



# RECOGNITION OF PRIOR LEARNING

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## RPL APPLICATION & INFORMATION GUIDE

## **WHAT IS RPL?**

Recognition of Prior Learning (RPL) is the recognition of a person's current skills and knowledge acquired through prior learning from other training, work or life experience.

Even if you have never formally studied or trained in a particular area, you may have gained knowledge and skills through your education, training, work and life experience.

Recognition of prior learning suits people who have industry relevant:

- Work skills or knowledge;
- Paid or unpaid work experience;
- Life experience (such as hobbies, sport and leisure activities);
- Community work experience.

Recognition of prior learning could provide you with a full or part qualification, and avoid duplication of training. It could be used to identify what training you may need to complete a qualification, or provide a pathway to higher qualifications.

## **WHAT ARE THE BENEFITS OF RPL?**

- You will be recognised for what you already know, and may complete training in a shorter period of time and reduce the cost of fees.
- You don't have to undertake training where you can prove you already have the skills and knowledge to competently perform the tasks.
- The qualification you gain through recognition has the same value as those gained through normal course work with Municipal Training.
- You will have the opportunity to get your current skills and knowledge formally recognised.

## **HOW DO I APPLY FOR RPL?**

Firstly, you will need to carefully read through this guide to ensure that you are familiar with the RPL process and understand the requirements that will determine your eligibility for RPL.

You will be required to undertake a self-assessment which involves comparing your skills, knowledge, qualifications and experience with the competencies for which you are seeking recognition, and then submitting this with supporting evidence as part of your RPL application.

## SUPPORTING EVIDENCE

You will need to compile supporting evidence to demonstrate that you have the required level of competency in the units that you are seeking recognition for. The term 'evidence' applies to anything you produce to verify your skills, knowledge and experience, and must be matched to the elements and performance criteria of a unit of competence.

The evidence that you provide for your RPL assessment must comply with the 'rules of evidence' from the Australian Quality Training Framework. This means that you must ensure that the evidence is:

- **Valid** – You must provide evidence that satisfies all requirements of the unit of competency.
- **Relevant** – The skills / knowledge / experience that you are claiming to have, should relate directly to the relevant unit of competence and be at a comparable standard;
- **Current** – you must be able to show that your skills are up-to-date and that you could demonstrate these now if required, a general guideline is less than two years old. Evidence that is older than two years must be supported by up-to-date evidence of your continued application of the relevant competence;
- **Authentic** – you must be able to verify that the skills / knowledge / experience in your application are genuine and the evidence you are presenting is your own work. Any copies of original qualifications, certificates or documents you submit must be certified by a Justice of the Peace (JP);
- **Sufficient** – You must provide sufficient evidence for the assessor to determine your level of competency.

There are various types of evidence that you can provide (dependant on what is most appropriate and relevant to the units of competence), which can be gathered from a number of sources. There are four types of evidence that you can collect and present:

1. **Direct Evidence** – Anything that you have either produced yourself or for which you have been primarily responsible i.e. Correspondence; business reports. You will need to provide two to four examples of each type of evidence to show that you have done this type of work over a period of time. It is important to verify your work as your own by getting your supervisor to authorise the evidence that you have submitted.

2. **Indirect Evidence** – Information about you i.e. formal certificates; position description.

Witness testimony or third party reports – This is indirect evidence about yourself, and could include statements from other people (i.e. managers, supervisors, previous employers, customers or colleagues) to support your claim for RPL and should not be confused with a reference. This evidence should provide details about your duties, experience and responsibilities that are relevant to the learning outcomes or competencies of the unit of competence and also demonstrate the level of skill by you in your work.

3. **Personal Statements** – will generally only be considered as supporting evidence not primary evidence, however it is valuable to submit as it gives you the opportunity to explain the evidence that is specific to your own organisation/industry and highlights to the assessor the knowledge and understanding required to do your job. A personal statement should be a concise description of your work activities and the functions you carry out and must be related to the unit of competency.

4. **Supplementary Evidence** – In addition to providing evidence you may be required to demonstrate that you have the required knowledge and skills by answering either oral or written questions, and/or performing your work activities.

#### **EXAMPLES OF EVIDENCE THAT CAN BE SUBMITTED:**

- Brief CV or work history
- Job/Position Description
- Qualifications/Certificates/results of assessment for nationally recognised qualifications.
- Qualifications/Certificates/results of assessment for other qualifications and courses.
- Results/statement of attendance/certificates; for in-house courses, workshops, seminars, symposiums.
- Membership of relevant professional associations
- Other documentation that may demonstrate industry experience, i.e. participation in the development of industry programs; industry awards.
- Relevant industry licences i.e. White Card.
- Work samples, which may include but not limited to: diaries/ task sheets/ job sheets/ log books/performance appraisals/ work plans/ projects.
- References/letters from previous employers/supervisors.
- Letters of support/appreciation
- Workplace awards/prizes/certificates
- Evaluation forms/feedback sheets
- Hobbies or interests that relate to the outcomes of the unit element

## **RPL PROCESS**

### **Step 1**

Open the Learning and Assessment folder for each unit for which you wish to seek RPL. Read through the Self-Assessment Sheets to assess your eligibility for Recognition of Prior Learning. This will enable you to do an initial assessment of your experience and check as to whether you will be able to:

- Demonstrate the required skills and knowledge;
- Provide evidence to prove that you are competent for the relevant unit(s).

### **Step 2**

You will need to complete the Self-Assessment Form for each unit of competency you wish to gain RPL for and gather your supporting evidence. This information will need to be attached to your application.

IMPORTANT: Please do not attach original documents; but ensure that all documentation is certified copies.

### **Step 3**

Before sending your application ensure that all forms have been completed, and the supporting evidence has been sequenced and organised clearly. Your application should include:

- Self-Assessment Form;
- Supporting Evidence (matched against and clearly mapped to the performance criteria and essential knowledge/skills as identified in the Self-Assessment Form );
- Application Fee (not applicable if you are a current fee paying student)

### **WHERE TO SUBMIT YOUR APPLICATION OR OBTAIN FURTHER INFORMATION:**

Please submit the completed Self-Assessment Form and all supporting documentation in the designated area in each course on Moodle where you would normally submit your assessment work for each specific unit. The application will then be assessed on the normal way and you will be advised on whether further information is required or whether the application is approved.

Mail, hand deliver or email application including evidence and payment (if applicable) to:

MUNICIPAL TRAINING  
PO Box 3122 Rundle Mall  
ADELAIDE SA 5000

Email: [admin@lka.net.au](mailto:admin@lka.net.au)

### **Step 4**

Your application will be processed and the relevant documents will be assessed.

### **Step 5**

We may contact you to provide further information/evidence or to arrange a review meeting.

### **Step 6**

You will be provided with a Result of Assessment as soon as possible (within 21 days of a fully completed RPL application being submitted), informing you if your Recognition of Prior Learning has been Granted or Not Granted.