

BRIEF OVERVIEW OF SKILLS RECOGNITION – RECOGNITION OF PRIOR LEARNING

Introduction:

Train4Life recognises that knowledge, skills and competencies can be gained in a variety of ways; through formal education as well as training, workplace experience or general life experience.

What is Skills Recognition?

Skills Recognition is the process through which students can gain entry to, or credit in, nationally recognised qualification courses based on competencies gained through formal, non-formal and informal learning.

The two most common methods for gaining skills recognition are:

1. Credit Transfer (CT)
2. Recognition of Prior Learning (RPL)

Credit Transfer or CT assesses the initial course, subject or unit of competence that an individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. Units to be considered for credit transfer will correspond substantially in content, objectives and standard to equivalent units in the Institute course.

Recognition of Prior Learning or RPL is a form of assessment which is the process of recognising a person's skills and knowledge which they have acquired through previous training, education, work and/or general life experience. The benefits of RPL may be the reduced time a student has to spend attending class, undertaking assessments or relearning what they already know. The evidence the applicant provides must be authentic (something they have prepared, produced or has been written about them by a relevant third party), and must be sufficient to demonstrate competence against the unit/s of competence. The applicant must also be able to demonstrate that this evidence is still current and relevant. This may be through a variety of means such as a portfolio of evidence, questions and discussions, written answers, or a practical demonstration.

The evidence of these skills and knowledge may be used to grant credit for a subject, module, course or qualification.

In order to grant RPL the assessor must be confident that the client is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework accredited courses.

Your assessor will assess your application/evidence based on the following:

Is it Authentic?

- _is the evidence your own work?
- _are the qualifications, references and licences presented by you; authentic documents?

Is it Current?

- _does the evidence show that you can currently perform the competence while working?
- _does the evidence demonstrate that through professional development, experience or continued employment that your skills and knowledge are current?

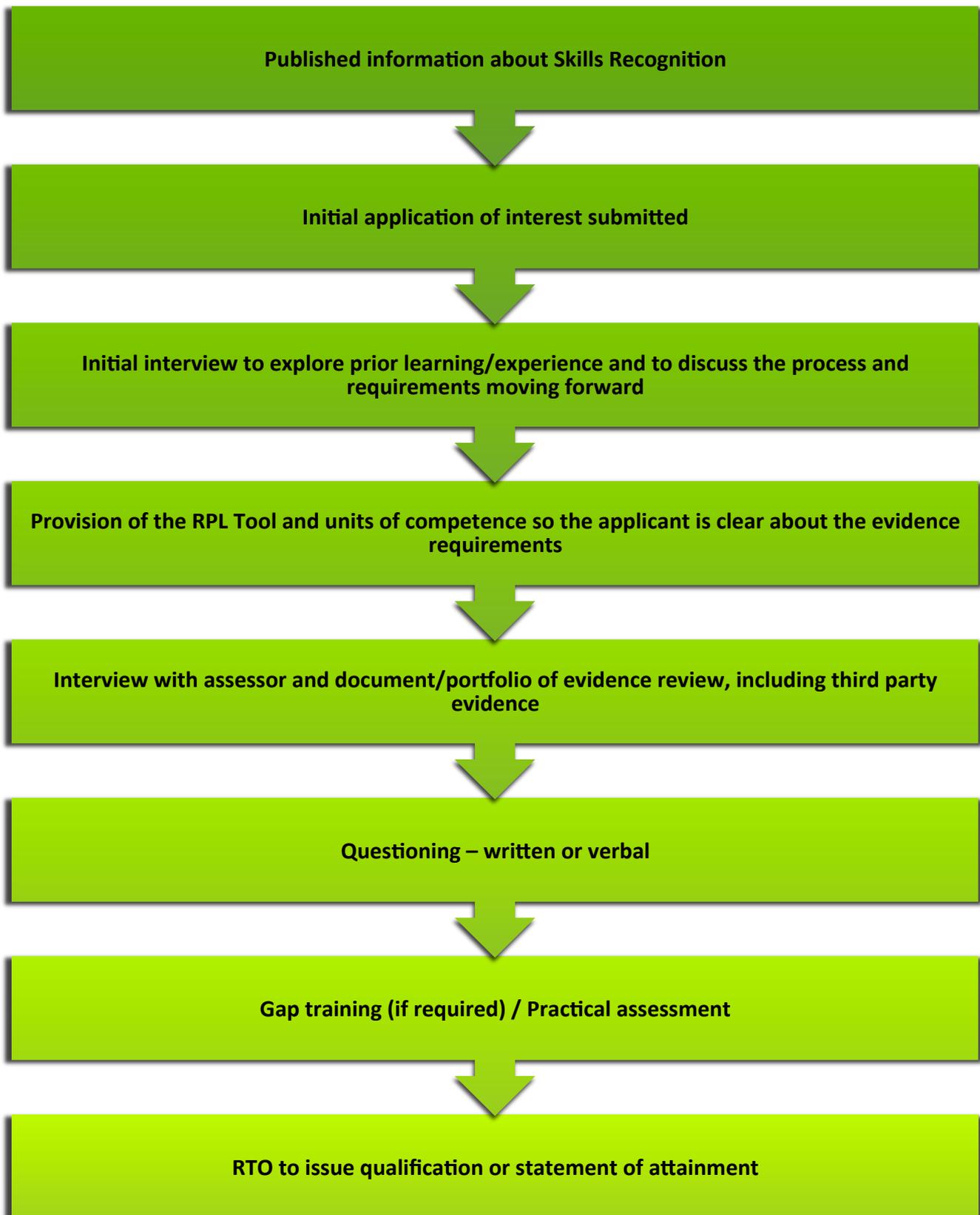
Is it Sufficient?

- _does the evidence cover the full range of performance identified in the unit of competency?
- _does the evidence show competence over a period of time?
- _does the evidence show competence in a range of contexts?

Is it Valid?

- _does the evidence relate to a unit of competence?
- _does the evidence reflect the four dimensions of competency?
- _does the evidence address the key competencies?

Here is a snapshot overview of the recognition of prior learning.



Recognition of Prior Learning Application Form

Address

Employment and Work Experience

Indicate in the space below any work experience, either full time or part time. Include any voluntary or unpaid work. Start with the most recent job. If your resume contains the information requested below, please attach your resume to the back of this form and do not complete this page.

Resume / CV attached

Work positions

Employer	Description of work relating to this qualification	Dates employed or engaged
1. Company Role		From To
2. Company Role		From To
3. Company		From

Education and Training

What is the highest level of formal schooling achieved? _____

When was this completed? _____

Where was this completed? _____

Additional studies (studies you have undertaken since leaving school):

Dates	Level of study	Title, trade, name of course	Results

Have you been involved in any other courses such as staff development programs, OH&S training, short courses, etc.? Please provide details below.

Indicate the ways in which you believe your prior and current experience relates to the course for which you are applying for Recognition of Prior Learning.

Write any additional information you believe is relevant to this application in the space provided below.

Attach any relevant documentation such as copies of certificates and awards previously achieved, resume, position descriptions, etc.

Submit this application to Train4Life staff on the first day of your training.

Once Train4Life receives your application, an RPL Assessor will contact you, using the details provided in this application, to organise an initial interview. At the initial interview, the assessor will explain the full RPL process and assessment, explore your prior learning experiences and discuss opportunities. You will also be provided with an RPL Tool, which fully explains the process and the documents you will need to provide in the portfolio of evidence. This may include third party evidence from previous workplaces and community settings and previous study, certified documents and certificates and samples of work you have done previously. The assessor will provide you with a copy the unit/s of competence you will be assessed against as the Australian Qualification benchmark.

Either at the initial interview or a subsequent interview the assessor will ask you a range of documented questions relating to your experience to initiate a competency conversation. Your responses will be documented and used as evidence to ascertain your level of knowledge and understanding. You will also be required to demonstrate your skills in a practical environment to ensure you meet the required benchmark, as specified in the units of competence.

We look forward to meeting you in the near future.