

Recognition of Competency Process

Procedure – When a student applies for RPL

Steps in the process	Action to take
A student enquires about applying for RPL for a qualification or an individual unit of competency.	<p>Give student:</p> <ol style="list-style-type: none"> 1. <i>Information sheet – Applying for Recognition of Competency</i> 2. <i>Application Form – Recognition of Competency</i> 3. A list of the unit information for each unit in the qualification being applied for. 4. Contact details for Skills Stores (and Skills Stores brochure) Phone: 1300 135 008 so that the student can make an appointment and go over the RPL process with Skills Stores and gain their \$250 grant towards the RPL process.
The student returns the RPL Application	<ol style="list-style-type: none"> 1. Let the students know what the full cost would be if they went ahead with their application. 2. If they wish to proceed, collect an initial fee of \$60, plus annual membership fee (or Skills Stores referral) 3. Arrange an appointment for the student with the assessor.
First Interview with the assessor	<p>The assessor discusses the following points with the candidate:</p> <ol style="list-style-type: none"> 1. The requirements for each unit being applied for (unit elements, performance criteria and any specific evidence requirements). 2. Options for gathering evidence: <ol style="list-style-type: none"> a. completing the assessment tasks for each unit or unit block b. compiling a portfolio of documented evidence c. a combination of both. 3. An explanation of how to work through the evidence requirements for each unit.
The candidate decides to go ahead with the process	<p>The candidate pays the balance of the fees.</p> <p>Note: where a candidate has a Skills Stores grant they are required to pay any amount in excess of the \$250 grant.</p>
Candidate chooses their assessment options	<p>Depending on the assessment options chosen the candidate is given one (or a combination) of the following:</p> <ol style="list-style-type: none"> 1. The assessment tasks for the units or blocks of units and any other instructions needed to complete the assessment tasks. 2. RPL Information Pack consisting of <ol style="list-style-type: none"> a. instructions about the process and what to do if they cannot locate sufficient evidence b. how to compile a portfolio of evidence c. the list of evidence requirements for each unit d. options list for units in each qualification

Second interview (if needed)	The candidate may need a second interview to clarify details before they submit their assessment tasks or portfolio for assessment.
Candidate submits their work for assessment	Once the work has been assessed, results and feedback are given to the candidate. This is done within 20 working days after the submission of the work.
The candidate IS successful	If the candidate has been successful, they are issued with certification.
The candidate IS NOT successful	If the candidate has been unsuccessful or needs to gather further evidence, they are given a follow up interview with the assessor. The candidate can then re-submit their work for re-assessment.
The candidate requires further support	If candidate still requires further interviews or re-assessments they are charged an additional fee based on an hourly rate of \$50
Skills Stores	If a candidate has a Skills Stores grant, this is claimed by invoicing Skills Stores. See Skills Stores Procedures for details.
Costs:	<p>Cost for initial appointment \$60 (plus annual membership). If a student goes ahead with the application, the initial \$60 is counted as part of the total cost.</p> <p>Basic Cost is \$210, plus between \$20 and \$40 per unit.</p> <p>Site visits are an additional cost of \$150 plus travel.</p> <p>The Basic Cost for the RPL fee is worked out to cover:</p> <ul style="list-style-type: none"> • One initial interview to give overall information • A second follow-up interview to clarify requirements • Assessment tasks and/or RPL Information Pack for the qualification • Assessment of the tasks or portfolio - conducted by qualified assessor • Additional follow up interview (if needed) • One re-assessment (if needed) • Issue of certification, recording and reporting of student outcomes.

Information Sheet - Applying for Recognition of Competency

Thank you for your enquiry regarding the seeking of Recognition of Prior Learning. Please read the following information before submitting your application.

What is Recognition of Prior Learning (RPL)

When you enrol in a course, the skills and experience you have gained from school, formal and informal training, employment, work experience, life experience and other qualifications can be assessed for credit against the qualification. If you have already demonstrated the skills and knowledge for part or most of a qualification, and have the evidence, you may complete your qualification in less time. This means your training can be focused on the skills you most need to develop.

Recognition provides you with:

- Less time studying
- No need to study the same thing twice
- Help you meet the entry requirements for higher level qualifications
- Qualifications gained through recognition have the same value as those gained through attending a course at a registered training provider

Submitting your Application

Please fill in the attached form to identify the units of competency and/or qualification that you are applying for. When we receive your form we will then contact you with information on the full cost for RPL. If you decide that you would like an interview with an assessor you will need to pay an initial fee of **\$60 to cover your first interview**. After your initial interview you can then make a decision to go ahead with the full process or not.

What the process involves:

- During your first interview, the assessor will discuss the requirements for the units that you are applying for and explain your options for assessment.
- Options for gathering evidence of competency may include:
 - completing the assessment tasks for each unit or unit block
 - compiling a portfolio of documented evidence
 - a combination of both.
- After your first interview with the assessor, if you wish to continue with the process, you will need to pay the balance of the full RPL fees.
- After your fees have been paid, you will be given the RPL Information Pack for the qualification and/or units you are applying for. The process, for working through the pack, will be discussed with you so that you can take it away and work through it in your own time.
- As you work your way through the RPL Information Pack for the qualification, you may decide that you need a second interview to clarify any further details or change your options.
- Once you have completed the RPL requirements for the qualification, submit your work to the training Officer.
- Your work will be passed on to the assessor who will conduct the assessment.
- The onus is on the candidate to provide authentic evidence which is sufficient to satisfy the assessor that they currently hold the relevant competency.

- You will be given feedback on the outcome and if successful, certification will be issued.
- If further evidence is required you may need a follow-up interview and a chance to re-submit your work for a second time.
- If still unsuccessful and further interviews are needed you will be required to negotiate an additional fee based on an hourly rate if you wish to continue the process.

Cost

Upon application, candidates will be given the cost involved with the RPL process. The regular fees for the course are often adequate to cover the cost.

The RPL fee covers:

- the initial interview;
- a second interview if needed;
- the actual assessment;
- follow up by the assessor if further evidence is required;
- a second assessment if needed.

Additional costs

If evidence needs to be submitted for a third time, a further fee will be negotiated to cover the additional hours involved.

Site visits are an additional cost.

Outcomes of assessment

The assessor will prepare a formal report that will be held by our organisation of any decision made. Applications will be treated in the strictest confidence

Appeals

Applicants have a right to appeal unsuccessful applications.

All applications for recognition to be addressed to:

Training Officer,
Longbeach PLACE Inc.
PO Box 159 CHELSEA VIC 3196

Location: 15 Chelsea Road CHELSEA VIC
Phone: (03) 9776 1386
Email: bookings@longbeachplace.org.au

Instructions for using the Recognition Process

This information is discussed with the candidate after they have decided to go ahead with the full recognition process and paid their RPL fees.

1. Work your way through the requirements for each individual unit
2. Decide if you can provide documented evidence to prove competency or if you need to consider another option
3. Record your decision on the Options List
4. If you opt for the portfolio method you will need to gather evidence and record it on the Portfolio of Evidence Form, remember your evidence must be: Current, Authentic, Valid and Sufficient
5. Complete the Personal Details section
6. Sign the Declaration
7. When you have completed the process submit your documents to the Training Co-ordinator
8. The evidence you provide will be passed on to our assessor who will determine whether you have presented sufficient evidence. The onus is on the candidate to provide authentic evidence which is sufficient to satisfy the assessor that they currently hold the relevant competency.
9. If the assessor requires further evidence you will be given a follow-up interview to discuss what else is required. You can then re-submit your work for assessment a second time.

The assessor must ensure the evidence for prior learning is:

- authentic (the candidate's own work);
- valid (directly relates to the current version of the relevant endorsed competency standards);
- reliable (shows that the candidate consistently meets the competency standards);
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the standards)
- sufficient (covers the full range assessment aspects, performance criteria, required skills and knowledge and employability skills for the relevant competency)

Evidence for assessment

The portfolio

- Carefully read the requirements for each unit of competency and relate your evidence to this.
- Use the form provided to list your evidence.
- Please **do not send originals**, as the paperwork may not be returned to you.

Troubleshooting

If you cannot locate documents in evidence of your competency consider:

- Completing the assessment tasks for the unit/s
- Asking supervisors and managers for supplementary reports
- Arranging an interview with the Training Co-ordinator or Assessor.

Gathering Your Evidence

The information on the following pages provides the details of the evidence you need for each unit of competency that you are applying for.

Options List for TAA40104 Certificate IV in Training and Assessment

You will need to provide evidence for the following units. You can use this list to plan your recognition process and to keep track of your progress.

Unit code	Unit name	Tick this box if you have documented evidence of your competency	Are you going to complete the assessment for this unit?	Are you going to seek an interview on this unit?	Tick this box if you have completed this unit
Compulsory units					
TAADES401A	Use Training Packages to meet client needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAAENV402A	Foster and promote an inclusive learning culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAAENV403A	Ensure a healthy and safe learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAADEL401A	Plan and organise group-based delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAADEL404A	Facilitate work-based learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAADEL403A	Facilitate individual learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAAENV401A	Work effectively in vocational education and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAADES402A	Design and develop learning programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAAASS401A	Plan and organise assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAAASS402A	Assess competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAAASS403A	Develop assessment tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAAASS404A	Participate in assessment validation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elective Units					
TAADEL301A	Provide training through instruction and demonstration of work skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAADEL402A	Facilitate group-based learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Details:

Name:	
Address:	
Daytime Contact Number:	
Mobile:	
Email:	
Job Title:	
Department:	
Employer:	
Manager/Supervisor	
Employer Contact Number"	

Declaration

I, _____ (insert full name here)
do solemnly and sincerely declare that:

1. the information provided within this application is true and correct
2. the documents I submit relating to this application are a true and accurate copy of the originals
3. all materials submitted relating to the design and delivery of training and assessment are my own work

I acknowledge that this declaration is true and correct.

Signature of person making declaration: _____

Date _____

Portfolio of Evidence

1. Carefully read the requirements for each unit of competency and relate your evidence to this.
2. The evidence needs to be clearly linked to the performance criteria for each element, the required skills and knowledge and the critical aspects of assessment for each unit of competency you are applying for.
3. Locate your evidence for each unit, clearly number each piece of evidence, add it to your portfolio and list it on the “Portfolio of Evidence Form”.
4. Please do not send originals, as the paperwork may not be returned to you.

Evidence may include:

- examples of work produced by you
- details of actual work experience
- referees who can confirm your experience and skill levels
- job descriptions
- certified copies of related qualifications.

***Tip:** Develop your portfolio in a way that allows the assessor to easily locate the evidence and determining its relationship to the unit of competency. For example, your portfolio could have evidence in plastic sleeves, clearly numbered in the top right hand corner, with this form at the front.*

PORTFOLIO OF EVIDENCE FORM		
The document is: <small>(for example a document prepared by you, an email, minutes of a meeting)</small>	This shows evidence related to: <small>(add unit codes, element numbers, required skills and knowledge for units or other relevant details)</small>	Document number:

Recognition Process (RPL) Feedback

Provider Name:	Date:
Name of person providing feedback:	
Assessor Name:	

	General comments welcomed	Yes	Not sure	No									
1.	Did you get enough information up-front about the RPL process?												
2.	Were you clear on what was required of you?												
3.	Did you get adequate support throughout the process?												
4.	Did you get the feedback you needed?												
5.	Do you think you achieved a fair outcome?												
6.	What was the best thing about the RPL process and why?												
7.	What was the most difficult thing about the process and why?												
8.	What improvements are needed to the documentation and instructions provided?												
9.	Please let us know your ideas on ways to improve the recognition process:												
10.	Any other comments are welcomed:												
11.	Overall how would you rate this program on a scale of 1-9 -(please circle the appropriate number)												
	Bad Poor Average Good Excellent												
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