



all health  
**training**

SKILLS RECOGNITION

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Student Information Guide  
& Toolkit

## **What is Skills Recognition?**

Skills Recognition is the term given to a process that measures the students skills and knowledge from previous study, training, work or life experiences against the outcomes of the course in which they require a qualification. The two categories in which their skills can be recognised are:

### ▪ **Recognition of Prior Learning (RPL)**

Recognition of prior learning (RPL), is the formal recognition of a person's current skills and knowledge, no matter how, when or where the learning occurred. Even if you have never formally studied or trained in a particular area, you may have gained knowledge and skills through your education, training, work and life experience.

Recognition of prior learning could provide you with a full or part qualification, and avoid duplication of training. The Candidates skills, training and experiences are assessed against the requirements of the qualification they require.

### ▪ **Credit Transfer (CT)**

Is the recognition of previous study for the **same** module/unit by other nationally registered training organisations. Credit transfers will be awarded for all successfully completed competencies / modules in the same course that you are enrolled in at All Health Training

## **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.

## **How do I apply for RPL?**

You will first need to carefully read through this Student Information Guide & Toolkit to ensure that you are familiar with the RPL process and understand the requirements that will determine your eligibility for RPL.

You will then be required to undertake a self-assessment which involves comparing your skills, knowledge, qualifications and experience with each units elements and performance criteria for which you are seeking recognition, and then submitting this with supporting evidence as part of your RPL application.

You will need to compile supporting evidence to demonstrate that you have the required level of competency in the units that you are seeking recognition for. The term 'evidence' applies to anything you produce to verify your skills, knowledge and experience, and must be matched to each unit of competence.

## Evidence for Credit Transfer & RPL

The evidence that you provide for your RPL assessment must comply with the 'rules of evidence' from the Australian Quality Training Framework. This means that you must ensure that the evidence is:

- **Valid** – You must provide evidence that satisfies all requirements of the unit of competency.
- **Current** – you must be able to show that your skills are up-to-date and that you could demonstrate these now if required, a general guideline is less than five years old. Evidence that is older than five years old must be supported by up-to-date evidence of your continued application of the relevant competence;
- **Authentic** – you must be able to verify that the skills / knowledge / experience in your application are genuine and the evidence you are presenting is your own work. Any copies of original qualifications, certificates or documents you submit must be certified
- **Sufficient** – You must provide sufficient evidence for the assessor to determine your level of competency.

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

**1. Direct Evidence** – Anything that you have either produced yourself or for which you have been primarily responsible eg. correspondence, reports. You will need to provide two to four examples to show that you have done this type of work over a period of time. It is important to verify your work as your own by getting your supervisor to authorise the evidence that you have been submitted.

**2. Indirect Evidence** – Information about you i.e. certificates, position description, witness testimony or third party reports. This is indirect evidence about yourself, and could include statements from other people (i.e. managers, previous employers, customers or colleagues) to support your claim for RPL and should not be confused with a reference. This evidence should provide details about your duties, experience and responsibilities that are relevant to the learning outcomes of the unit of competence.

**3. Personal Statements** – will generally only be considered as supporting evidence not primary evidence. However, it is valuable to submit as it gives you the opportunity to explain the evidence that is specific to your own organisation/industry and highlights to the assessor the knowledge and understanding required to do your job. A personal statement should be a concise description of your work activities and the functions you carry out and must be related to the unit of competency.

### Examples of evidence that can be submitted:

- Resume that can be validated by contacting your referees
- Position Description that can be validated by your manager
- Qualifications/ Certificates for nationally recognised qualifications.
- Statement of attendance/certificates for in-house courses, workshops or seminars
- Membership of relevant professional associations
- Other documentation that may demonstrate industry experience
- Work samples
- Letters from previous employers/managers.
- Hobbies or interests that relate to the unit

**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 your work activities.

## How much evidence do I need to provide?

Your Trainer and Assessor will be looking at the quality of your evidence submitted, rather than the quantity of evidence that you provide. For your application to be successful you must remember that the evidence you supply will need to demonstrate to the assessor that you have the required skills and knowledge that meets the standards identified in the particular unit.

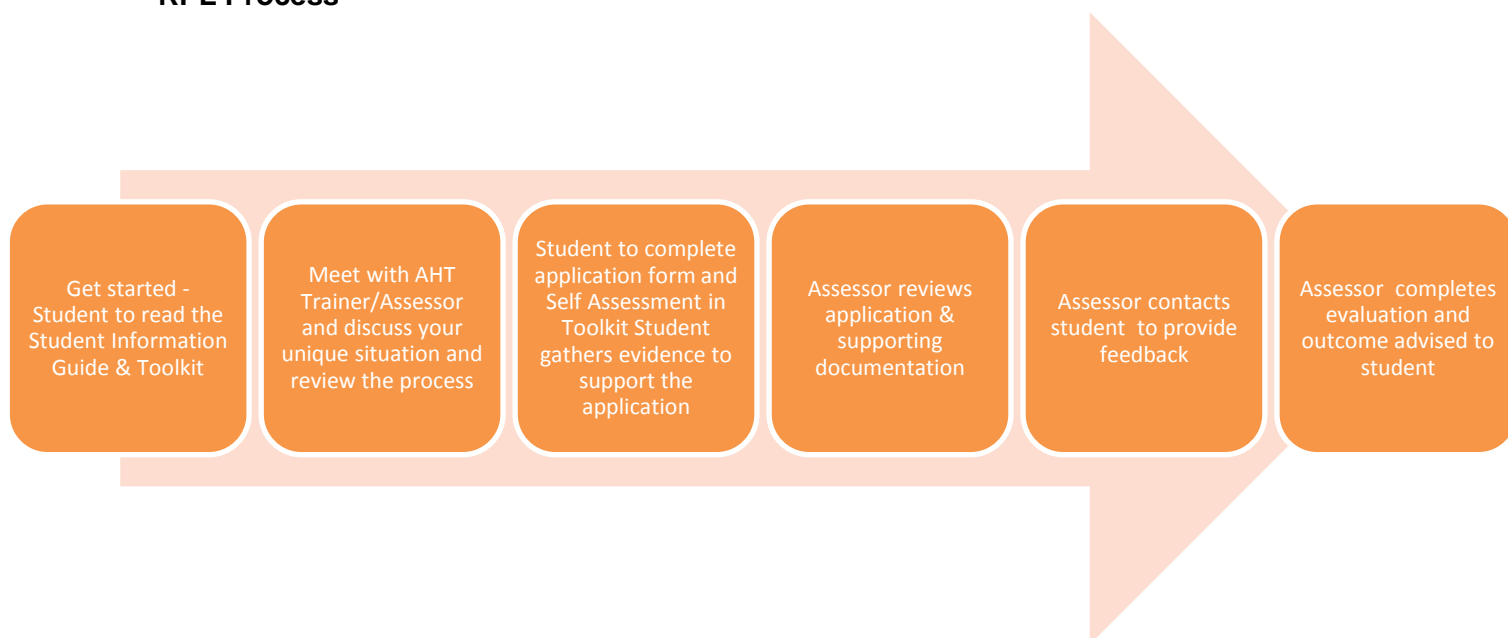
## Why do I have to pay for RPL?

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 Trainer and Assessor to assess your supporting evidence against each unit.

## What does CT & RPL cost?

RPL costs are \$75 per unit.  
CT is free.

## RPL Process



### Step 1

Read through the Student Information Guide & Toolkit to assess your eligibility for Recognition of Prior Learning. This will enable you to do an initial assessment of your experience and check as to whether you will be able to:

- Demonstrate the required skills and knowledge;
- Provide evidence to prove that you are competent for the relevant unit(s).

### Step 2

You will need to have a meeting with a Trainer/Assessor to discuss your situation, including your work & life experience and any further education undertaken. The Trainer/Assessor will answer any questions you have and will guide you through the types of evidence that you may be able to obtain to support your application.

### Step 3

You will need to complete the page for **each** unit of competency you wish to apply for RPL and gather your supporting evidence. Send your completed application to All Health Training.

**IMPORTANT:** Please do not attach original documents; but ensure that all documentation are certified copies.

**Step 4**

Your application will be processed and the relevant documents will be sent to the course Trainer / Assessor to assess your RPL application.

**Step 5**

You will hear from the Trainer/Assessor with feedback on your application. You may be asked to provide further information/evidence; complete a written assessment; and/or undertake workplace assessment/observation.

**Step 6**

You will be provided with a Result of Assessment within 10 business days of the RPL application being submitted, informing you if your Credit Transfer / Recognition of Prior Learning has been Granted or Not Granted.

**Assessment Appeal**

Should you apply for Credit Transfer or Recognition of Prior Learning and your application is not granted you will be informed as to where the Assessor feels your “gap” in your application is. This may be a lack of evidence, or a question regarding your knowledge/experience.

All students have the right to appeal decisions made by All Health Training where reasonable grounds can be established. The student is to complete a “Complaints & Appeals Form” which is available from our student administrator.

**Questions & Support**

Should you have any questions at all regarding the initial steps in the Recognition of Prior Learning / Credit Transfer process, please contact us as follows:

All Health Training

p: 03 9894 3900

e: [info@allhealthtraining.com.au](mailto:info@allhealthtraining.com.au)

Once you have met with an Assessor they will provide you with their direct email address so that if you ever have any questions you may contact them directly.