



all health **training**

RPL Information Booklet

Recognition of Prior Learning (RPL)

RPL is an assessment process that assesses an individual's current skills and knowledge, regardless of how and where these skills may have been obtained, to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes or standards for entry to, and/or partial or total completion of a qualification.

RPL commonly involves:

- Previous study – both formal (e.g. School, TAFE) and informal (e.g. Community education, workplace training courses)
- Work experience – both paid and unpaid
- Life experience

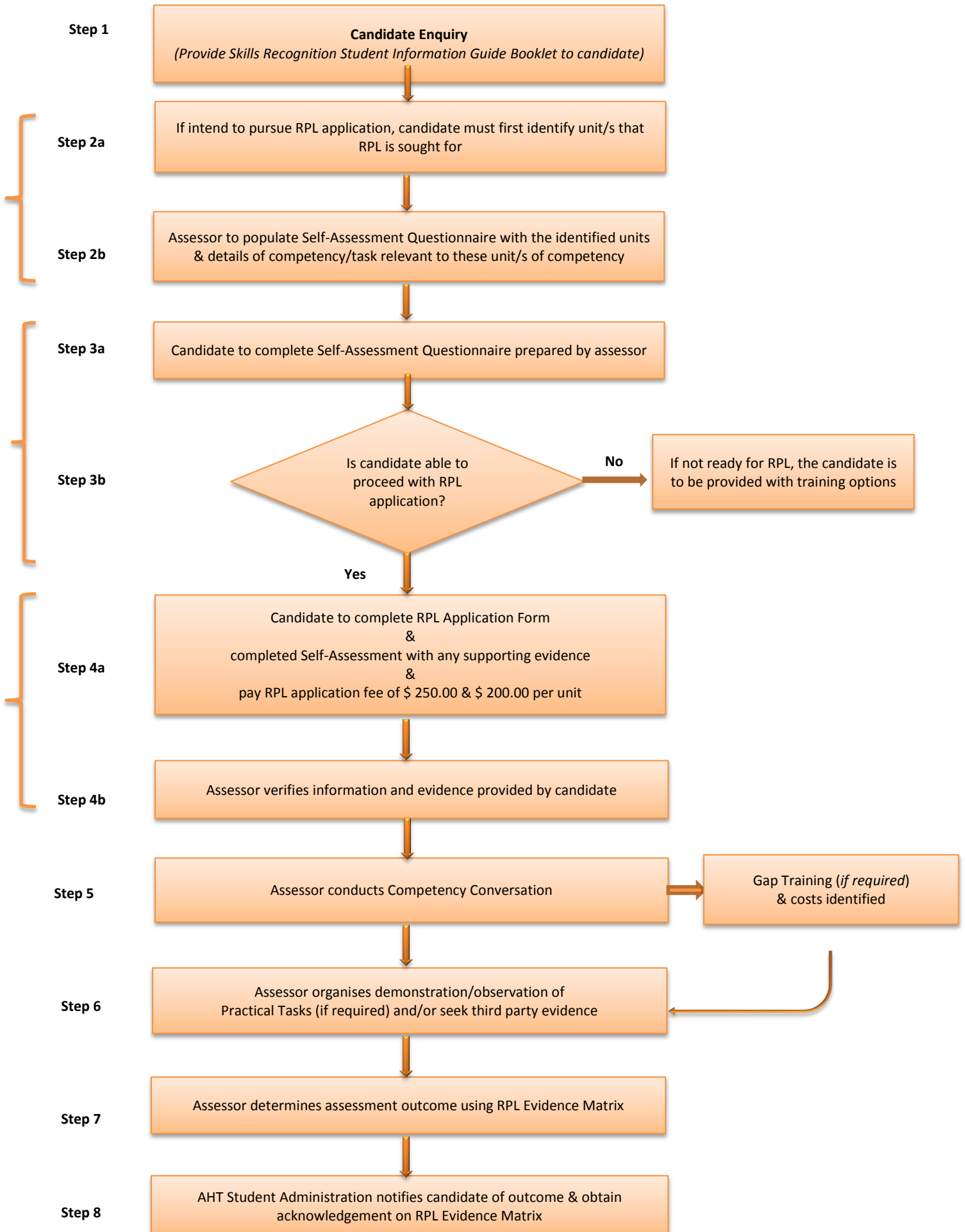
Even if you have never formally studied or trained in a particular area, you may have gained knowledge and skills through education, training, work and life experience.

What are the benefits of RPL?

- You will be recognised for what you already know, and may complete training in a shorter period of time and reduce the cost of fees
- You don't have to undertake training where you can prove you already have the skills and knowledge to competently perform the tasks
- The unit you gain through recognition has the same value as those gained through normal course work
- You will have the opportunity to get your current skills, knowledge & experience formally recognised.

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Overview of the RPL assessment process for all courses delivered at All Health Training



Steps in the RPL assessment process	
<p>Step 1 Candidate enquiry</p>	<p>Upon enquiry, AHT student administration will provide the candidate (you) with the RPL Information Guide Booklet and explain the process.</p>
<p>Step 2a If intend to pursue RPL application, candidate must first identify unit/s that RPL is sought for</p> <p>Step 2b Assessor to populate Self-Assessment Questionnaire with the identified unit/s & details of competency/task relevant to these unit/s of competency</p>	<p>If you intend to pursue with RPL application, you must first identify unit/s of competency (unit/s) that you intend to seek RPL for and inform AHT Student Administration.</p> <p>Upon receipt of your unit/s details, an AHT assessor will prepare the Self-Assessment Questionnaire for you to complete.</p>
<p>Step 3a Candidate to complete Self-Assessment Questionnaire prepared by assessor</p> <p>Step 3b Is candidate able to proceed with RPL application?</p>	<p>Before you formally apply for RPL you need to self-assess your current competence for the unit/s you intend to seek RPL for.</p> <p>This will allow for an initial assessment of your experience by the assessor and a check to see whether you can demonstrate the required skills and knowledge.</p> <p>It is not enough to simply state that you possess the skills and knowledge required. You must be able to demonstrate competence.</p> <p>Once you have completed the self-assessment questionnaire, decide either by yourself or in consultation with the assessor if you would like to continue with the RPL process.</p> <p>If you intend to proceed, go to step 4a.</p>
<p>Step 4a Candidate complete RPL Application Form, submit with completed Self-Assessment Questionnaire with any supporting evidence and pay RPL application fee & processing fee for each unit you are seeking RPL for</p> <p>Step 4b Assessor verifies information and evidence provided by candidate</p>	<p>Complete the RPL Assessment Application Form and submit along with your completed self-assessment questionnaire and any evidence you have gathered to support your application along with the one off application fee of \$250 and processing fee of \$200 for each unit you are seeking RPL for (<i>e.g. if seeking RPL for 2 units, you will need to pay \$250 + \$200 + \$200 = \$650</i>)</p> <p>The documents and information provided will be verified by AHT. Once confirmed, a competency conversation interview with the assessor will be organised for you. The interview will be conducted face-to-face.</p> <p><i>Note: It is possible to gain RPL for an entire qualification provided you are able to provide evidence of competence</i></p>

<p>Step 5</p> <p>Assessor conduct Competency Conversation interview</p>	<p>During the interview, the assessor will review with you the self-assessment and supporting evidence (<i>if haven't already at Step 3b</i>) provided and match up your skills to the unit/s.</p> <p>The assessor will also discuss your work history with you and you will be required to answer questions relating to your work experience. This questioning forms part of the assessment, as it will identify your current knowledge and skills in the vocational area you are applying for recognition.</p> <p>At this stage, a decision will be made whether you are able to proceed to the next step or whether you need to undergo gap training and / or assessment and if additional fees apply such as resources or placement fees.</p>
<p>Step 6</p> <p>Assessor organises demonstration / observation of practical tasks (if required) and/or seek third party evidence</p>	<p>Your assessor may organise with you and your employer to conduct a practical skills assessment at your workplace (if appropriate) or in a simulated environment.</p> <p>This is your opportunity to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the qualification in which you are applying for recognition.</p> <p>Your assessor will identify the skills that you need to demonstrate by asking you to complete certain tasks.</p> <p>If it is impractical for the trainer to visit your work place, instructions will be provided for you to carry out particular tasks under supervision, and a third party report will need to be completed by you and your supervisor along with any other evidence such as videos, photographs or documentation.</p>
<p>Step 7</p> <p>Assessor determines assessment outcome using RPL Evidence Matrix</p>	<p>After completion of the above steps, your assessor will be able to determine if you have the required knowledge and skills for unit/s of competency by completing the RPL Evidence Matrix.</p>
<p>Step 8</p> <p>AHT Student Administration notifies candidate of outcome & obtain acknowledgement on RPL Evidence Matrix</p>	<p>You will be notified of the outcome within 10 business days of the RPL application being submitted, informing you if RPL has been Granted or Denied.</p> <p>You will be requested to sign the RPL Evidence Matrix to acknowledge acceptance of the decision.</p>

Evidence for RPL

There are various types of evidence that you can provide, which can be gathered from a number of sources, as follows:

1) Direct Evidence

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

2) Indirect Evidence

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

- Workplace supervisor references
- Prizes, certificates or other forms of commendation

3) Supplementary evidence

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

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

Examples of evidence that can be submitted:

- Resume / Curriculum Vitae
- Job / Position Description
- Certificates / Qualifications
- Statements of Attainment
- Memos / letters you have drafted
- Procedures / Policy
- References from supervisor / peers
- Letters of support / appreciation
- Completed job cards
- Performance appraisals / review
- Training Diary / Log
- References from previous employers
- Workplace award / certificates
- Witness testimony or third party reports
- Photographs or videos of your work
- Letter/s of validation
- Membership of relevant professional associations
- Any other documentation that may demonstrate industry experience

Please note: In addition to providing evidence, you may be required to demonstrate that you have the required knowledge and skills by answering either oral or written questions, and/or performing tasks as set out by the assessor.

The evidence that you provide must comply with the 'rules of evidence' as stipulated in the Standards for Registered Training Organisations 2015. This means that you must ensure that the evidence is:

Valid:

- Does it address the elements and performance criteria?
- Does it reflect the skills, knowledge described in the unit?
- Does it demonstrate that the skills and knowledge are applied in real or simulated workplace situations?

The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements. Validity is assured when the performance required matches the performance described in a competency standard.

Sufficient:

- Does it demonstrate competence over a period of time and in different contexts?
- Does it demonstrate competence that is able to be repeated?
- Does it comply with language, literacy and numeracy levels which match?

The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

Current:

- Does it demonstrate current skills and knowledge (of the candidate)?
- Does it comply with current standards

The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past (ie. within the last 2 years).

Authentic:

- Is each piece of evidence clearly identifiable as candidate's own work?
- Able to be verified as genuine?

The assessor is assured that the evidence presented for assessment is the learner's own work. Authenticity means evidence needs to be checked to ensure it actually relates to the performance of the person being assessed, and not that of another person. Checking for authenticity is important when some supplementary sources of evidence are used in assessment.

How much evidence do I need to provide?

Your assessor will be looking at the quality of your evidence submitted, rather than the quantity of evidence that you provide. Specifically, quality evidence addresses the rules of evidence as described above and:

- reflects the application of skills, knowledge and attributes defined in the relevant unit of competency
- demonstrates competence over a period of time
- demonstrates repeatable competence
- is the work of the candidate
- can be verified
- demonstrates the candidate's current skills and knowledge
- does not require language, literacy and numeracy levels beyond those needed for the performance of the competency.

Why do I have to pay for RPL?

You will have to pay fees when you submit an application for RPL because each individual unit of competency you are seeking RPL for, requires the time and expertise of the assessor to assess your supporting evidence against each unit.

Cost of RPL application

Application fee = \$250 (one off payment)

Processing fee per unit = \$200

Both are non-refundable

Additional fees such as resources or placement fees may apply

Assessment Appeal

Should your application for RPL not be successful you will be informed by the assessor of the gap/s in your skills and knowledge.

Candidates have the right to appeal the decision made by AHT where reasonable grounds can be established. You have to complete a "Complaints & Appeals Form" which is available from our website or can be obtained from AHT reception desk.

Questions & Support

Should you have any questions regarding the initial steps in the Recognition of Prior Learning process, you may contact:

All Health Training

Telephone: 03 9894 3900

Email: info@aht.edu.au

Note: Once you have met with an assessor, you will be provided with the assessor's email address to enable you to contact the assessor directly throughout the process.