





RPL/CT Information Handbook for Participants

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What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) is the process of applying to receive recognition for the skills, knowledge and experience you have already gained which you may be able to use to gain credit for a unit of competency or qualification. Simply put – it is a form of assessment of an individual's competence.

The competencies you have already gained could be through work experience (paid or unpaid), life experience (such as leisure activities) or previous training. This evidence is often combined with assessment activities sometimes known as *challenge testing*. As such, recognition of prior learning must be conducted with the same rigour as any other form of assessment.

You can apply for RPL for any nationally recognised course if you feel you already have the competencies required of the qualification or unit of competency.

To be successful in your application you will need to provide sufficient, current, relevant and valid evidence to demonstrate you meet the requirements of the unit/s of competency you are applying for.

You will be required to provide a variety of evidence to support your application.

Do I have the evidence?

Evidence must be certified by a Justice of the Peace and may include:

- Photocopies of qualifications and/or results statements
- Resume
- Position Description
- Role Tasks
- Licenses held
- Videos or photographs
- Third Party Reports
- Reports from supervisors and colleagues relevant to the unit/s of competency for which you are seeking RPL
- Samples of work related documents you have developed or created
- Evidence meeting minutes or other documentation where you have participated in, led or contributed to development or implementation
- Diary or journal depicting daily events relevant to the unit/units of competency for which you are seeking RPL
- Other evidence you may feel is relevant to your application

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What is Credit Transfer?

Credit Transfer (CT) applies when a participant has already completed formal training and has been awarded all or part of a nationally recognised qualification and wishes to have it count towards another qualification or course.

For example, if you are enrolled in RII30715 Certificate III in Mine Emergency Response and Rescue and you have already completed the unit of competency RIICOM201D Communicate in the Workplace through another training provider, you can apply to have it recognised so you do not have to repeat the training again if it is a required unit for your current course.

To be able to grant you recognition for formal training you have already completed you will need to provide details of your qualification/s (including transcript of units). This should be in the form of the original certificate or a certified copy signed by a Justice of the Peace (JP). You will also need to demonstrate how you have maintained the currency of the skills and knowledge since completing the training.

Is there a cost involved?

RPL – not enrolled with RMTS: Yes, there is a cost involved because it takes significant time to assess RPL applications. A non-refundable fee is applicable for RPL applications. After you submit your application, it will be reviewed by one of our RPL Assessors and a quote will be provided and must be accepted and paid prior to your formal enrolment in the process.

RPL – already enrolled and studying a Qualification: Participants who are already enrolled and studying will not be liable to pay the initial application fee. Consideration will be given to the course fees already paid and upon review of the RPL application costs will be adjusted accordingly. This remains at the discretion of the training provider.

Credit Transfer – enrolling or already enrolled and studying a Qualification: Where a participant is enrolled with us to complete a full qualification and is eligible for credit transfer of 1 or more units of competency, no credit transfer fee shall apply. It is ideal that the Credit Transfer application be completed prior to training commencement.

Credit Transfer – not enrolled with RMTS: Where a proposed participant wants to make an application for recognition of units of competency through credit transfer and is not already enrolled with us, a non-refundable application fee shall apply, and a quote will be provided and must be accepted and paid prior to the credit transfer process progressing.

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How do I apply?

Credit Transfer (CT)

Complete the Credit Transfer (CT) Application Form and attach a certified copy of your Nationally Recognised Qualification / Statement of Attainment.

Submit your application by emailing to: Attention: Administration Team
Email: admin@rmts.training

Hand in person to: Trainer; or
Administration Team

Recognition of Prior Learning (RPL)

1. There are two ways to apply for RPL:
 - Already enrolled in a Qualification - talk to your Trainer or the Administration team to seek advice;
 - Not enrolled but want to receive formal recognition - apply for recognition of prior learning by completing an application form
2. Before applying, review the unit/s you wish to apply for to confirm you are confident you have the relevant skills, knowledge and experience to meet the unit criteria. Your Trainer can help you access these or you can contact our office to speak with a trainer.
3. If you wish to proceed, new participants will be able to download an RPL Application form from our website or contact our office for an RPL Application form and Self-Assessment Questionnaire. You must complete the application and self-assessment including an overview of your previous skills and experience in the relevant industry area and return to RMTS for review. Please note that no payment or actual evidence is required at this stage.
4. You will be notified as to whether RPL is a suitable pathway for you. If you are deemed suitable for an RPL pathway, a quote and enrolment paperwork will be sent to you for completion.
5. Alternatively, you will be provided with options including, but not limited to:
 - Accelerated learning pathway
 - Gap training and assessment
 - Training and assessment of full unit or units of competency
6. Once the training pathway and quote has been accepted an invoice will be issued and must be paid prior to commencement. You will be formally enrolled into the course when this process has been completed.

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7. You may then begin to complete the RPL Assessment Kit and start to prepare your RPL Portfolio by gathering your evidence to demonstrate your skills, knowledge, experience and currency related to the units you are applying for.
8. When you feel you have gathered all evidence, you must submit it with your RPL Kit to RMTS ready for assessment.
9. An Assessor will assess your application against the criteria of the unit/s you are applying for. They will notify you of the results.
10. Your assessor will work with you until you have successfully completed all aspects of assessment. This may include competency conversations, practical observations in your workplace or challenge testing.

If your application is successful, any Certificate or Statements of Attainment achieved will be issued to you.

If unsuccessful, ask your Assessor to explain your options. You might need to provide additional evidence or complete additional training.

FAQs

Can I apply for just one unit?

Yes – you can apply for one-unit, multiple units, or a whole qualification.

Please note: There may be some units that an RPL pathway is not possible or there may be circumstances where you are required to complete gap training and formal assessment for unit/s of competency you cannot demonstrate sufficient RPL evidence.

Your trainer or one of our staff members will be able to assist you or provide more information if this occurs.

What evidence do I need to provide?

That really depends on what unit you are applying for and the types of experiences you have gained. Speak with your Trainer/Assessor or the Administration team for information on the types of evidence you could provide.

You will need to be able to provide sufficient evidence to demonstrate you currently have the skills, knowledge and experience to meet the unit criteria. This means your evidence must be recent and you must provide enough relevant evidence to demonstrate your competence.

What are some evidence examples?

The list below provides some general examples:

- Video (e.g. of presentations, performing the skills)
- Observation of skills (practical demonstration)

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- Work samples (e.g. risk assessments, briefing reports, budgets, plans, reports, drawings, diagrams, tenders)
- Supervisor reports/verification letters
- Licenses held
- Industry Log books
- Professional development evidence relevant to your industry area
- Photos of work progress and completion
- Academic records

What is a verification letter or third-party report?

This is a letter or report from an authorised person, such as your workplace supervisor which provides detailed information to support your application. It could detail your current duties or verify the documents you have provided in your application as documents that you have developed in your workplace.

A verification letter should be on the relevant company letterhead and signed by the verifier. Their contact details should also be on that letter so that the Assessor can contact them if they need to seek further clarification.

A third-party report template will be provided for you in your RPL Assessment Kit.

What does certified copy mean?

A photocopy of your evidence documentation that is signed by a Justice of the Peace (JP) or other recognised signatory to state the original has been sighted; or the original presented to an RMTS staff member, a photocopy taken and signed to state original document has been sighted.

Can I appeal a decision?

Yes – Just like any formal assessment, you have a right to appeal the decision if you feel that it is unjust. You can initiate the appeals process by contacting your Assessor in the first instance; it might just be a case of needing additional evidence from you. If you are still not satisfied that the process has been fair, contact the Compliance Manager and the matter will be followed up further. For further information on complaints and appeals please refer to our *Complaints and Appeals (including academic grievance) Policy and Procedure*.

How does the Assessor make their decision?

The Assessor needs to be able to clearly see how you have the current knowledge and skills to fulfil the competencies that are required of the unit or qualification. The unit describes all the skills and knowledge that you will need to demonstrate. You can search for the unit details on www.training.gov.au or ask your Trainer for assistance.

No matter which assessment pathway or methods used, the principles of fairness, flexibility, validity and reliability must be met, and your evidence must also be:

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- Sufficient
- Current
- Valid
- Authentic

The table below provides an explanation for these terms:

Sufficient	<p>Enough quality evidence to make an accurate assessment decision.</p> <p><i>For example: If you want to demonstrate you are skilled in conducting safety inductions you may need to provide a variety of evidence. Evidence may include induction session plans you have developed, induction checklists you have completed, a verification letter from your supervisor detailing your responsibilities and an attendance certificate from a professional development workshop you attended regarding safety inductions.</i></p>
Current	<p>Evidence must demonstrate <u>current</u> competence.</p> <p><i>For example: If you want to demonstrate you are skilled in operating a shearer, evidence from a training course you completed 10 years ago is not current or sufficient. You would need to demonstrate how you have maintained those skills during that time and kept up-to-date with industry changes.</i></p>
Valid	<p>Evidence must be relevant to the unit/qualification you are applying for and must meet the requirements of that unit/qualification.</p> <p><i>For example: If you are applying for recognition of a WHS risk management unit related to mine management, evidence of risk management in terms of business management is not likely to be relevant.</i></p>
Authentic	<p>Evidence must clearly demonstrate that it is your work.</p> <p><i>For example: A workplace sample you provide must clearly show that you developed it. This could be through authorised signatures on the document or through a separate verification letter from your supervisor.</i></p>

How can I gain further information about RPL/CT?

If you require any further information, please feel free to speak with your Trainer or one of our staff members.