



CRICOS provider 02962M  
 RTO provider 30173

**RPL/RCC Application**

<b>Applicant name:</b>	<b>Employer name and contact details:</b>	
<b>Referee 1: Name and contact details:</b>	<b>Referee 2: Name and contact details:</b>	
<b>Address 1:</b>	<b>Address 2:</b>	
<b>Address 3:</b>	<b>Phone:</b>	
<b>Email:</b>		
<b>Applicants signature:</b>	<b>Date:</b>	
<b>Date assessment work submitted:</b>		
<b>Qualification code and title:</b>		
<b>Unit/s of competence: List below</b>		

**Please submit as much information as possible**

**Documents that may be available include but are not limited to:**

- a) any licences
- b) brief CV or work history
- c) certificates/results of assessment
- d) indentures/trade papers
- e) results/statement of attendance/certificates – in house courses, workshops, seminars
- f) results/statements of attendance/ certificates – club courses e.g. first aid, officials, surf life saving, etc
- g) photographs of work undertaken or produced
- h) diaries/task sheets/job sheets/log books
- i) membership of relevant professional associations
- j) hobbies/interests/special skills outside work
- k) references/letters from previous employers/supervisors

**Element 1** *detail here*

<b>Performance Criteria</b>	<b>List qualifications / transcript submitted to meet criteria</b>	<b>Detail work experience to meet criteria</b>	<b>Assessed C or NYC</b>



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**Element 2** *detail here*

Performance Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

**Element 3** *detail here*

Performance Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

<b>Assessor's signature:</b>	<b>Date:</b>
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**How long will it take**

We endeavor to have a decision to you on the outcome of your Course Credit application within 28 days of submission of application. If we require additional information we will contact you and this could delay a decision while we continue our assessment and this could take it past the 28 days.

**Fees and charges**

There will be a fee for each unit/s/modules you are seeking RPL in. This fee will be no more than the actual cost of each unit/s/module as if attending the course of study.

**RPL procedure**

**Complete application**

- You can apply for RPL by ticking the box in the enrolment application prior to enrolment and or
- If you do not indicate RPL on the enrolment form you can apply for RPL at any time during the learning process by approaching your Trainer and after discussion with the Director of Studies.
- You can download the RPL Application form from our website or you can email a request to the front desk and or request the application forms by mail.
- You must complete the application and submit your evidence along with the RPL application form.
- It is important candidates provide as much information as possible otherwise it could delay the process and we will need to ask you for additional information.



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- 7.
8. Candidates also need to provide contact details for one or two referees who can confirm their industry skills in context and over time.
9. To have skills formally recognised under the Australian Qualifications Framework, the assessor must ensure the candidate's skills meet industry standards.

#### **Interview candidate about documentary information**

10. Review the information provided by the candidate and arrange a time for both you and the candidate to discuss.
11. The candidate will have the opportunity to discuss and identify previous experience with you. The available documents are step one in collecting information and you will need to determine which units of competency, if any, are fully covered at this stage. You use your own or your RTO's assessment recording forms to record this stage of the assessment.
12. There may be instances where the candidate has little, or no, documentary information of industry experience. This is **not** a barrier to gaining recognition. This will just require you to rely on the questioning, practical assessment and referee validation phases of the RPL process.

#### **Questions for the Competency Conversation**

13. Questioning is the next phase in collecting evidence for the RPL process. The questions are designed to enable the assessor to have a "competency conversation" with the candidate to further gain evidence of their past experience. **REMEMBER**, the primary focus is on the candidate's experience.
14. It is not intended every question for all competencies is asked, only those competencies the initial interview about the candidate's documentary evidence has failed to **fully** address.

#### **Document and record how and why the judgement was made**

15. The record of assessment is a legal document, which may be needed in the future when the RTO is called to account for assessment decisions. Records of assessment need to record two key aspects – the evidence that was used to make a judgement, and the judgement itself.
16. Assessors document the evidence collected which supports judgements made using the RPL Quality Matrix. This includes recording conversations, demonstrations and other non-paper evidence of how the client meets the unit of competency or module requirements.

#### **Judgement and records**

17. A complete record of Recognition of Prior Learning (RPL) assessment is necessary to enable judgements to be tracked and justified. Records of assessment may need to be viewed by:
  - a. A client who doesn't agree with an assessment
  - b. An Australian Qualifications Training Framework (AQTF) auditor as part of a compliance audit, and or undertaking an audit following a complaint by a client and or employer about a Registered Training Organisations assessment practices.
  - c. A regulatory or licensing body checking alignment with standards or following a complaint about an individual's competency or investigations following a workplace safety incident
  - d. An Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) auditor checking on the use of public funds
  - e. A court of law over serious matters such as negligence, injury or fraud
18. We will use an RPL assessment summary record to document an assessor's judgements and is the official assessor's record.

#### **Moderation of assessment**

19. We will validate the assessment strategies by reviewing, comparing and evaluating the assessment processes, tools and evidence contributing to the judgements made by a range of assessors against the same competency standards prior to a quarterly review.



### **Validation**

20. It is essential to validate RPL assessment and to record any feedback provided, in order to demonstrate genuine and authenticated competence. Validation occurs at several stages of the assessment process, focussing on fairness, reliability, authenticity and sufficiency.

### **Feedback to candidate on assessor's decision**

21. The Assessment record summary is complete and your decision has been made. The candidate is supplied with a copy of the assessment record summary that supports your decision to grant or not grant RPL. The assessor and candidate are required to sign the record summary and a copy of the record is placed on the candidate's file.
22. If you are dissatisfied with the assessor's decision on the outcome of your RPL assessment you may access and use our complaints and appeals policy and procedures to lodge an appeal against the assessor's decision. To access the complaints and appeals policy please download a copy from our website and or email the front desk requesting a copy and or request in writing and we will send a copy to you.