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What is Recognition of Prior Learning (RPL)?

Recognition of prior learning (RPL) is defined as an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

The following guidelines are to be followed when received student's requests recognition of prior learning:

- Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for recognition for units of competence or a qualification which are not included in Safeguard Training & Services scope of registration.
- Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Apprentices who are currently enrolled in an Apprenticeship training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competence.

What is the RPL process?

Step 1 Provide sufficient information to prospective learners to inform them of opportunities for alternative pathways via recognition and the recognition process.

Step 2 Learners who request recognition of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a recognition application (using the Recognition Self-Assessment Guide). The student should be provided an electronic version of the RPL application documents.

Step 3 Undertake a recognition assessment planning interview between the assessor and the candidate (using the Recognition Assessment Plan). This is to include where possible:

- Helping the candidate to identify appropriate forms of evidence;
- Guiding the candidate on the use of recognition tools; and
- Informing the candidate about the assessment process.

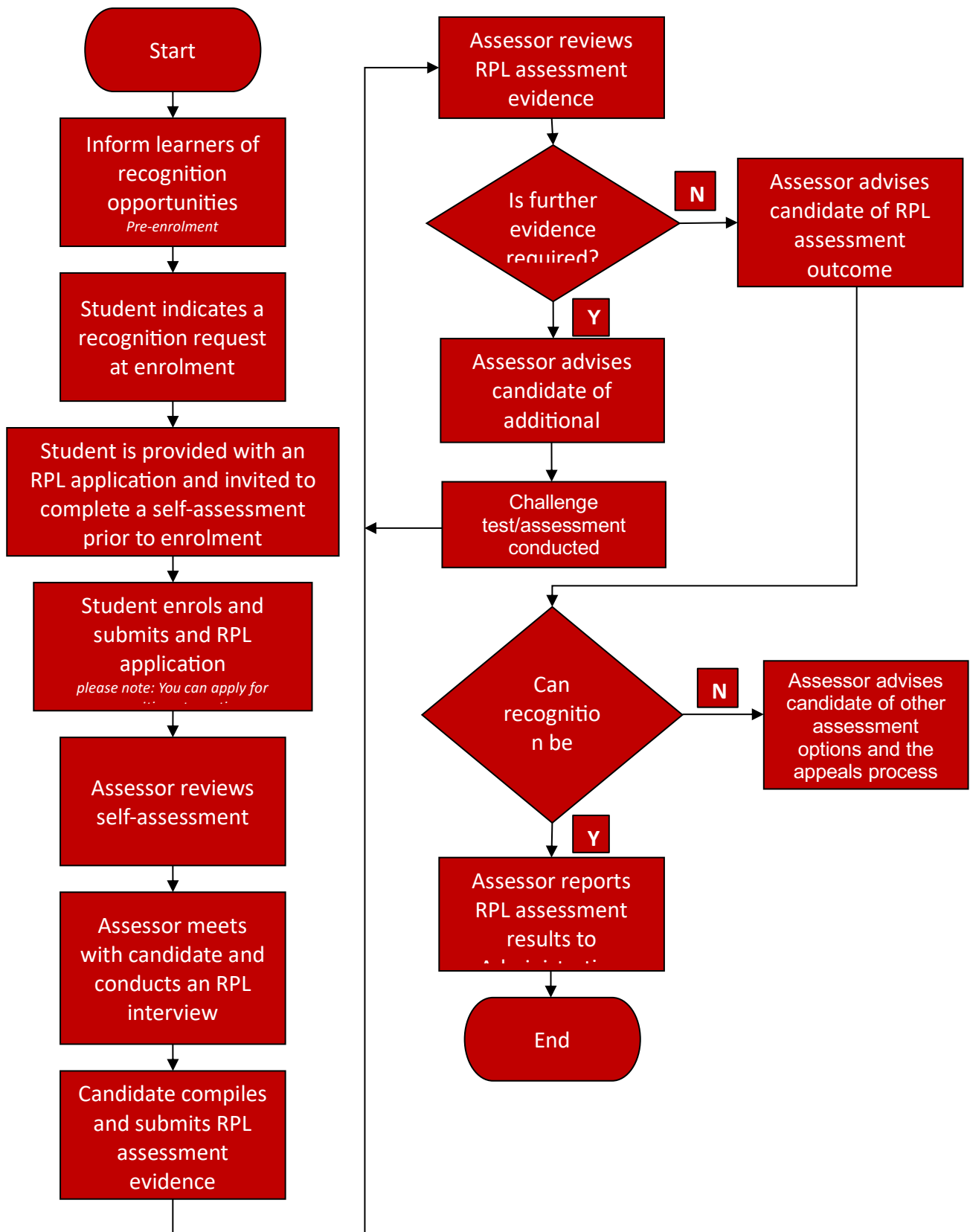
Step 4 Candidates are to compile their recognition submission (using a Recognition Evidence Report). This form allows candidates to record their particular documentary evidence against each unit of competency and to attach this evidence as required.

Step 5 The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the candidate to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the candidate with written feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome.

Step 6 If the candidate is not satisfied with the outcomes of a recognition application, they may appeal the outcome like any other assessment decision. Refer the candidate to the appeals process which can be found in the Student Handbook or policy and procedure manual.

Step 7 When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and issue the candidate with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with Safeguard Training & Services Qualifications Issuance policies and procedures.

RPL Process



What evidence is required for RPL?

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Indirect Evidence

Indirect evidence is evidence submitted by you. This could include work produced such as documents, products, materials and reports. Other examples include certificates, qualifications and video or audio tapes.

Supplementary Evidence

Supplementary evidence allows the assessor to understand your competency. This evidence is often obtained through:

- Written or oral questioning.
- Tests completed off-the-job.
- Third party sources; for example, members of your work team or your supervisor/s.

Forms of evidence toward recognition may include:

- Work records;
- Training Journal;
- Resume/CV;
- Statements of Attainment, qualifications certificates and/or results of assessments;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Photos or videos of you undertaking the task;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Supplementary workplace evidence including Third Party Reports;
- Performance appraisal; or
- Position Description

Many of these forms of evidence would not be sufficient on their own. When combined together, with a number of evidence items as a 'Portfolio of Evidence', the candidate will start to provide a strong case for competence. The Safeguard Training & Services reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

Please note: Photocopies or scanned copies of Qualifications, Statements of Attainment and Testamurs are required for Credit Transfers. They are to be signed by a justice of the Peace as a copy of the original, or alternatively the original documents are to be sited by a Safeguard Training & Services Staff Member to validate the authenticity.

If you have other suitable evidence to support your claim for RPL then you are encouraged to discuss this with your Assessor. If you do not believe that you have any suitable evidence, then you should discuss your options with your Assessor.

What is a Portfolio of Evidence?

A Portfolio of Evidence is the term given to the collection of documents and other evidence that you compile and submit as proof of your competence.

Evidence: 'show and tell'

When deciding what evidence to include in your portfolio, consider the 'show and tell' approach:

<p>Tell us</p>	<p>You tell us...</p> <ul style="list-style-type: none"> • what you know • what you can do • what you have done <p>Someone else tells us (verifies) what you know, what you can do, and what you have done. This is called a 'third party report'. Examples of third party reports include a reference letter, a performance review report, a questionnaire completed by a workplace supervisor, etc. There is a template of a 'third party report' within this kit.</p>
<p>Show us (workplace documents, photos, videos)</p>	<p>Documents or other forms of evidence that demonstrate what you can do and have done.</p> <p>Choose evidence of both products and processes. For example, when compiling evidence of your ability to clean up a spill:</p> <ul style="list-style-type: none"> • An example of a <i>product</i> as evidence may include: <ul style="list-style-type: none"> – a photo of you cleaning up a spill – copies of workplace forms you have completed after cleaning up a spill • Examples of <i>processes</i> as evidence may include documents such as Policies and Procedures on how to clean a spill in your workplace

When compiling your portfolio, you'll be asked to submit evidence that:

- **tells us** what you can do and have done (from you and from at least one credible 'third party' referee)
- **shows us** what you can do and have done (i.e. samples of work and other relevant documents).

Please attach your portfolio of evidence with this kit when submitting it to your Assessor.

Rules of Evidence

The evidence used to make a decision about competence must be:

1. **Valid**
Relevant to the unit/(s) of competency you are applying for
2. **Sufficient**
Enough evidence on which your assessor can make a sound judgment
3. **Current**
The skills and knowledge are current and relevant given today's technology, processes, legislation and work practices

4. Authentic

Your own work

Any experience that has enabled you to develop knowledge and skills that relate to the assessment criteria should be considered.

If you need further guidance and to have further understanding of what you need to cover you can search for the Units of Competency you are applying for at www.training.gov.au. Select the 'National Register of Vet' option. Enter the Unit of Competency (i.e. AURTTK002) into the 'Nationally recognised training' Search box in the top right-hand corner and press 'search'.

Each Unit of Competency within training.gov.au outlines the Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions required to successfully attain the Unit. For example, the table below shows the first Element and Performance Criteria for 'AURTTK002 Use and maintain tools and equipment in an automotive workplace' and how to map what you will need as evidence.

Element	Performance Criteria	Evidence for RPL
<i>Elements describe the essential outcomes of a unit</i>	Performance criteria describes the performance needed to demonstrate achievement of the element. Where bold and italicised	<i>Work experience, training and other evidence that meets the element of competency.</i>
1. Select and use tools and equipment	1.1 Job requirements are determined from workplace instructions 1.2 Tools and equipment are selected to meet job requirements 1.3 Tools and equipment are checked for serviceability according to manufacturer and workplace procedures 1.4 Personal protective equipment (PPE) suitable for tools or equipment to be used is selected	<i>How often do you select and use tools and equipment? How can you prove it?</i> <i>What PPE do you select and use? How can you prove it?</i> <i>Identify the types of evidence that you will provide. (Refer to each unit's evidence requirements to help you decide the most appropriate and sufficient amount of evidence)</i>

How should I organise my evidence?

So that your Trainer/Assessor can accurately assess your evidence, please ensure you:

- Include a cover sheet matching your evidence to the units of competency for your qualification.
- Label each piece of evidence clearly
- Provide notes for each piece of evidence, e.g. title, what unit (or units) of competency it relates to, and a brief description of what it is.

Credit Transfer

Credit Transfer is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, units of competency issued by any RTO are to

be accepted and recognised by all other RTOs. Credit Transfer allows a student to be issued a unit of competency based on successful completion of the unit which has been previously awarded.

If you are seeking credit transfer you are required to present your statement of attainment or qualification with a record of results for examination to Safeguard Training & Services.

These documents will provide the detail of what units of competence you have been previously issued. You must provide satisfactory evidence that the statement of attainment or qualification is authentic, is yours and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework. You are required to submit copies only which are certified as a true copy of the original.

The following guidelines are to be followed in relation to credit transfer:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competence or qualification which are not included in Safeguard Training & Services scope of registration.
- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for credit transfer and Safeguard Training & Services does not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and applicants will be advised to seek recognition.

Assessment Timeframe

You have 2 months to submit your completed RPL kit. You will be provided with two opportunities to submit further evidence if required. Please allow a 28 day turnaround for the final assessment of your evidence from the date we receive your RPL application (subject to all evidence being provided and that it is appropriate. I.e. if you have to resubmit evidence, there will be another 28 day turnaround from receipt of the additional evidence).

Training Journals

Training Journals are given to each participant to document their on-the-job training. Each Unit of Competency requires on-the-job evidence and has specific tasks to meet the requirements of the Unit of Competency. Please ensure you keep your Training Journal in a safe place to ensure it is not damaged or lost. It is to be taken to each training block to be monitored by Safeguard Training & Services on your progress.

How will I be assessed?

Your Assessor will review your training and workplace evidence to ensure you have:

- Enough experience in the field/occupation you are apply for RPL
- The range of skills and knowledge required for the Unit/s of Competency and Qualification
- Enough evidence to meet the assessment requirements of the Unit/s of Competency

A 'Challenge Test' may be required if the Assessor requires more evidence to make an informed decision on the RPL outcome. The Challenge Test may be theory or practical based.

After the assessment

After the assessment, your Assessor will advise you of the units of competency you have successfully completed. You will also be advised whether you have gained the full qualification or if gaps have been identified during the recognition process. If you do have skill gaps, these may be addressed through additional training.

Once your Assessor has assessed and approved your RPL, your Certificate or Statement of Attainment will be issued within 28 days.

Gap training information

RPL is an assessment process designed to show areas of competence and to identify if you have gaps in skills and knowledge against a whole qualification.

Not everyone will have skill/knowledge gaps. But if you have skills gaps, a pathway to complete training in the outstanding units can be negotiated to assist you to gain the full qualification.

Appealing a decision

An appeal is an application by a student for reconsideration of an unfavourable assessment decision. The process of lodging an appeal and the process for handling such an appeal are outlined in the Assessment Appeals Procedure located in the Student Handbook on Safeguard Training & Services 's Website www.safeguardtraining.com or by requesting a copy from the Safeguard Training & Services Institute.

To submit a Compliant / Grievance or Assessment Appeal you will need to complete the Complaint Grievance and Assessment Appeal Form located on Safeguard Training & Services 's Website www.safeguardtraining.com.

STUDENT ACKNOWLEDGEMENT			
To be completed by Student when submitting this RPL Kit			
Student Name			
Qualification			
Student Declaration:	<input type="checkbox"/> All of the evidence submitted within this RPL is my own. <input type="checkbox"/> All of the evidence submitted within this RPL is true and correct at the time of submitting. <input type="checkbox"/> I have attached my Portfolio of Evidence to this kit for assessment <input type="checkbox"/> I have access to the "Appeal Form" if I need to appeal the assessment decision.		
Student Signature:		Date	

Work and Training History

Work History Evidence	
Current Resume/CV attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job/Position description attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of work history and duties attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copies of Certificates, Statements of Attainment and Transcripts attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

An example work history and duties can be shown as per below:

Employer/Company Name	Period of employment (DD/MM/YYYY)		Position/s held	Job / Position description	Description of duties
	From	To			
1.					
2.					

Third Party Report

This template can be used for your third party reports from current and previous supervisors/employers.

You may copy and paste this report multiple times for multiple referees.

Qualification Title	
Date	
Candidate's name	
Referee's name <i>(Name of person providing this evidence)</i>	
Position/title	
Workplace	
Workplace address	
Telephone numbers	
Email address	
Instructions	<p>As part of the assessment for<<.....>>, the candidate requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the candidate's skills and experience.</p> <p>A letter of support from the organisation validating a range of tasks performed by the candidate over a period is useful in identifying competence.</p>

To whom it may concern

Re: _____ who is a

(insert candidate's name) *(Insert industry/job title).*

I certify that the above-named person has:
 worked at _____ for a period of

(insert name of workplace) *(Insert length of time).*

They have regularly completed the following activities to an acceptable workplace/industry standard within this organisation.

- <please insert tasks and duties>
-
-

I understand the evidence/tasks the candidate has performed on which I am required to comment.	<input type="checkbox"/>
I am willing to be contacted if further verification of my statements is required.	<input type="checkbox"/>

If you would like further information or would like to discuss any of the above, I can be contacted on the above phone number.

Yours sincerely

Signature: _____ Date: _____

Supporting Documentation

The documents you have provided within your Portfolio of Evidence are to be numbered t for easy identification. Place the number of the relevant document against the evidence listed below. Please attach your portfolio of evidence with this kit when submitting it to your Assessor.

Candidate name:		
Documentary evidence submitted		Document number
1.		
2.		
3.		
4.		
5.		
6.		

Candidate name:		
Documentary evidence submitted	Document number	
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		

Assessor section

Please do not proceed. This section is to be completed by your Assessor.

Record of Conversation

The Assessor will use this template for additional evidence towards your RPL if required.

Candidate's name			
Assessor's name			
Date			
Unit/s of competency			
Questions	Yes	No	Answer / Assessor's comments
1.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	<input type="checkbox"/>	<input type="checkbox"/>	
9.	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<input type="checkbox"/>	<input type="checkbox"/>	

Additional notes from conversation

Assessor's signature		Outcome (Please circle)	S (Satisfactory)	NYS (Not Yet Satisfactory)
Assessor's name		Date		

Experience and Skills Evidence Matrix

The Assessor will use this template for additional evidence towards your RPL if required.

Note to the Assessor: Please insert the tasks you wish to see more evidence of, discuss how often the candidate completes the skill/task and what documents they will submit as evidence.

Candidate's name					Date completed	
Unit/s of competency						
Skill /Task	I have performed these tasks			Evidence to support claim		
	Frequently	Never	Sometimes	Do c No .	Documentation provided (Number and name the document you are providing for easy reference.)	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

Additional notes

Assessor's signature		Outcome (Please circle)	S (Satisfactory)	NYS (Not Yet Satisfactory)
Assessor's name		Date		

Assessor's Evidence Summary and Sign off Sheet

The Assessor completes this table at the end of the RPL assessment to record the evidence collected and sign off on the final outcome.

Note to the Assessor: Place a tick in the appropriate evidence collection method column for each unit of competency. Place a line through those units not examined as part of this RPL assessment.

Candidate's name	
Date	

Unit Code	Unit Title	Evidence collected				Competency demonstrated
		Questions	Practical	Third Party Report	Other evidence	
Core units						
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Unit Code	Unit Title	Evidence collected				Competency demonstrated
		Questions	Practical	Third Party Report	Other evidence	
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
Elective units						
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Unit Code	Unit Title	Evidence collected				Competency demonstrated
		Questions	Practical	Third Party Report	Other evidence	
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

By signing the below, you are granting RPL for the above selected units of competency.

Assessor's signature	
Assessor's name	
Date	