



Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a way that you can get your existing skills and knowledge formally recognised, without having to attend training or do further study. RPL is an assessment process that assesses the individual's formal learning, non-formal learning and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency.

- Older qualifications
- Non-formal learning refers to learning that has been acquired through courses, workshops or other training programs that did not lead to a formal qualification or partial qualification. For example, courses or workshops undertaken in the workplace or by a professional body
- Informal learning refers to any skills or knowledge developed without receiving any actual training. For example through work experience, hobbies, or other social and leisure activities
- Non-vocational, formal learning (ie university)

OLDER QUALIFICATIONS

You may have completed an older qualification with a similar unit of competency to that which is included in your current study. This is not available for credit transfer, but rather you should apply for a Recognition of Prior Learning. We will then review the similar unit and complete an exercise called "mapping" – comparing the two units and reviewing the differences and similarities – this is a case-by-case process. To be deemed competent in **older** units:

- (a) Complete the *Recognition of Prior Learning Application* form
- (b) Provide us with either the original parchment(s) or a notarised copy (ie signed by a JP)
- (c) Pay the Recognition of Prior Learning fee
- (d) Explain how you have met the requirements of the new unit – this is done with help from your trainer

NON-FORMAL and INFORMAL LEARNING

Recognition of Prior Learning involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside formal education and training – this includes skills gained on the job. To apply for Recognition of Prior Learning status for your non-formal and informal learning, we will ask you to provide evidence of your competency against the performance criteria. Ideally, we look for three forms of evidence; however, because Recognition of Prior Learning is a case-by-case process, this is a guide only. Examples of evidence could be:

1. A third party report, eg a reference, performance report or similar
2. A job and person specification or position description for the position/job you may have had
3. Your resume
4. Statement of Attendance for non-accredited training
5. Qualifications from outside the Vocational Training Sector (eg university)
6. Samples of completed work – for example a business plan, poster, advert, letter or other correspondence

Four key words about evidence: valid, sufficient, authentic and current:

SUFFICIENT	Make sure we have enough evidence to make a decision – one item of evidence by itself is not enough
AUTHENTIC	Ensure that the evidence is your own work – we need to be able to see that what you provide us is genuine
VALID	The evidence should actually provide support for the particular element of competency you are applying for
CURRENT	A course you attended, or skills you gained a long time ago are not necessarily relevant in today's market. This is certainly a case-by-case matter, some skills are timeless, others need updating every year or so.

APPLICATION FOR RECOGNITION OF PRIOR LEARNING

As an example of how to address an element of competency: if applying for BSBOHS401A Contribute to the implementation of a systematic approach to managing OHS, you might complete the following for one of the elements of competency:

Element	Evidence / Reason for RPL	Outcome RPL or NYC
Support integration of OHS within the overall management approach	During a project I managed I ensured a meeting and site inspection (walk around) was conducted with the contracting representative for the maintenance work. All hazards and controls were documented in the JSA. DOCUMENTS: JSA, site inspection, position description identifying task requirement	

You have explained how you are competent in this particular element and provided at least three pieces of evidence – in this case, the JSA, the site inspection and a position description which identified that this task is a requirement of the incumbent; copies of which you would attach to your RPL application – ideally either the JSA or the site inspection have a signature on it other than yours, and you need to confirm that you held the position as described by way of resume, reference, payslip, or other.

NON-VOCATIONAL, FORMAL EDUCATION

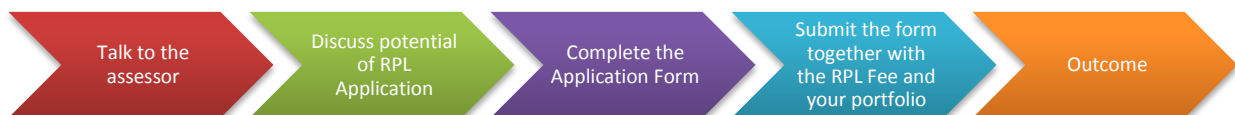
This can be most confusing for applicants – a university degree is not equivalent or greater than any unit of competency or qualification from the VET Sector (ie vocational training). The greatest difference between University and the VET Sector is that the VET Sector has the requirement of practical experience for assessment, whereas university education does not necessarily have this. Admittedly, university education will generally have a higher level of theory and understanding but it lacks the practical component. Therefore, as an example, a Bachelor of Education is insufficient by itself for Recognition of Prior Learning against a Certificate IV in Training and Assessment – it might cover the theory of education, methodologies, learning difficulties, etc. It doesn't cover, say, the unpacking of a training package, delivering training to adults, skills in demonstration, etc. This is not to say that a University degree won't be taken into consideration for a Recognition of Prior Learning application, but it must be supported with practical, preferably vocational, experience.

COMPLETING THE FORM

Applying for Recognition of Prior Learning status can seem like a daunting process. The key thing is to talk to your trainer before embarking on the Recognition of Prior Learning journey. They will identify the Elements of Competency for you and discuss what types of evidence would be appropriate for the application.

PROCESS

To be deemed competent for units without having to complete further study:



NOTE: if you feel as though you have not been dealt fairly with your Recognition of Prior Learning assessment, you are entitled to access the assessment appeals process of WISE Training.

NOTE THAT AN APPLICATION FORM IS SUBMITTED FOR EVERY UNIT OF COMPETENCE YOU ARE APPLYING.