



CASTLE PERSONNEL

RECOGNITION OF PRIOR LEARNING INFORMATION GUIDE

What is RPL? (Recognition of Prior Learning)

RPL is the formal acknowledgment of skills and knowledge already obtained through:

- Formal Training
- Informal Training
- Work Experience
- Life Experience

Recognition of Prior Learning occurs when a person seeks, and gains recognition, for their skills and knowledge no matter where or how these were acquired. If what you have learned at work, from other courses, from life experience or training provided at work is relevant to your course, you may be entitled to gain recognition or RPL.

RPL assesses a person's prior learning against the competencies or learning outcomes of the particular course/unit in which the person is enrolled or interested in enrolling in.

What are the benefits of applying for RPL?

- ✓ Your on the job learning, skills and experience are recognised
- ✓ You do not have to complete subjects/units you already know
- ✓ You save time and money by avoiding irrelevant training
- ✓ You can gain the qualification quicker
- ✓ All your training is up to date and Nationally Recognised
- ✓ You will be assisted to gather your evidence

What is involved in RPL?

Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) is achieved through the gathering of evidence. This may be achieved through either the presentation of an evidence portfolio or a workplace assessment or both.

What is an Evidence Portfolio?

Your portfolio will contain documentary evidence of your competencies including but not limited to:

- Written testimony from an employer
- Examples of work you have completed
- Records of performance reviews
- Workplace awards
- Resume
- Position description of current position
- Certificate of Participation in short course
- Records of voluntary work / activities undertaken

It will be up to you to ensure sufficient evidence is submitted for each unit of Competency you are requesting RPL (this does not necessarily mean lots of evidence).

Maintaining Confidentiality

It is important that sensitive information is not included in your evidence portfolio. You may need authorisation to use some of your evidence so check the privacy and confidentiality policies of your workplace. Client names should be deleted and financial figures or other personal details blacked out and made unidentifiable.

What is a workplace assessment?

A workplace assessment involves an assessor visiting you at your workplace to assess your competencies. The assessor will observe you undertaking the duties that are relevant to the units of competency that you are applying to be recognised for.

How will my evidence be assessed?

Regardless of the form of evidence assessors must be confident that the assessment decisions are based on quality evidence. To do this evidence must meet the following criteria.

Rule of evidence: Is the evidence?	Questions the assessor will ask when assessing your evidence
Valid	Does the evidence relate to the Unit of Competency? Does the evidence reflect the four dimensions of competency? Does the evidence address employability skills?
Sufficient	Does the evidence cover the full range of performance identified in the Unit of Competency? Does the evidence show competency over a period of time? Does the evidence show competency in difference contexts?
Current	Does the evidence show that the student can apply the competency in current work?
Authentic	Is the evidence the student's own work? Are the qualifications presented by the student authentic documents?

How do you apply?

1. Enrol in the course, including the units/modules you are applying for RPL/RCC in.
2. Contact the RTO Manager to obtain unit/module outlines and advice regarding documentation of evidence. You maybe requested to undertake a self-assessment prior to applying for RPL.
3. An assessor may schedule a brief interview or an information session to discuss the process for collecting evidence to support your application for RPL.
4. Once you have decided to apply for RPL, complete an RPL application form available from Castle.
5. Collect your supporting evidence/documentation. Remember you must demonstrate competence in all the elements and performance criteria in order to receive recognition for a unit/module.
6. Record you evidence on the evidence summary sheet provided. ***It is your responsibility to collect this evidence and arrange it in a logical sequence for the assessor.***
7. Complete and sign the Application Form.
8. Return the signed Application Form together with the Evidence Summary sheet, supporting documentation and evidence to the designated assessor.
9. Evidence will then be evaluated by the assessor, and you will be advised of the outcome within 4 weeks of submitting your application/or other timeline as per mutual agreement.

Credit Transfer

A Credit Transfer is granted on evidence of successful completion of previous Australian Vocational Education and Training (VET) studies. Credit Transfers are processed at the time of enrolment, and may result in a reduction in fees and charges. Please present your original statement of results to the RTO Manager.

How do you apply for Credit Transfer?

1. Enrol in the course for the current year but not in the unit/module that credit is being claimed for.
2. Complete a 'Recognition of Prior Learning (RPL) Application' form.
3. Submit your application to the RTO Manager.
4. Evidence will then be assessed by your Course Coordinator/Assessor, and you will be advised of the outcome.
5. No fees apply to Credit Transfers.

Note: Castle Personnel recognises and accepts all Statements of Results for Vocational Education and Training (VET) qualifications issued by other Australian Registered Training Organisations.

How to present your evidence?

Your portfolio should contain the evidence you have collected in a clear and logical sequence. For your evidence to be considered and assessed, it must be matched to Elements and Performance criteria in the Unit of Competence.

It is highly recommended that you create and include a Summary of Evidence for inclusion in the front of your portfolio. A summary of Evidence will greatly assist your Assessor but will act as a guide to you, particularly when responding to questions during an assessment interview.

You should number each piece of evidence you are submitting, include the name of the document and list the units of competence to which it relates.

Note: An individual piece of evidence may be relevant to multiple units.

Example of a Summary of Evidence using the numbering system of performance criteria:

Number assigned to each piece of evidence	Name of document or Evidence type	Performance Criteria in Unit of Competence
1	Work Recognition Award	1.1; 1.2; 3.1; and 4.5
2	Achievement Award	1.1; 1.2; 2.2; 2.3; 4.1; 4.2; 4.3; and 4.4
3	Testimony from current employer	1.1; 1.2; 2.2; 2.3; 4.1; 4.2; 4.3; and 4.4
4	Certificate of Participation	4.5
5	Performance Review	1.1; 1.2; 3.1 and 4.5
6	Performance Planning	2.1; 2.2; 2.3; 3.1 and 3.2

