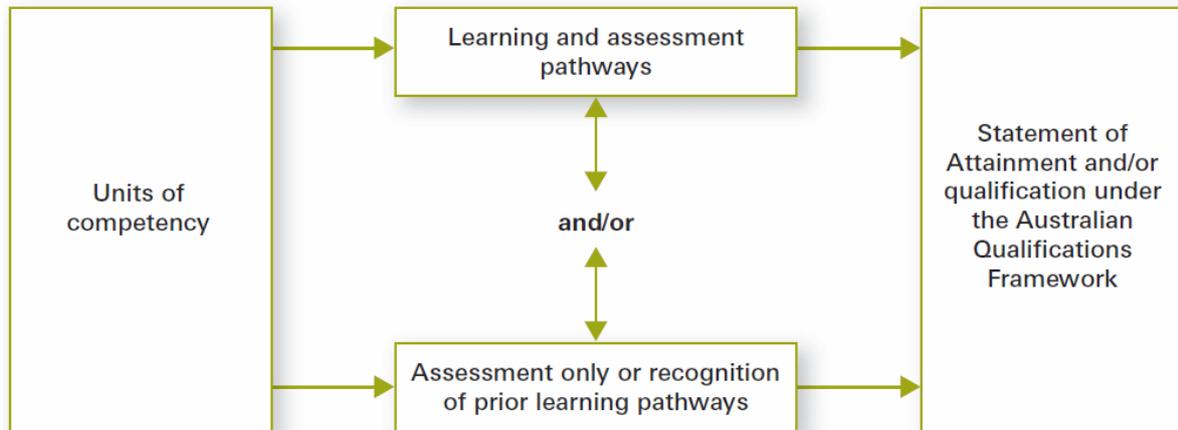# Student

RPL Information Handbook

Recognition of Prior Learning (RPL)

Student information prior to enrolment

The above diagram outline assessment pathways available to all students

RPL looks at the "***Assessment only or Recognition of prior learning pathways***" It recognises that you have carried out your **learning already** and you are ready to advance to the **assessment only RPL pathway** to gain you statement of attainment or qualification.

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

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

These experiences are measured against the qualification/unit in which you have applied for recognition.

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How does RPL work?

Applicant completes Pre-Training Review and enrolment form, checking the box to indicate intention to seek RPL for units they seek to gain RPL or CT for

A RPL discussion with assigned assessor and the Applicant will be scheduled to determine applicants ability to meet the RPL requirements

Assessor evaluates applicant's understanding in the discussion to determine the training service's result that L P Communcations will provide. Applicant is directed by Assessor to either RPL assessment or to training

L.P. COMMUNICATIONS TEAM forwards relevant assessment tool/s to applicant

Applicant gathers and submits evidence to assigned assessor. Assessor reviews evidence against Assessment Tool requirements, determining if the applicant has proven competency. L.P. COMMUNICATIONS TEAM makes an appointment between applicant and relevant assessor.

Assessor and applicant discuss the submission. Assessor may require further evidence from applicant. Assessor advises applicant of decision.

Applicant is competent and is issued with certificate or statement of attainment

Applicant is cometent in some units or not yet competent in others. applicant is able to access gap-training or entry to course as directed by the assessor

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What do I have to do?

1. If you are determined a suitable applicant for RPL, you will be issued with Assessment Tools. Typically, the requirements of the tool will include submitting evidence such as:

    a. responding to questions

    b. verification of demonstrating skills

    c. submission of products to review

    d. a portfolio of evidence (see page 5)

    e. supporting supervisor statements

2. After compiling your RPL documentation, submit your evidence to your assessor, who will assess it against the Assessment requirements. The assessor will make a decision:

    a. Competent

    b. more evidence required

3. The Assessor will interview you, reviewing your evidence, and discussing the outcome of assessment. If required, the Assessor will carry out a competency conversation with you. The Assessor will inform you of any further evidence you may need to provide to prove competency, which may be in the form of a demonstration of your skills.

4. If you are deemed Competent, you will be advised by the assessor, and issued with a certificate or statement of attainement. You will be notified by the Assessor if you are Not Yet Competent, and provided with information in relation to course entry or gap-training.

Please note: RPL is awarded for a total unit of competency only (no partial RPL of a unit will be awarded).

How much time do I have?

We allow up to three months for the RPL Assessment process from when you are issued with the RPL Assessment Tools/s. If there are extenuating circumstances that would make it impossible for you to complete the RPL Assessment process within this time, make an appointment to discuss this with your Assessor.

What are the costs?

If you apply for RPL prior to starting a course, costs are significantly reduced. Please refer to our **Course Information Documents** on-line for further information. Costs must be paid in full before you are issued the Assessments Tools. If you are unable to make payment prior to this, please refer to you Fees, Charges and Refund policy on our website.

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What is Evidence?

Evidence is the material that you have that displays your competence and may be collected via:

- documentation of practical experiences in the workplace or the community including video recordings, photo's newspaper articles, reports etc

- statements of relevant training that you have completed

- copies of projects that you have undertaken

- documents or products you have created (or can prove that you have contributed to) 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;

1. **Current** (show that you are still competent)

2. **Authentic** (it is your work) and be at a level of complexity that matches the unit of competency

A variety of evidence allows for:

1. **Sufficient** evidence to make the assessment decision

Logically the evidence should be:

2. **Valid** and relate directly to the unit of competency.

You will usually need to combine several pieces of evidence together to get adequate coverage 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. 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.

Note that original documents such as certificates, workplace reports etc, must be sighted by us, copied and certified as a true copy.

Tip – You will find minimum requirements of evidence listed in the "Evidence to submit" section after each assessment within the assessment tool.

What is a portfolio of evidence?

An RPL portfolio is a collection of evidence of your competence. Your portfolio will usually include a combination of many different types of evidence. Each piece of evidence you submit must be clearly cross-referenced against each requirement in the RPL Assessment Pack.

Evidence can take the form of:

- products or things you have made (Photo, Video, Written)

- records or documents you have written that relate to the qualification

- statements made by you or by your supervisor (third party reports)

- video or audio tapes (demonstrating required skills and or knowledge)

Evidence groups

Products are things you MAKE or help make in the workplace. For example for managers, products may include reports, policies or procedures that you have written.

- this is an excellent source of evidence however you will generally need to support it with other types of evidence that can demonstrate more about HOW you produced it (such as a video of audio explaining how you, did what you did, to do it)

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

Statements about your competence may be either written or spoken. In relation to the requirements of the RPL Assessment tool, you could:

- describe how you set up a process, or how you resolved a particularly difficult situation

- write a report

- ask your direct supervisor to provide a statement regarding your capabilities and knowledge

- have a competency conversation with your assessor

- Any statements made by you must be verified by a third party.

Don't assume you're competent simply because you have been doing the job for a long time. e.g. "I have been working in administration for three years." Expand on your role and what you have done

Don't rely solely on your own word to prove your competence. It is the weakest form of evidence.

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What if I don't agree with my RPL assessment result?

You have the right of appeal if you are dissatisfied the RPL Assessment outcome. Please refer to the L. P. COMMUNICATIONS **Complaints and Appeals Procedure**, available on our website

What does your portfolio need to include?

A title page (see Attachment A)	Below is the minimum information that you need to include about yourself: • Your name (as you would like it to appear on your qualification) • Your postal address • Your contact phone no. • Your email address The qualification or individual units for which you are seeking recognition • The date of submission
Detailed mapping of evidence in portfolio	A listing of the evidence and what unit of competency/s it supports. (see attachment B)
The evidence: products, records and/or statements	The evidence must be **clearly cross referenced against each** evidence requirement in the RPL Assessment Pack.

Good luck.

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Attachment A

(Example of Title Page)

_____

Your name (as you would like it to appear on your qualification)

_____

Your postal address

_____

Your contact phone no.

_____

Your email address

_____

The date of submission

I confirm that this material is all my own work, and where the work of others is used, I have referenced the source. This may refer to group work.

_____

Your Signature

Attachment B

(Example of Detailed Mapping of Evidence in portfolio)

Qualification code and title:		
Evidence supplied	*Associated RPL Assessment Task and Pack*	*Location in portfolio*
(Example) Report	*Project Management Assessment Pack, Assessment 1*	*Tab 1*
(Example) Completed Performance reviews	*Project Management Assessment Pack, Assessment 3*	*Tab 2*

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