which affect its ability to deliver programs. Whilst every effort will be made to conduct all programs as advertised, TAFE Queensland reserves the right to change or otherwise revise any program related issues including programs offered, class timetables, class locations and teacher allocations. TAFE Queensland will make every reasonable attempt to advise students of any changes made to their selected program. The details in this document are correct at the time of printing.

Office Use Only - Identification Check

NEW students enrolling with TAFE Queensland may be requested to complete an identification check. If requested, please provide the documents listed below to a total of 100 points.

Primary Identification Documents

Please provide one of the following:

- | | | |
|--|------------|--------------------------|
| • Passport (current or expired within the last two years, but not cancelled) | 100 Points | <input type="checkbox"/> |
| • Birth Certificate/Extract | 100 Points | <input type="checkbox"/> |
| • Citizenship Certificate | 100 Points | <input type="checkbox"/> |
| • Current Licence issued under Australian Law (e.g. Driver Licence or other government-issued licence) | 100 Points | <input type="checkbox"/> |

Secondary Identification Documents

You may use several of the following documents which may verify your identity by photograph and full name:

- | | | |
|---|-----------|--------------------------|
| • Government-issued Proof of Age or Photo Card | 60 Points | <input type="checkbox"/> |
| • Government authority or public service employee's ID Card | 60 Points | <input type="checkbox"/> |
| • Secondary or Tertiary Education Institution ID Card | 60 Points | <input type="checkbox"/> |

Documents which may verify your full name and/or address:

- | | | |
|---|-----------|--------------------------|
| • Current Social Security, Health Care or Pension Card | 40 Points | <input type="checkbox"/> |
| • Council rates (issued within the preceding 12 months) | 40 Points | <input type="checkbox"/> |
| • Australian Driver Licence issued on paper | 40 Points | <input type="checkbox"/> |
| • Medicare Card | 40 Points | <input type="checkbox"/> |
| • A bank/credit union/building society passport, statement or debit/credit card | 40 Points | <input type="checkbox"/> |

(the below documents must have been issued within the preceding 3 months)

- | | | |
|---|-----------|--------------------------|
| • An account (e.g. Mobile Telephone or pay TV) | 40 Points | <input type="checkbox"/> |
| • Utility bill (e.g. Water, electricity, gas or landline telephone) | 40 Points | <input type="checkbox"/> |
| • Pay Slip | 40 Points | <input type="checkbox"/> |

For internal use only

100 Point Identification Check completed and the identification documents have been sighted and ticked off above.

Operator Name

Operator Initials

TAFE Queensland South West

Bundamba

Cnr Mary and Byrne Streets, Bundamba Q 4304

Toowoomba

100 Bridge Street, Toowoomba Q 4350

Chinchilla

9 Zeller Street, Chinchilla Q 4413

Dalby

463 Bunya Highway, Dalby Q 4405

Inala

54 Thrush Street, Inala Q 4077

Kingaroy

Corner Bunya Hwy and Geritz Road, Kingaroy Q 4610

Nurunderi

Collins Road, Cherbourg Q 4605

Roma

Timbury Street, Roma Q 4455

Springfield

Education City Drive, Springfield Q 4300

Warwick

176-202 Dragon Street, Warwick Q 4370

Customer Service Centre

Phone 1300 914 754

www.tafesouthwest.edu.au

southwest@tafe.qld.edu.au

