

RTO form: Self-Assessment for RPL

Recognition of Prior Learning (RPL) is a way to gain a qualification which recognises the knowledge and skills you have gained through employment, community and life experiences as well as formal and informal study.

RPL can be of benefit as it can:

- Provide national recognition of the skills you use in your job role
- Time saving with no need to attend class sessions
- Validate the learning you have already achieved
- Take you on a journey through your work experiences and reaffirm what you do know

RPL can often be faster than studying a course; however, it is not a short cut to gaining a qualification. To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

In order to issue the qualification we must ensure that evidence meets the following requirements:

- Valid; that is the evidence you present must be relevant to the units and qualification you are enrolled for
- Sufficient; that is there must be enough evidence to demonstrate your skills and knowledge
- Current; evidence must show that you have the knowledge and skills now which are relevant to the units and qualifications you are enrolled for
- Authentic; that is all work presented must be your own

The general process is that you will present your evidence against each unit/s in the qualification you are enrolled into. The assessor will ask you some questions to validate your understanding of the various units. We will also need to speak to a third party referee from your current work place that will authenticate your work experiences.

Not sure if this is the method for you?

Here are some tips and hints for you:

1. Think about your work history and job roles; do you have a current resume which reflects all that you have done?
2. Do you have copies of any job or position descriptions for any relevant work roles?
3. Do you have any supervision or performance appraisals which may indicate how you have been performing along with projects, WHS, compliance and often other related topics to the qualification

4. Will we be able to go into your workplace, if required, to validate any of your knowledge and skills?
5. Do you have a workplace supervisor who will validate your knowledge and skills? This person must be senior to you.
6. Do you have any certificates from in-house training or formal training you have done in the past which may be used as evidence?
7. Do you think you will have sufficient additional evidence for each unit you are enrolled into? This can be varied and include
 - a. feedback from colleagues
 - b. feedback from clients
 - c. samples of budgets
 - d. case management plans
 - e. projects you have worked on
 - f. risk assessment reports
 - g. diary entries
 - h. memos
 - i. letters
 - j. forms you use
 - k. procedures and policies
 - l. email correspondence
 - m. workplace documents
 - n. brochures or flyers you have produced
 - o. recruitment panels you have been on
 - p. induction kits
 - q. team meeting minutes
 - r. memberships to relevant associations

We will provide you with an assessment tool to help you to provide sufficient evidence, once enrolled, however it is important you think about having sufficient evidence before deciding to complete the qualification via RPL rather than classroom study.

Think RPL is the way to go for you? You can say YES to the above information?

Complete the enrolment detail below and we will send you the qualification outline with information regarding the units and you can have a further look at this before deciding to formally enrol as a RPL student.

Important note

The purpose of this document is to assist you before enrolling as RPL student to determine if this is the best method for you.

If you believe you can complete a qualification via RPL and enrol as a RPL student and we assess your work as having gaps you will be given two options:

1. complete a customised assessment tool for the gaps
2. if the gaps are too large we will deny your RPL application and suggest you enrol in a course (any fee you have paid will be non refundable)

Name:	
Phone:	Email
Address:	
Qualification Name:	

Office Use Only:
Relevant RPL Tool sent to student
Date
By
This application to be held in folder for potential RPL students
Follow up with student regarding enrolment
Comment