



Recognition of Prior Learning (RPL) Kit

SECTION 1

**IMPORTANT INFORMATION
PLEASE READ CAREFULLY**

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Welcome

Welcome to the Recognition of Prior Learning (RPL) Kit. You can use this kit if you think you have the appropriate competence (skills, knowledge and attitude) contained within course objectives. Having competence means 'the ability to apply your knowledge and skills to perform your job or workplace task effectively'

This kit has two sections:

Section 1

Overview of RPL and using self assessment (this document you keep)



Section 2

Submission template with self assessment checklist

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What is Recognition of Prior Learning or RPL?

As a candidate you may already have the necessary skills or knowledge required to achieve some or all parts of the qualification. This may be because you:

- Are already effectively working in the area; and/or
- Have completed appropriate training; and/or
- Have gained relevant experience in a similar or different industry. For example you may have gained valuable planning skills from working in the retail industry, such as project management skills, which are also relevant to this industry; and/or
- Have has other life experiences where relevant knowledge and skills covered. For example, you may have experience in leading others in a sporting club that aligns with team work units of competency in this qualification.

If you fit any of these situations you can apply for Recognition of Prior Learning (RPL). This means that you may be assessed as competent without having to do the training pr parts of it.

What is the purpose of this RPL Kit?

This kit will help you to discover what parts of the qualification you can already know. This means you can work out your current level of competence by using the Self Assessment Checklist (section 2) provided in this kit.

When you have completed the self-assessment you can:

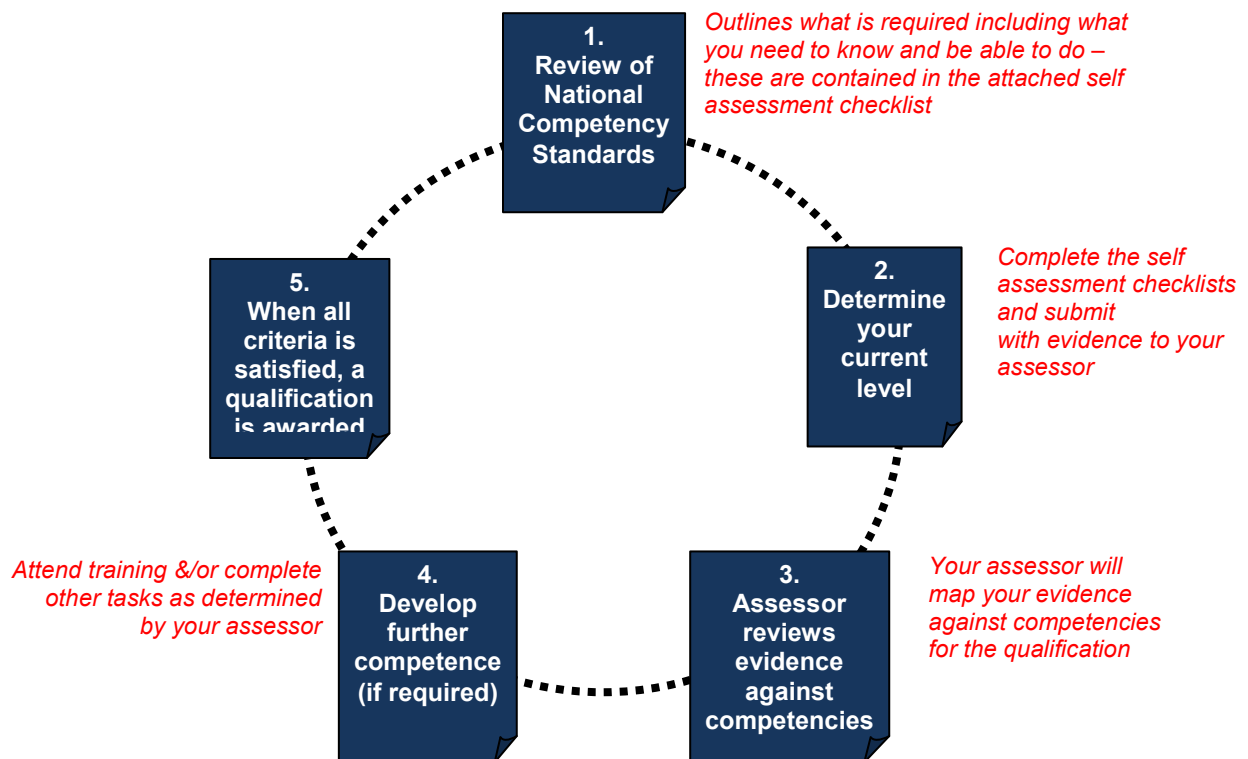
- Decide if you are ready for formal assessment against all or some of the competency standards which make up the qualifications, and/or

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- Work out if you need training. This includes bridging training to top up your competence to meet the course objectives; and/or
- Identify exactly what areas of the qualification you are already competent.

The Process for Determining Competence

This process for determining competence involves 5 distinct steps:



An assessor will make comparisons between your competency and the *National Competency Standards* that is based on *evidence* of competency in relevant units. This will lead to a national recognition of competency as a *Statement of*

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Attainment for individual units or a *Qualification* where each unit which makes up the award is completed.

Based upon the evidence, which might also include a workplace demonstration for some areas, the assessor will determine if you are:

- Competent; or
- Not yet Competent

If you are determined 'competent' means you have demonstrated skills and knowledge at the appropriate performance level for a unit of competency.

If you are determined 'not yet competent' means you require further training, or need to provide further evidence before competency can be recognised.

Outcomes of RPL

There are four possible outcomes of an RPL assessment:

1. Issue of a 'Statement of Attainment' which outlines accredited competencies and/or modules recognised by the assessor. These may be used as credits toward gaining full or other qualifications; or
2. Issue of a full qualification; or
3. Identification of the need for 'bridging' in a particular area or areas of a course; or
4. Inappropriate alignment against course requirements resulting in no formal recognition by the assessor.

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Overview of the Australian Qualification Framework (AQF)

The Australian Qualifications Framework (AQF) provides guidance as to the respective level of competence for a nationally recognized award.

The award level equates to the depth of competence demonstrated by the learner. For example, basic training commences at Certificate I and II whereas more complex tasks are addressed at Certificate III , IV or Diploma levels.

Usually Certificate I training involves the performance of basic tasks in a predictable workplace with little (if any) discretion exercised by the worker. Certificate II again involves a predictable work environment however there is the exercise of some discretion and higher competence than a Certificate I learner and so forth.

Further information about the AQF is available on the Department of Employment Education and Workplace Relations, internet site – www.deewr.gov.au

School Sector	Vocational Education & Training	Higher Education Sector	AQF Level
Yr 12 Certificate or equivalent		Doctoral Degree	10
		Masters Degree	9
		Graduate Diploma	8+
	VET Graduate Diploma	Graduate Certificate	8
	VET Graduate Certificate	Bachelor Degree	7
	Advanced Diploma	Associate Degree	6
	Diploma	Advanced Diploma	6
	Certificate IV	Diploma	5
	Certificate III		4
	Certificate II		3
Certificate I		2	
			1

Please note – there are substantial differences between training and higher education. Put simply, training courses teach people how to perform a task or job whereas higher education is more focused on intellectual skills about why a job is there and critically analyses how it fits into cultural, social and professional structures.

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Using Self Assessment for RPL

It is important you comply with the following guidelines in providing an appropriate amount of evidence. Assessors cannot determine competency unless evidence is provided. Evidence is not a resume (curriculum vitae) **without appropriate supportive documentation.**

Examples of Evidence

- Relevant course certificates/evidence of training undertaken (if a non-accredited training course you will need to supply your course materials)
- Samples of writing, photographs or videos of your work
- Letters of validation or testimonials from your employer(s) and/or client(s)
- Minutes of meetings you attended
- An on-the-job assessment record
- Performance management report
- A job description
- A written assignment
- Copies of documents you have completed as part of your work eg. Budgets, reports, memos, spreadsheets, estimates

The Best Evidence

To maximise the chances of your application being successful, you should submit the best evidence available. This means, the evidence should be:

- **Current** – you should be able to demonstrate that your skills are up-to-date and that you can use them NOW if required;
- **Relevant** – the skills you are claiming to have should relate directly to the learning outcomes/objectives for the relevant units/modules and be at a comparable standard;
- **Authentic** – you need to be able to show that your claims are genuine. This is where letters from employers and so forth are helpful; and
- **Transferable** – skills you have learnt in one situation must be capable of being applied to other situations. Example: If you are making a claim against computer skills, you should demonstrate those skills on any appropriate machine, not just the one in your office.

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Supplementary Evidence

Where the primary evidence portfolio does not satisfy required competency, supplementary evidence can be obtained. Supplementary sources of evidence may include:

- Attending an assessment review;
- Answers to oral or written questions;
- Practical demonstration off-the-job; or
- Practical demonstration on-the-job.

Format of Submission

To assist assessors manage your submission, please submit your RPL Kit with your evidence portfolio according to the following:

- 1.** Complete Section 2 in full (you retain this section)
- 2.** Attach copies of certificates, letters of reference, workplace documents, minutes of meeting, transcripts and anything else that provides clear evidence of competence (achievements) in the relevant area; and
- 3.** Mail Section 2 and your evidence to:

Training Coordinator

Victoria

International Security Training Academy

Lower Level, 51 Queen Street

Melbourne VIC 3200

NSW Master Licence No. 407 662 786

RPL Application – Fee (see attached fee schedule)

Payment of the application fee must be made at the time of lodging your

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application in order to process your enrolment and receive an RPL self-assessment kit.

The application fee includes the following:

- Initial processing of application including administration and data entry;
- Supply of RPL kit including self assessment checklists, competency outlines and competency elements
- Initial lodgment and assessment of evidence portfolio by ISTA assessors; and
- Preliminary interviews (if required) for RPL assessment

RPL Assessment – Fees

Fees for assessment of your RPL/RCC is subject to a \$45 application fee and \$40 per hour to assess the application. If a full RPL the applicant will have to pay at least ½ entire course cost.

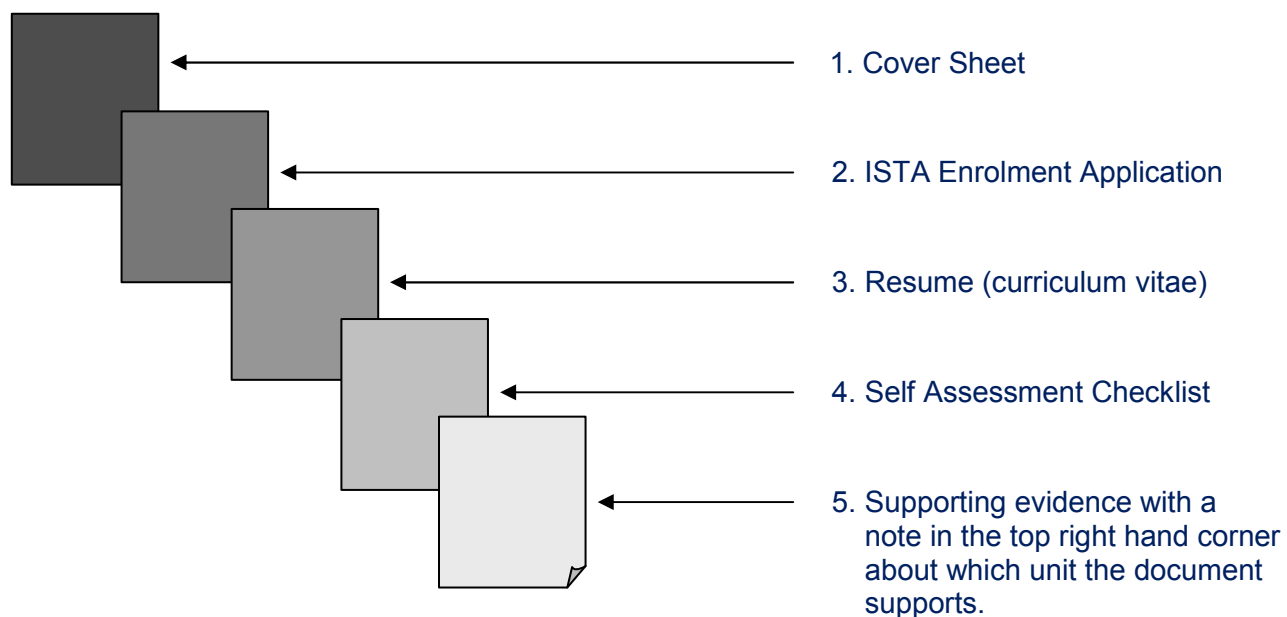
Appeals

If you are not granted RPL, you can appeal the decision of the assessor. We suggest you first discuss your concerns with the assessor and if still not satisfied you can follow ISTA Complaints and Appeals Procedures.

We suggest you keep a copy of your submission and only submit CERTIFIED COPIES of original certificates, wards and other qualification

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The content of your submission should look like this:



Further Information

If you require further information please visit our website at www.ista.com.au or contact us direct on: 1300 13 4782.