

Application for Recognition of Prior Learning (RPL)

Applicant Name.....

Applicant Instructions

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

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

These experiences are measured against the qualification/unit you are doing or want to do. If what you have learned at work or elsewhere is relevant to your course or qualification, you may not have to do certain units of the qualification again.

How does RPL work?

If you decide to apply for RPL, you will be asked for detail records of your experience, employment, training, etc, which may be relevant. Part of the process requires you to conduct a self assessment of each performance criteria.

Most importantly, you will need to provide evidence against each of the performance criteria in a unit of competency (i.e. evidence that you have the skills and knowledge outlined in the performance criteria).

You will then have an interview with your trainer who will go through your evidence portfolio with you.

What is Evidence?

Evidence is the material that you have that is an indicator of your competence.

Evidence may be collected via:

- Documentation of practical experiences in the workplace or the community including photo's newspaper articles, reports etc
- Statements of results from both formal and informal training that you have completed
- Copies of projects that you have undertaken
- Documents you create 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 current (show that you are still competent), authentic (it is your work) and be at a level of complexity that matches the unit of competency. A variety of evidence allows for sufficient evidence to make the assessment decision. Logically the evidence should be valid-relate directly to the unit of competency.

Note that original documents such as certificates, workplace reports, etc, should be copied after being sighted by the assessor and then signed with a date, signature, printed name and a brief statement of what unit this relates to and how it relates to the required competency.

You will usually need to combine several pieces of evidence together to get adequate cover 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 outlined in the unit in question. This means that a piece of evidence such as a set of meeting notes can show your competence for more than one unit. 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.

What is a portfolio of evidence?

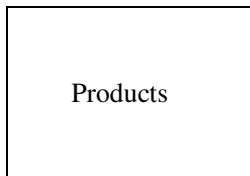
A portfolio is a collection of items – in this case, a collection of evidence of competence.

Portfolios will usually include a combination of many different types of evidence.

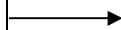
Evidence can take the form of:

- Products or things you have made
- Reports you have written
- Statements made by you (written or verbal)
- Video or audio tapes

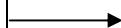
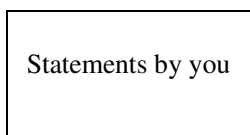
Evidence groups



Products are things you MAKE or help make in the workplace. For example for frontline managers, products may include reports, policies or procedures that you have written. The only problem with this type of evidence is that, while it shows what you produce, it does not provide evidence of HOW you produced it. Because management is a process it is vital to show HOW you manage as well as what you produce. So, while this is an excellent source of evidence, you will generally need to support it with other types of evidence that can demonstrate more about HOW you managed.



Records can be any type of work or professional document. For example; copies of qualifications, 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.



These statements about your own competence may be either written or spoken. Another way is to write a special report that provides a case study relevant to the unit. You could describe how you set up a process, or how you resolved a particularly difficult situation. You could use the report to address several units of competence (especially if no other evidence is available). Once again, a statement by you will need to be verified by a third party.

What does a portfolio need to include?

A good portfolio will usually include:

A title page	<ul style="list-style-type: none"> Your name The qualification or individual units you are seeking recognition for The date of submission
A Table of Contents	A listing of the contents of your portfolio
Information about you	<p>At a minimum, you need to include the following information about yourself:</p> <ul style="list-style-type: none"> Your name (as you would like it to appear on your qualification) Your organization (if applicable) Your postal address Your home phone number Your work phone number (if applicable) Your fax number and email address
The evidence	The evidence must be clearly cross referenced against each performance criteria using the pro-forma supplied for each unit.

Sample Table of Contents

Table of Contents	
Section 1	Personal details, resume and current position description
Section 2	Explanation of evidence
Section 3	
Evidence A	
Evidence B	
Evidence C	
Evidence D	
Evidence E	
Evidence F	
Evidence G	
Evidence H	
Evidence I	
Evidence J	
Evidence K	
Evidence L	
Evidence M	
Section 4	

What is RPL

RPL is a form of assessment that acknowledges skills and knowledge gained through:

- Formal training conducted by industry or education
- Work experience
- Life experience

The main principle of RPL Focuses on the outcomes rather than when or where the learning occurred. Evidence of competency is collected by the student and submitted to the nominated assessor and assessment is made based on the required industry standard within the relevant training package unit of competency

RPL

ASCET is committed to providing up to date and relevant RPL information to all students during enrolment and whilst enrolled. ASCET staff will provide support and guidance regarding RPL enquiries.

All applicants for Recognition of Prior Learning (RPL) will be provided with a copy of the relevant unit of competency and evidence requirements for the units being applied for .

Applicants who are able to provide satisfactory evidence that they have achieved the required unit of competency or competencies may progress through the course with an exemption for the RPL units.

The following may assist you in the collection of evidence and the different types of evidence that you might collect.

Types of Evidence

Certifications	Industry workshop certificates of completion or attendance
Direct demonstration/observation	Performance of a task, or range of tasks, either in the workplace or in a simulated work environment, witnessed directly by an assessor
Indirect demonstration	Use of photographs, videos, etc. showing performance of a task when the assessor cannot be present
Products	Models, items, objects that have been made, fixed or repaired by the candidate
Workplace documents	Rosters, budgets, reports, standard operating procedures etc. developed by the candidate
Questions - written and oral	Asking the candidate about real or hypothetical situations to check understanding, task management and contingency management skills.
Assignments	Projects, reports, essays, etc. relevant to the LLN requirements of the unit of competency
Third party reports	Documented and verified reports from supervisor, colleague, subject expert, trainer or others
Self-assessment	A candidate’s personal statement on their performance (not generally sufficient in isolation)
Simulation	Simulated activity to accommodate difficult to demonstrate criteria e.g. emergencies, contingencies, difficult behaviours etc.
Portfolios	Collections of evidence compiled by the candidate

Please be advised that the evidence you provide will be assessed against the following rules of evidence.

Valid	The evidence has a relationship to the unit competency The evidence relates to the four dimensions of competency The evidence addresses key competencies / employability skills
Sufficient	The evidence addresses the full range of performance criteria The evidence demonstrates competency over a period of time The evidence shows competency in different contexts
Current	The evidence demonstrates that the candidate can apply the competency to current work
Authentic	The evidence is the candidate's own work The documents – qualifications, references and licences - presented by the candidate are verifiable

How to complete your RPL checklist

1. Ensure you **attach evidence to your RPL checklist** that demonstrates your competence in the Elements and Performance Criteria listed on the left side of your RPL document.
2. **Number and label your attachments** so you are able to refer to them in the Attach. # column on your RPL Document. You will be able to list more than one document as a reference to prove competence for each element and performance criteria.
3. **Explain why this attachment is relevant, valid, sufficient, current and authentic** to prove competence in this element.
4. Your **Assessor will respond** to each of the elements you have provided evidence for. You may need to provide further oral or documented evidence to support your competence in some elements.

Your evidence can be placed in a display folder with your RPL checklists for each of the unit's you are wishing to demonstrate competence for.

Student name _____ Date ____/____/____		3.	4.
Elements and Performance Criteria	SITHCCC011A – Select, prepare and cook seafood		Assessor Response
	Attach. #	Summarise the evidence supplied in your attachments Why is this evidence valid, sufficient, current and authentic?	
[Element 1. Select and store seafood.			
1.1 Select seafood according to quality, seasonal availability, price and requirements for specific menu items	#1	My resume lists employment as a cook at the Lobster Pot Seafood Restaurant. During this employment my role was purchasing seafood for menu items	Approved
1.2 Estimate yields accurately for various types of seafood	#1	During my time at Lobster Pot I was responsible for Food costing of Menus	Approved
1.3 Maintain and kill live seafood, where used, in a humane manner and according to government regulations	#1	As employment above	Oral questioning needed
1.4 Handle and store seafood hygienically and correctly	#4	Refer to Food Safety Certificate	Provide more info
1.5 Thaw frozen seafood to ensure maximum quality, hygiene and nutrition	#4	Refer to Food Safety Certificate	Provide more info

RPL Application

If you wish to apply for RPL please complete the following table with the required information. Once this form is completed you are required to submit this with associated evidence to Student Administration. Your application and evidence will be assessed and you will be notified of all outcomes.

Part A- Personal Details			
Name:			
Address:			
Postcode:			
Telephone No:		Mobile No:	
Name of Qualification you are seeking to obtain by RPL:			
Part B: Education and Training			
What is your highest level of formal education achieved?			
Institution/Location:			
Further Education (Studies undertaken since leaving high school)			
Date/s	Level of Qualification/Certificate /Units	Name of Qualification/Certificate/Units	Results Attained
Signature of Student:			
Signature of Student:			
Date:			
Date:			

OFFICE USE ONLY

Name of RTO Representative:	
Date of receipt of application:	
Name of RTO Assessor:	
Date of Initial decision: Signature:	
Assessor Feedback:	
Date of Final fee calculation: Signature:	
Date of Final approval: Signature:	
Date of Certificate release:	

RPL Units Applying for:

List the unit code, title, and indicate what experience is being submitted to support the RPL Application.

Unit	Title	Work Experience	Life Experience	Formal Qualifications
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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