

TITLE AND CODE

Recognition of Prior Learning (RPL) Application Kit

Learner name:

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Application Received:

Date:

Assessor assigned:

Agreed evidence received (date):

Date completed:

Recognition of Prior Learning (RPL) Information Sheet

When enrolling in a course or traineeship with NORTEC Employment and Training you may wish to apply for Recognition of Prior Learning (RPL). **RPL is the formal acknowledgement of your current, as yet unrecognised, skills and knowledge no matter how or where the learning occurred.** This is an important assessment pathway. The recognition gained may considerably reduce the study time needed to gain a qualification. RPL should take place at the commencement of training and it can take place throughout the training program. The RPL assessment may include workplace observation, interviews, forums, professional conversations, work samples and documented evidence.

Your checklist for the process:

Read this application kit in consultation with a NORTEC assessor.

Undertake the Self Assessment to ascertain applicable skills and knowledge . You will need to download the information for each unit from www.training.gov.au to determine if you have the required skills and knowledge.

Complete the application form, noting those units of competency you are applying for.

Complete the Evidence Submission for each unit of competency you are applying for, outlining any skills and knowledge you have or can do. Include a copy of your resume and all additional supporting documents. These should be discussed with your assessor during collation of your application and prior to submission.

Submit your application to your assessor.

Your assessor will review your application.

Your assessor may contact any referees or third parties referenced in the evidence you provide to support your application.

As part of this process you will be required to attend an interview or forum facilitated by your assessor. The purpose of the interview or forum will be to clarify and obtain evidence to support your application by verifying your current skills and knowledge.

RPL applications will be considered within 28 days of submission.

RPL can be an ongoing process .

If you are unsatisfied with the final decision you may appeal the outcome. Please refer to the Assessment Appeals Process detailed below.

Assessment Appeals Process

If you are unsatisfied with the outcome or the way the application was processed, you can appeal the application result. To discuss any concerns you should contact the Training Services Unit Manager or VET Coordinator on (02) 6686 6077.

Once your appeal has been received, the process for reviewing the evidence supplied should take no more than 28 days.

NORTEC will advise you of the outcome of your appeal in writing. You will either be re-assessed as competent by another assessor and/or you may be required to undertake some gap training to complete your competency for unit/s.

Self-Assessment against Entry Requirements

With the assistance of a NORTEC assessor, list the units of competency you wish to apply for and consider whether you can or have undertaken these activities.

Once you have undertaken the Self-Assessment, list the Units of Competency being applied for (or if a full Qualification you may attach a NORTEC Unit of Competency Sheet)

Unit Code	Unit Title	Can you?	Have you?

<p>Assessor Notes:</p>	<p><i>Please list below and attach any supporting documentation e.g. resume, position description</i></p>
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Enrolment Application Attached

Copy of Qualification Training Package Rules attached

I have read and agree to the requirements outlined in this RPL Application Kit.

Learner Name	Learner Signature	Date

I have reviewed the unit selection above and confirmed it meets the Training Package requirements attached.

Assessor Name	Assessor Signature	Date

Evidence Submission

Learner name:	
Assessor name:	
Date submitted:	
<u>Learner Statement of Original Authorship</u>	
<p>I, state that the evidence submitted contains no material which has been written by any other person, except where due reference is made. I make this statement in full knowledge of and understanding that, should it be found false, I will be deemed Not Yet Competent.</p>	
..... Signature	Date: / /

Learner Instructions

It is important to remember that when you are collecting evidence for your submission that several forms of evidence is required to ensure that it sufficiently addresses each units criteria and essential skills and knowledge. By having multiple overlapping forms of evidence this demonstrates your ability to apply skills and knowledge consistently over a period of time.

At least 2 forms of evidence – preferably 3 must be included for each unit in your application. Items such as a Resume/Qualification/Job Specification or Description may only be provided once and referred to over a number of relevant units. Further assessment will be undertaken to ensure sufficiency of evidence, this may include assessor questioning and observation or third party feedback forms.

Please DO NOT send originals of qualifications, formal completion statements or membership certificates. Forward certified copies. This means you need to have your originals documents sighted and a copy signed by a Justice of the Peace (JP), any Officer of the Court or an authorised NORTEC staff member.

(Note: If your name is different from that on the evidence documents you are submitting, you will also need to provide certified proof of your change of name, e.g. Marriage Certificate).

Please ensure you retain a copy of all submitted work for your own reference and in case submission evidence is lost in transit. NORTEC will not be held responsible for any items lost in transit.

Evidence must meet the following requirements:

The evidence must be valid. This means that it must demonstrate what it claims to. For example, if a candidate presented evidence of their skills in carpentry to demonstrate competence in producing a business document, that evidence would not be valid.

The evidence must be authentic. This means that the evidence must be the candidate's own work. If you are providing referees or third party feedback, the assessor will need to be able to contact witnesses, like workplace supervisors, to verify that evidence provided are authentic.

That evidence must be consistent. For example, it must be representative of a period of time rather than one specific instance. So evidence provided, should show a consistent standard over an appropriate time frame. You can use dates on evidence provided to help reference this.

The evidence must be sufficient. Enough evidence must be provided to be able to make an accurate assessment. Therefore one or two work samples would not be regarded as sufficient. However, those same work samples combined with assessor observation, witness testimony and some questioning or process demonstrations will allow a much more accurate assessment to be made.

The evidence must be current. Evidence provided must be recent enough to prove that your skills and knowledge meet the requirements of the competencies being assessed. Currency may vary across industry areas, so some judgement is required. For example, multimedia is a rapidly changing industry with new technology being used all the time, so a person's competency in that area would need to be extremely current. As a benchmark NORTEC requires evidence within the previous 3 years.

The evidence must be reliable. Has the evidence come from a reliable and verifiable source; that is the witness testimony has come from someone who is not related and/or considered a close friend of the applicant. This will be checked by the assessor during the review.

Over the page is a list of the evidence you can provide to meet each of the following criteria and attach examples. Against each unit of competency tick the evidence you will be submitting in your application. We recommend a mixture of evidence to ensure the requirements outlined above are met.

- A. **Training Undertaken** - Qualifications, Trade Certificates, and Statements of Attainment (Please ensure these are certified copies).
- B. **Work Experience** – Resumes, testimonials, job descriptions, and performance appraisals.
- C. **Professional Development** - Conferences, staff development & individual training, awards, participation in events.
- D. **Samples of work/workplace evidence** – portfolio of produced work, DVD of you undertaking activities. (Please ensure all confidential information .i.e. client names etc. are removed prior to submission).
- E. **Third Party Report** – NORTEC is able to provide you with these documents upon request.
- F. **Assessor Observation** – this can be arranged upon request and discussion with your assessor.
- G. **Other** – experience and skills including memberships, voluntary/community work and self-employment.

Evidence Attached

Unit Title	Unit Code	A	B	C	D	E	F	G

- A. **Training Undertaken** - Qualifications, Trade Certificates, and Statements of Attainment.
- B. **Work Experience** – Resumes, testimonials, job descriptions, and performance appraisals.
- C. **Professional Development** - Conferences, staff development & individual training, awards, participation in events.
- D. **Samples of work** – portfolio of produced work, DVD of you undertaking activities.
- E. **Third Party Feedback** – NORTEC is able to provide you with these documents upon request.
- F. **Assessor Observation** – this can be arranged upon request and discussion with your assessor.
- G. **Other** – experience & skills including memberships, voluntary/community work and self-employment

Before submission to your assessor please confirm you have completed the following.

- € All evidence referred to above is attached
- € **Certified copies** of any supporting Qualification/Certificates attached



I authorise my NORTEC assessor to contact referees / third parties listed in the evidence submitted to verify authenticity of information provided.

Learner Name

Learner Signature

Date

Assessor Evidence Review

Assessor Name:	
Date of Review:	
Assessor Instructions:	
<p>During the review of the Evidence Submission please note findings below and collate questions to be asked of the learner. These can be recorded in the Assessor/Learner Interview section.</p> <p>When contacting the Learner for the Assessor/Learner Interview, discuss your preliminary findings and request that any additional evidence be brought along for the interview. Your comments/rationale will be used as feedback to learner.</p>	
UNITS	Evidence provided is sufficient/ Competency granted

UNIT CODE/TITLE:	YES	NO
Comments/Rationale for decision:		
UNIT CODE/TITLE:	YES	NO
Comments/Rationale for decision:		
UNIT CODE/TITLE:	YES	NO
Comments/Rationale for decision:		
UNIT CODE/TITLE:	YES	NO
Comments/Rationale for decision:		
UNIT CODE/TITLE:	YES	NO
Comments/Rationale for decision:		
UNIT CODE/TITLE:	YES	NO
Comments/Rationale for decision:		
UNIT CODE/TITLE:	YES	NO
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UNIT CODE/TITLE:	YES	NO
Comments/Rationale for decision:		
UNIT CODE/TITLE:	YES	NO
Comments/Rationale for decision:		
UNIT CODE/TITLE:	YES	NO
Comments/Rationale for decision:		
UNIT CODE/TITLE:	YES	NO
Comments/Rationale for decision:		

Assessor/Learner Interview

Learner Name:	
Assessor Name:	
Date of Interview:	
<p>Learner Instructions: The purpose of this interview is to assist NORTEC to determine whether you have sufficient knowledge, skills and work experience to support Recognition of Prior Learning. The assessor has reviewed your Evidence Submission and will conduct a professional discussion to ask questions relating to elements within the competency for which you have applied.</p> <p>Assessor Instructions: During the review of the Evidence Submission collate topics for professional discussion with the learner. A detailed record of the professional discussion conducted MUST be provided below. Remember the purpose of this discussion is to validate the evidence supplied.</p>	

Assessor record of professional discussion:

RPL Application Outcome

Assessor Name		Date								
<p>ASSESSOR: Please tick all forms of RPL evidence provided for each unit with this application. Competent result should only be selected if evidence provided is deemed satisfactory. If additional evidence is required please indicate and provide feedback to the applicant in below sections.</p>		Evidence supplied (✓Tick)						Result (✓Tick)		
		Res um e	Qu ali fi ca ti ons	Job Des crip ti on	Sam ples of work	Thi rd Par ty Re por t	Ass essor Ob ser va ti on	Pro fes sio nal dis cus sio n	Co nti nu ing	Co mp ete nt
Unit Code	Unit Description									

*** Additional Evidence to be provided by the learner**

Assessment Outcome
*Assessors are required to indicate if the learner has been deemed **Competent** or **Not Yet Competent** only when all three (3) forms of evidence (minimum) have been assessed as satisfactory. Where the learner has been assessed as Not Satisfactory for one (1) or more forms of evidence, Assessors are to deem the Learner **Not Yet Competent** and provide sufficient feedback information to the learner about additional evidence required and/or the reason for the decision. Not Yet Competent feedback **MUST** be well documented and form part of the permanent learner record. Assessors are also required to negotiate mutually agreeable **Reassessment Arrangements** with the Learner. Assessors are to forward original document to TSU Administration within 5 days of assessment.*

<p>Feedback to Learner <i>based upon evidence of assessment being authentic, valid, reliable, current and sufficient</i></p>	
Assessor Signature	
Learner Signature	
Reassessment Arrangements <i>(if applicable)</i>	Date & Time
	Venue/location
<p>Assessor Feedback on Assessment <i>(Assessors MUST provide feedback on any aspect of the Assessment tool/s or evidence gathering methods. This will contribute to Continuous Improvement)</i></p>	

<p>Action taken (must be authorised by Training Services Manager)</p>	

Traineeship only:	Year 1	Year 2 or longer	
<i>Visit No. (please circle)</i>	1 2 3 4	5 6	<input type="radio"/> Extra (v if applicable)

Office use only		
Entered by : _____ on ____/____/____	<i>Initials</i>	Supervised Assessment (v)
_____	<i>Supervising Assessor Initials:</i>	