



RPL Candidate Guide

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WELCOME

This guide is designed to help you put together evidence through the **RPL process** to achieve the qualification you have applied for. This is a formal process that is based on evidence submitted by you, “the candidate”.

RECOGNITION OF PRIOR LEARNING (RPL)

What is Recognition of Prior Learning (RPL)?

RPL takes into account a person’s skills and experiences, no matter where these were learnt. In broad terms the process of RPL involves matching what you already know and can do with the learning outcomes of the qualification (If you can show you have already attained the learning outcomes for one or more units you will not have to redo these units). In this way RPL enables you to focus on developing skills and knowledge in new areas, rather than re-learning what you already know and can do.

How can RPL benefit me?

RPL can provide:

- National recognition of the skills you use in your job
- Fast tracking to recognised qualifications
- Time saving in undertaking formal study
- Not having to learn what is already known
- Increased career opportunities

How much does it cost?

See Statement of Fees for current and up to date fees.

All fees are non-refundable and must be paid in full prior to service provision.

How long does it take?

The time it takes depends on the time it takes you to compile enough evidence to satisfy your assessor, but generally between one to six months depending.

Who can apply?

Anyone can apply for RPL if you think that you have already gained the skills and knowledge required for a unit or entire course. A successful RPL application means that you can be recognised as already competent for parts or the whole of a nationally recognised qualification.

What is the process?

The process is described in full further in this guide, but it essentially is:



Terms to be familiar with

In this section we talk about things such as:

Technical terminology

Units of Competency (UOC)
Elements
Performance Criteria
Range Statements
Evidence Guide
Training Package
AQF
Essential Skills and Knowledge
Dimensions of Competency

Laymen's terms

-Subject
-Important points of learning in each UOC
-All the little tasks that make up a UOC
-Different ways skills can be demonstrated
-Evidence necessary to be shown
-Government accredited program
-Australian Qualification levels (I, II, III, IV, etc.)
-Things you must show you can do, or that you know
-Performing the job under real work conditions

Do not stress about this terminology as your assessor is highly trained and knows what these mean so just be guided by their knowledge and experience.

What kind of evidence is appropriate?

INDIRECT EVIDENCE

Indirect evidence is evidence submitted by you. This could include work produced such as documents, products, materials and reports. Other examples include certificates, qualifications and video or audio tapes.

SUPPLEMENTARY EVIDENCE

Supplementary evidence allows the your assessor to infer your competency. This evidence is often obtained through:

- Written or oral questioning.
- Tests completed off-the-job.
- Third party sources; for example, members of your work team or your supervisor/s.

- **Work experience:**
Including paid and unpaid, full-time and part-time work
- **Education and Training:**
Including accredited and informal, training gained through work
- **Life experience:**
Including: leisure, recreation and hobbies. All information should be documented and you should be able to verify that any documents you submit are your own. This may require supporting documentation from another person.
- **Historical Evidence:**
Any evidence that is over say 5 years old should be supported by more up to date evidence. The combined evidence should indicate your continued currency in the area of competence RPL is being sought for. If you can demonstrate a continuous standard of competency then the historical evidence can be submitted. If the evidence does not lead to a continuous level of competency, then the competency must be demonstrated in an alternative manner.

Rules of Evidence

- Valid
Relevant to the unit/(s) of competency
- Sufficient
Enough evidence on which your assessor can make a sound judgment
- Current
The skills and knowledge are current and relevant given today's technology, processes, legislation and work practices
- Authentic
Your own work

Any experience that has enabled you to develop knowledge and skills that relate to the assessment criteria should be considered.

What evidence can I present?

We respect your privacy, anything private or confidential only needs to be sighted and noted, it does not need to be copied or kept.

- Resume, Curriculum Vitae
- Job/Position Description
- Certificates/Qualifications
- Statements of Attainment
- Memos you have drafted
- Letters you have drafted
- Pro-formas / forms you use
- Fax messages
- Procedures/Policy
- Organisational Chart (with names)
- Reports you have drafted
- Menus
- Diary entries
- Email correspondence
- Copy of daily 'To do list'
- References from supervisor/peers
- Letters of support/appreciation
- Completed job cards
- Drawings/plans you have created
- Spread sheets
- Performance appraisals/review
- Training Diary
- References from previous employers
- Workplace awards, certificates
- Witness testimony or third party reports
- Statements from supervisors/peers
- Role plays
- Budgets/costing sheets etc.
- Simulation of a work activity.
- Examples of policies and procedures that you work with
- Cards, letters of thank you expressing particular tasks
- Industry awards
- Other workplace documents e.g. order sheets, temperature checks, product recall sheets.
- Photographs or videos of your work
- Brochures/Flyers you have produced
- Promotional material
- Handouts/samples
- Kits/induction tools
- Feedback sheets/ surveys
- Checklists
- Letter/s of validation
- Samples of work
- Review of logbooks
- Team projects (outlining your roles)
- Notations made on documents
- Minutes of meetings (that involve you doing an action with a result) and agendas
- Bookkeeping/financial records
- Department documents
- Standards used
- Booking sheets/Schedules
- Confidential documents / privacy
- Scripts
- Records
- Team meeting notes
- Training needs analysis/goals
- Evaluation forms
- Forums/meetings/conferences/seminars you have helped organise
- Assessment tools you may have used
- Skype Conversation
- Log books recording tasks performed at work
- Financial information relating to business undertaken
- Membership/subscriptions of relevant professional associations.
- Newspaper clippings of an article about you and your workplace
- Certificates of attendance at vendor/manufacturer information sessions

Preparing for RPL

Assessment happens in a variety of ways. Being prepared can save you valuable time and make the RPL process stress-free.

Below are some handy tips:

- Be prepared to talk about your job roles and your work history. Bring a resume or work history or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
- Bring your position description and any performance appraisals you have from the industry and facilities you have worked in.
- Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
- Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
- Collect any current certificates such as **First Aid** which is mandatory for certificate III level Hospitality RPL. (first aid expires every three (3) years)

Collecting evidence

Evidence must be valid, sufficient, current, and authentic (refer page 11).

There is no one way to approach the gathering of evidence. Evidence must be provided in a manner that enables an assessor to readily ascertain whether the required competencies have been demonstrated.

Direct evidence

This is essentially your own work and could include many of the tasks that you already complete or have completed in a workplace. In other words direct evidence is anything that you have either produced yourself or for which you have been primarily responsible.

Indirect evidence

This is information gathered from others about you, and could include:

- workplace supervisor reports/references
- magazine or newspaper articles about you
- prizes, certificates or other forms of commendation

Direct evidence is usually more valid, but assessors will expect to see both types, for example, a photograph of your work plus witness testimony to authenticate this.

TAIE will allocate an RPL Assessor to work with you in collecting evidence for your RPL application. Together, you will collect evidence through the following procedure:

1. By identifying which units of competency may be suitable for you to apply for RPL.
2. By reading the whole unit of competency, including the elements, the performance criteria, the range statement, the evidence guide and the essential skills and knowledge as contained in the training package. Training Packages are available from www.training.gov.au
3. Reviewing your own education and experience, think about what knowledge and skills that you may have that address the requirements of the unit of competency.
4. Think of examples of you demonstrating these skills and using this knowledge over the last 2-3 years. You should refer to “critical aspects of evidence requirements” in the unit of competency evidence guide section.
5. For every example, you will need to determine how you could demonstrate that you have met the requirements of the elements and the performance criteria.
6. You will need to review the range statement to ensure that your experience is consistent with the context and definitions provided in the range statements.
7. You should then review your experience and documented evidence to ensure that you have met every aspect of the unit of competency. Your evidence should be valid, i.e. show what it claims to show.
8. Your evidence should be authentic. You should be able to accumulate evidence that is identifiable, i.e. on letterheads, that is signed by relevant people, contains file or reference numbers and is credible to your RPL assessor.
9. Your evidence should have times and dates, as this will be required to determine that your evidence is recent and that these skills and knowledge are current.
10. Your evidence should reference the element or item that you feel it is addressing.
11. Your evidence should be sufficient. There should be sufficient forms of evidence to indicate your competency. You will also need to ensure that you have demonstrated that your competency has been demonstrated to exist over time, thus consider evidence of competency that has been collected over a significant period of time.

How should I present my evidence?

Your RPL Assessor will work with you to present your RPL information, however if you want to work independently, the following procedure may be helpful.

While there are no firm instructions for the presentation of your RPL material there are some very clear guidelines.

Follow the suggestions in the preceding sections and structure your application in a logical and thoughtful manner.

Choose your evidence wisely:

- Provide different forms of quality evidence clearly linked to the units of competency that you are seeking RPL for.
- Ensure that all evidence is authenticated, valid, sufficient, and current.
- Ensure that all resumes and job descriptions are supported by actual evidence.
- Ensuring that all organisational documents are controlled, and clearly show ownership, authorship and the date of last review.

What if I do not have sufficient evidence?

If sufficient evidence has not been produced in the documentation, and you wish to be assessed by TAIE, an alternative assessment method can be arranged by your assessor.

Once a preliminary assessment has been applied, you can focus on receiving gap training only where there are identifiable gaps.

Gap training information

RPL is an assessment process designed to show areas of competence and to identify if you have gaps in skills and knowledge against a whole qualification.

Not everyone will have skill/knowledge gaps.

If you have skills gaps, a pathway to complete training in the outstanding units can be negotiated to assist you to gain the full qualification.

What is credit transfer?

Credit transfer applies to candidates who have successfully obtained a qualification or statement of attainment including the exact unit of competency. The Australian Recognition Framework Principles for National Recognition state that a RTO must accept and recognise the decisions and outcomes of any other RTO.

What can I do now?

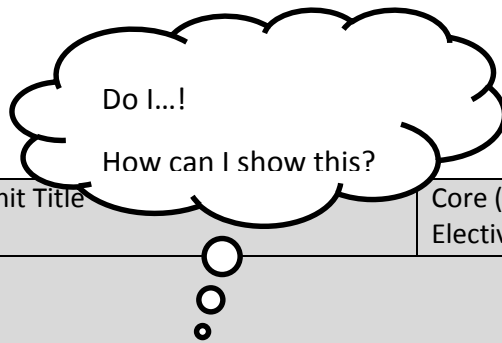
If you are comfortable about proceeding further then please complete the self-assessment (attached to the application form).

RPL GUIDE

What is the Self-Assessment?

The self-assessment is attached to the RPL Application form. This will assist you in determining the units of competency for RPL. To perform the self-assessment simply ask yourself...

“Do I ...Work with colleagues and customers, **Yes – No – Sometimes**”



Unit Code	Unit Title	Core (C)/ Elective (E)				
Do I?			YES	NO	Sometimes	How could I prove I can?
SITXCOM001A	Work with colleagues and customers	C				

RPL ASSESSMENT PROCESS

- **Preliminary** - Complete enrolment process - this may be concurrent with your application for RPL.
- **Stage 1** - Preliminary assessment of your work history, education, training and life experience.
- You supply a resume and the self-assessment.
- Acknowledgement that you appear to have the necessary experience for RPL, documentation is requested which addresses the various units outlined in the course.
- **Stage 2** – Attend a "Competency Conversation" where by question and answer you present to an assessor further clarification and explanation of your application of competency. You often people don't realise the extent of your prior learning.
- Feedback is then provided so you can be guided as: to what further information should be collected if any to ensure achievement of or exceed the requirement of the qualification; and ensuring the best presentation of your work history, training and life experience for the purpose of gaining the Qualification.
- **Stage 3** - This may include the scheduling of a skills demonstration and workplace visit.
- **Stage 4** - The final stage is the presentation of your evidence to your assessor that will assess the application and notify you of the result. If successful you will then be issued with a Nationally Recognised Certificate.

How will my assessor evaluate my evidence? (Rules of evidence)

Your RPL assessor must be able to rely upon your evidence; this evidence must withstand close scrutiny and examination. The evidence must clearly demonstrate your competence over time.

The RPL Process available within The Academy of International Education (Australia) ("TAIE") is consistent with normal assessment options exercised during training.

Assessment does not have to be limited to a narrow set of methods of gathering evidence. What is important is that you get the chance to show that you are able to competently perform a work-related task or role.

Benchmarking

A Training Package is a set of nationally endorsed standards and qualifications used to train, assess and recognise the skills and knowledge that people need to perform effectively in the workplace and this is what your assessor will be using to refer to when making their assessment of the evidence provided to them.

The assessment benchmarks for recognition of prior learning are the same as those required for training. However, the assessment process can be quite different.

Making Assessment Decisions Based on Evidence

Making the assessment decision involves the assessor in making judgments.

Judgment has been defined as:

‘The process of comparing sufficient evidence of participants’ achievements with the required performance criteria, and making a decision as to whether the necessary competence has been demonstrated.’

Assessment of Evidence Stages

- Comparing the evidence against the criteria for assessment; and
- Making the decision as to whether the necessary competence has been shown.

Rules of Evidence

Your RPL assessor will evaluate your evidence by asking if it is:

Valid:

- Does it relate directly to the unit of competency?
- Does it demonstrate the relevant underpinning skills and knowledge?
- Does it reflect the four dimensions of competency and the key competencies?
- Is appropriate to the relevant AQF descriptor?

Sufficient:

- Does the evidence address all the critical aspects of evidence presented in the unit of competency?
- Does the evidence address all the requirements of the Evidence Guide, including the specific evidence requirements listed?
- Does the evidence cover the full range of performance identified in the unit?
- Does the evidence show competency over a period of time and in different contexts?
- Does the evidence include different forms of evidence?

Current:

- Does the evidence demonstrate that you can apply the competency in their current work?
- Does the evidence reflect work carried out by you over a period of time? The assessor must be confident that you can still perform to the standard demonstrated by the evidence.

Authentic:

- Is each piece of evidence clearly identifiable as your own work?
- Are the qualifications, references, licence's presented by the applicant signed off as a certified copy of the original by a credible third party?
- Are verbal or written accounts of what you can do supported by actual evidence, such as work examples, products, etc?

Dimensions of Competency

Dimensions of competency relate to performance on the job in a range of conditions.

Task	the ability to perform individual tasks
Contingency	the ability to cope with unexpected problems in accordance with the appropriate AQF level of response required.
Managing	the ability to plan and organise a number of different tasks to achieve the goal/outcome.
Environment	the ability to deal with issues related to the specific work environment.
Transfer	the ability to adjust or develop the competency to suit new situations.
Job/role	the ability to deal with the responsibilities and expectations of the work environment

Application Results and Feedback

TAIE will provide all RPL candidates with notification of the RPL Assessment results within 21 days after submission of correct and complete documentation. Applicants will have the opportunity to submit additional evidence and resubmit applications for RPL.

All applicants will be provided with feedback regarding any 'RPL Not Granted' results.

Appealing our Decisions

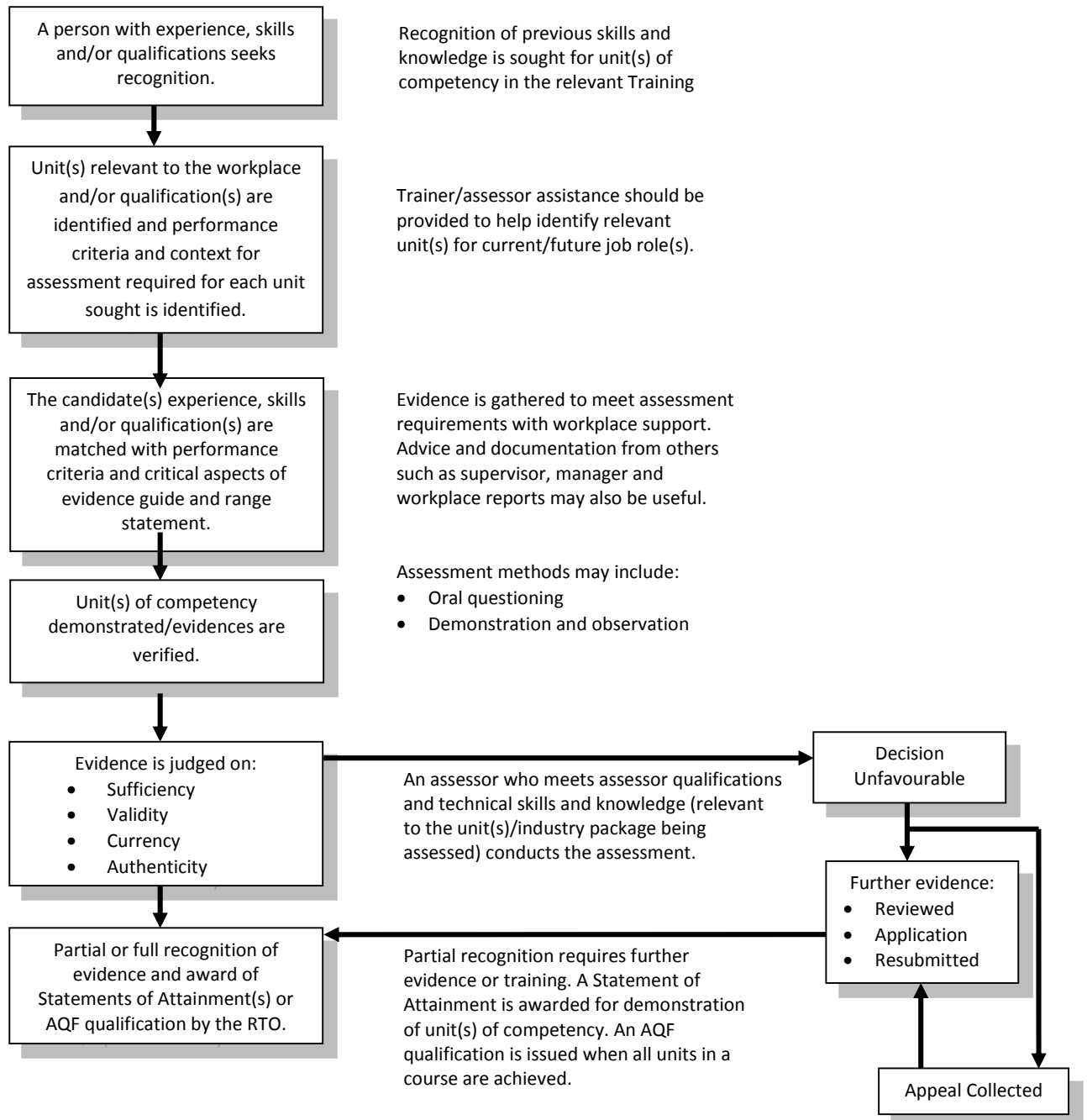
We as an AQF compliant RTO we have an established process for RPL applicants to appeal any decisions made by us. In the first instance we would suggest that you contact us to discuss the decision to thus ensure that you understand why the decision was made.

If you feel that you wish to appeal our decision please contact our office and we will arrange for a complaints and appeals form to be immediately despatched to you. Alternatively, you will find the form on our website along with a fact sheet explaining our Complaints and Appeals policy.

SKILLS RECOGNITION (RPL) PROCESS

Skills Recognition (RPL) Process

Explanation



PLANNING, SUBMITTING AND EVALUATION OF YOUR RPL EVIDENCE

To lodge your application, complete the following steps.

Step 1: Planning Your RPL Submission:

- Read the **Frequently Asked Questions**
You may find this helpful in clarifying any relevant issues that are unclear.
- Look at your **Course Structure** contained in the self-assessment so that you are familiar with the names of the units of competency included in your course. You will see that the course is made up of a number of competency units.

You may apply for RPL for either:

- The full Certificate of your desired course
- Your selection of individual units of competency*

**For units where not all elements are met, additional training, either formal or gap training, may be required. Your assessor will discuss this with you and make suitable arrangements following the RPL process.*

- Complete the self-assessment.

Step 2: Make Your RPL Submission:

- Gather your evidences for the units of competency in which you are seeking RPL, ensure the information and evidence you are providing addresses the required element, performance criteria and critical aspects of evidence.
- Review your self-assessment and double-check that you have gathered your evidences.
- Submit your evidences to The Academy of International Education

Note: nothing you submit will be returned to you, so **do not submit any originals**. We also suggest that you make another copy of everything before making your submission. Due to their length, TAIE cannot receive submissions by fax.

Step 3: Assessment of Your Evidence

Your evidence will be assessed:

- Relevant to the unit(s)/industry training package
- Evidence is judged on:
 - Sufficiency
 - Validity
 - Currency
 - Authenticity
- Partial recognition requires further evidence or gap training.
- When the decision is favorable - RPL granted
- Certificate/s will be issued
- If the decision is however unfavorable - not granted – an appeals process is possible
- Evidence can be resubmitted

RPL will then be granted / not granted

Privacy

As part of the RPL process we will collect your Personal Information (for example name and contact details). We respect your right to Privacy and will only use and disclose this Personal Information in accordance with our Privacy Statement. We need this information in order to provide you with a course which suits your needs. We may use your Personal Information to tell you about our products and services and may disclose it to Approved Third Parties (see our Privacy Statement). If you would like further information on TAIE's privacy practices, or on how to access your Personal Information, view our Privacy Statement at <http://www.taie.com.au/> or contact our reception on (03) 9429 3188 or at info@taie.com.au.

FREQUENTLY ASKED QUESTIONS

Can the recognition assessment be conducted over the telephone?

NO. TAIE assessors can only make a reliable assessment of your evidence after they receive it.

What are Assessors looking for in the evidence portfolio?

The assessor will take a holistic approach to assessment and will be looking for:

- Specific evidence requirements for each unit of competency
- Evidence of validity, currency, sufficiency and authenticity

Does everyone succeed in their recognition application?

No. Only people who submit evidence that demonstrates their competency receive RPL. If you are unsure about your evidence to support an RPL assessment, please contact TAIE.

What sort of evidence should I provide?

The following list is only a general list of the main forms and types of evidence often submitted in the RPL process.

- Curriculum Vitae (Resume) outlining your work history
- Authenticated copies of qualifications relevant to the qualification
- Third party report/s or reference/s from an employer or colleague identifying your skills being applied in the workplace
- Evidence of work undertaken (i.e. rosters created, business plans, menus created, licences, photographs of work undertaken, diaries, log books, pay slips, newspaper clippings, industry awards, performance appraisals, video and/or audio taped evidence, industry magazine subscription, function menus, CDs, DVDs)

If you have any questions as to what may or may not constitute valid evidence please discuss this with your assessor.

Do I need to submit everything in the self-assessment in order to receive Recognition?

Yes. This is because your assessor will only be able to reliably determine competency after they receive your submission. If your assessor finds the application incomplete, you will be contacted by your assessor and guided on what further evidence can be submitted.

What if I don't achieve all competencies by the end of the portfolio appraisal?

On submission of your portfolio, you will receive feedback from the assessor. If there are gaps in evidence or a question arising about the quality, authenticity or currency of the evidence, you will be contacted and given the opportunity to resubmit further evidence. You will have an agreed time from when you enrol in the RPL process to complete the qualification with reasonable adjustment depending on your circumstances.