



Recognition of Prior Learning (RPL)

in _____

For: _____

RPL Applicant to complete

Applicant Name: _____

Employer (if applicable): _____

I declare that the information / evidence that I submit for this RPL application is all my own work.

Applicants Signature..... Date:.....

Date of RPL Assessment work submitted:.....

Please send completed RPL assessment work to:

Arbortrim Training

PO Box 371

Mt Evelyn, VIC 3796

RECOGNITION OF PRIOR LEARNING (RPL)

There are three main pathways to achieving a qualification in _____ under the new national Training Package arrangements.

The first is by completing training programs with Registered Training Providers.

The second pathway acknowledges that the workplace is a very significant place of learning and that a process of **formal recognition** should be provided for the skills and knowledge that individuals develop through their work place experiences.

The latter process is known generally as Recognition of Prior Learning (RPL) or Credit Transfer.

The third is a combination of the first two whereby an initial RPL process is conducted and then a training gap analysis is generated and then a training program is then generated to delivery and assess the shortfall of modules/units

In reality, many individuals will develop their competency through a combination of training programs and workplace learning.

RPL is a straightforward process. Candidates identify particular Units of Competency they want recognised **and then collate evidence that will confirm their ability to meet the requirements**. Full assistance to determine the evidence requirements can be provided by a mentor or an assessor. After the collation of the evidence the assessor, if required may make arrangement for a workplace visit. The assessor will review the material and establish through further discussion and observation that the requirements set by the Units are met.

The assessment is conducted in a friendly, non-threatening way where the assessor provides every opportunity for a candidate to demonstrate their capability and hence achieve success.

What is Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that recognises competencies you currently have, regardless of how, when or where the learning occurred. This includes competencies attained through any combination of formal or informal training and education, work experience or general life experience.

In order to apply for recognition of prior learning in this unit you must provide evidence that addresses and meet the requirements for this unit. Your evidence may take a variety of forms and could include:

- Certificates and/or qualifications achieved
- References from past employers
- Testimonials from clients and previous work samples
- Substantiated *Curriculum Vitae*

To be able to grant RPL the assessor must be confident that the applicant is currently competent against all elements of competency within this unit and must ensure that submitted evidence is authentic, valid, reliable, current and sufficient.

Who Can Apply

RPL is for full units only. If partial RPL is awarded for elements within a unit of competency, then the applicant must complete the other remaining elements to achieve the full unit.

How does the RPL process work?

Evidence that is presented by the applicant is matched to the performance criteria contained within the elements for the unit(s) applied for. The evidence is assessed using the following criteria:

- Is the prior learning relevant to the course and address the performance criteria specifically?
- Is the knowledge and skill current?
- Is it authentic and can be verified?
- Is the knowledge and skill appropriate to the level of the unit?

How long will it take to be informed?

You will be notified of the outcome within four weeks of the RPL application.

What is Credit Transfer

Credit transfer recognises any formal qualifications you have achieved. You will need to provide a copy of the qualification and a list of the units achieved. These must match the units you are mapping against. If the units are from a similar / earlier qualification you will need to map these and discuss with the relevant trainer.

The Application

The following document asks you to provide information about yourself and your request for recognition of previous learning and experience.

The following document is divided into three (3) sections. It is important that you (and your current employer) provide as much information in each section as possible including copies of certificates, statements of attainment, statements of work experience etc. the three (3) sections are:

1. General information about yourself and your experiences
2. Information about the course for which you are seeking recognition.
3. The relationship between the course and your experiences. (Completed by assessor).

The Process

1. Complete the Application Form that will be sent to you.
2. Complete sections 1 & 2 in this document. The assessor will complete section 3.
3. Attach photocopies of any previous training completed such as EWP licence, Chainsaw training, OH & S training.
 - copies of school reports, certificates or statements about your education and training;
 - relevant work samples such as memos, essays, completed work products;
 - outlines of any courses which you have undertaken;
 - any other information which you feel might aid the assessment of your request
 - employers or supervisors may attach copies or make reference to relevant company documentation to support areas such as Safety Maps, Induction material, Operational procedures, etc.
4. A Training gap analysis indicating what further evidence or training is required, will be generated in the form of an individual Client (participant) Assessment Form and when no other proof can be provided then a suggested training program and schedule is forwarded on to you employer
5. Further workplace assessments may be required to validate competency or prior learning where previous training may be outdated or not industry specific, your employer will be notified if this is the case and an interview may be arranged.

SECTION 1

GENERAL INFORMATION

(a) Work Experience:

Indicate in the space below any work experience, either full time or part time. Include any voluntary or unpaid work. Start with the most recent job first.

Employer	Type of Work	Full Time/ Part Time	Dates Employed
Company..... Address..... Contact..... Phone.....			From: To:
Company..... Address..... Contact..... Phone.....			From: To:
Company.....			From:

Address..... Contact..... Phone.....			To:
Company..... Address..... Contact..... Phone.....			From: To:

Any additional work experience, etc, that you think might be relevant (please detail):

(c) Other Interests or Skills:

List any other things that have helped you to gain skills. For example, being a parent, involvement in school committees, organizing a family business, accounts, involvement in any hobby groups, team, club, society, association or community organizations. Briefly describe your involvement including official positions.

(d) Education Training Details or Competency Acquisition Details:

Additional studies: (studies you have undertaken since leaving school):

Date/s	Level of study (e.g. apprenticeship certificate, industry course)	Details of studies (e.g. title of trade, name of course)	Results e.g. pass, not completed)

SECTION 2

COURSE INFORMATION

(a) Name of course in which you have enrolled or for which you are seeking RPL/RCC.

(b) How does this course help you to meet your personal career goals?

I.e. Extra Skills/requirement of my current job

SECTION 3

To be completed by Arbortrim Assessor

RELATIONSHIP BETWEEN THE COURSE/COMPETENCY STANDARDS AND PRIOR LEARNING

<i>Course Detail/Competency Standards</i>		Relevant prior experience and/or equivalent course completed		
Unit Code & Name	<i>Module Code & Name (or equivalent)</i>	Y	N	Required
CORE UNITS -- ALL TO BE COMPLETED				
ELECTIVES:		Y	N	Required

ELECTIVES:				