

PURPOSE

The purpose of the RPL Self-Assessment Record is to guide students through the Recognition of Prior Learning [RPL] process. Furthermore, this document provides students with an avenue to demonstrate their knowledge and skills for the units of competency in their enrolled qualification.

RPL is a process that recognises the knowledge and skills already held by a student. It involves the assessment of a student's prior formal and informal learning and maps this information against the unit of competency outcomes.

A student's application for RPL will be based on their ability to demonstrate levels of skill and knowledge outlined in each unit of competency applied for. Students must also be able to demonstrate the practical skills required for each unit of competency.

POLICY

It is the policy of Health Industry Training that all students have the opportunity to access the Recognition of Prior Learning (RPL) process. Students must request RPL on enrolment into their course.

PROCEDURE

The following procedures must be completed by the student for an RPL application to be accepted.

1. Completion of RPL Self-Assessment Tool

The student must complete and submit the RPL Self-Assessment Kit and provide **ALL** relevant evidence to support the RPL application. Please note **ONLY ONE** application for RPL is accepted.

Documents that may be used as evidence to support the RPL application include but are not limited to:

- **Academic Transcripts** – copies of previous certificates awarded through accredited training. Please note, academic transcripts must be current to be accepted as evidence for RPL
- **Resume** – If using a CV for evidence of positions held or experience please ensure that the authenticity of the information can be validated.
- **Position descriptions** - may provide evidence if supplied on original company letterhead or signed by the previous employer.

- **Diaries/Journals** – May provide evidence similar to job sheets or logs but are more of personal or private nature – possibly related to pastime activities or after hours experiences. A journal may contain evidence of time management, operational planning, budgeting, reflections, etc.
- **Work Samples** – Examples of work are valid sources of evidence. This can take the form of reports or proposals, session plans, multimedia presentations, internal correspondence, physical objects or any other examples of work that support your claims. Video evidence is a useful means of demonstrating competence.
- **Written Work** – Any documents you created that demonstrate knowledge or skills you have, such as reports, designs, drawings, promotional material, correspondence, policies, procedures you wrote.
- **Photos/Video** – Use to prove that you actually have carried out certain tasks or if you cannot provide original pieces of work. A video sequence can demonstrate how you created something or how you applied manual or communication skills to achieve an outcome.
- **Emails** – Copies of emails might demonstrate that you have specific communication skills or can verify that you carried out an activity for which you claim competence.
- **Any other example of evidence that supports your claims** – Any evidence not listed above that supports your claim to demonstrate competence.

2. Performance Evidence

To be granted RPL for a unit of competency, students must be able to demonstrate the skills and knowledge outlined in the performance evidence for each unit. To demonstrate competency, Third Party Reports are sent to the nominated supervisor. Please note, all evidence and the Third Party Reports must be returned prior to the following steps taking place.

3. Initial Review of RPL Application

On receipt of a full RPL Application, the RPL Applications Assessor will review the application to determine if sufficient evidence has been provided to warrant the next stage of the RPL process to take place.

PLEASE NOTE: Students who have applied for RPL and have been initially assessed as not providing sufficient evidence will be marked RPL Not Granted. Students will then be required to complete the assessment for the corresponding unit and will be charged a \$50 fee for each unit.

4. Review of candidate's evidence

On success review by the RPL Applications Assessor, the student's trainer will review the information and evidence provided and map the evidence to each unit of competency.

5. Competency Conversation

The final phase in collecting evidence for the RPL process is for the trainer to complete the RPL Assessment Record used to access evidence and conduct direct questioning for each unit. The direct questions are designed to enable the trainer to gain direct evidence to support the RPL application. The primary focus of the questions is on the student's knowledge and practical experience.

6. Gap training

RPL is an assessment process designed to show areas of competence and to identify IF a candidate has gaps in skills and knowledge against units of competency.

If a candidate has skills gaps, the trainer will provide assessment activities to be completed by the candidate.

RPL PROCESS

