

# Recognition of Prior Learning Guide



**EQUALS**  
international

## RPL Candidate Guide

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# Recognition of Prior Learning Guide

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## Introduction

Individuals may apply for Recognition of Prior Learning in all nationally recognised programs and courses offered by EQUALS International.

EQUALS International Pty Ltd is a Registered Training Organisation (RTO) approved under the Australian Quality Training Framework (AQTF). Registration number 3492

This document will provide valuable information and be of assistance to individuals to:

- understand the process of RECOGNITION; and
- initiate an application for RECOGNITION

**This document is to be used in conjunction with the qualification RPL Toolkit which will be provided to you by EQUALS should you choose to proceed through an RPL process.**

## What is Recognition - RPL?

Recognition (RPL) is based on the principle that you learn in many different ways throughout your lifetime - through work experience and life experience as well as through education and training. Recognition takes into account those skills and experiences, no matter where these were learnt, to enable you to get credit in a course of study.

## How can this happen?

Every Competency within training courses/programs offered by this organisation, including nationally recognised training programs and or training package(s), has a set of performance criteria, performance evidence and performance knowledge that must be demonstrated before you will be deemed competent in that Competency. In broad terms the process of Recognition involves matching what you already know and can do with the learning outcomes of the course. If you can show that you have already attained the learning outcomes for one or more Competencies you won't have to do those Competencies.

In this way Recognition enables you to focus on developing skills and knowledge in new areas, rather than re-learning what you already know and can do.

## Benefits of Recognition

If you can show that you have attained all of the learning outcomes for a Competency you will gain unit credit for that Competency, as discussed.

But even if you are not successful in claiming all of the learning outcomes and formal credit, the *Recognition* process can still help by clarifying what relevant skills you do and do not possess - so that the learning program for you can be tailored accordingly.

As an added benefit you will, during the *Recognition* process, assemble evidence of your achievements in the form of a permanent and portable record of your training competencies.

In addition, the student contribution for units assessed as being awarded through Recognition of Prior Learning is reduced by 30% of the relevant unit fee.

## About this process

The process of Recognition as identified within this document will enable you to conduct a self-assessment as to whether or not an application for Recognition is warranted in your particular circumstance.

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These documents, however, are not intended to be self-sufficient. Throughout the Recognition process you may need to seek further detailed advice and assistance from either your EQUALS Facilitator/Coach, or your Workplace Mentor. This document should be used in conjunction with the qualification and unit specific information (RPL Toolkit) provided to you.

Should you require assistance before you lodge your application please contact your EQUALS Facilitator/Coach.

Your Facilitator / Coach is: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

\*\*\*\*\*

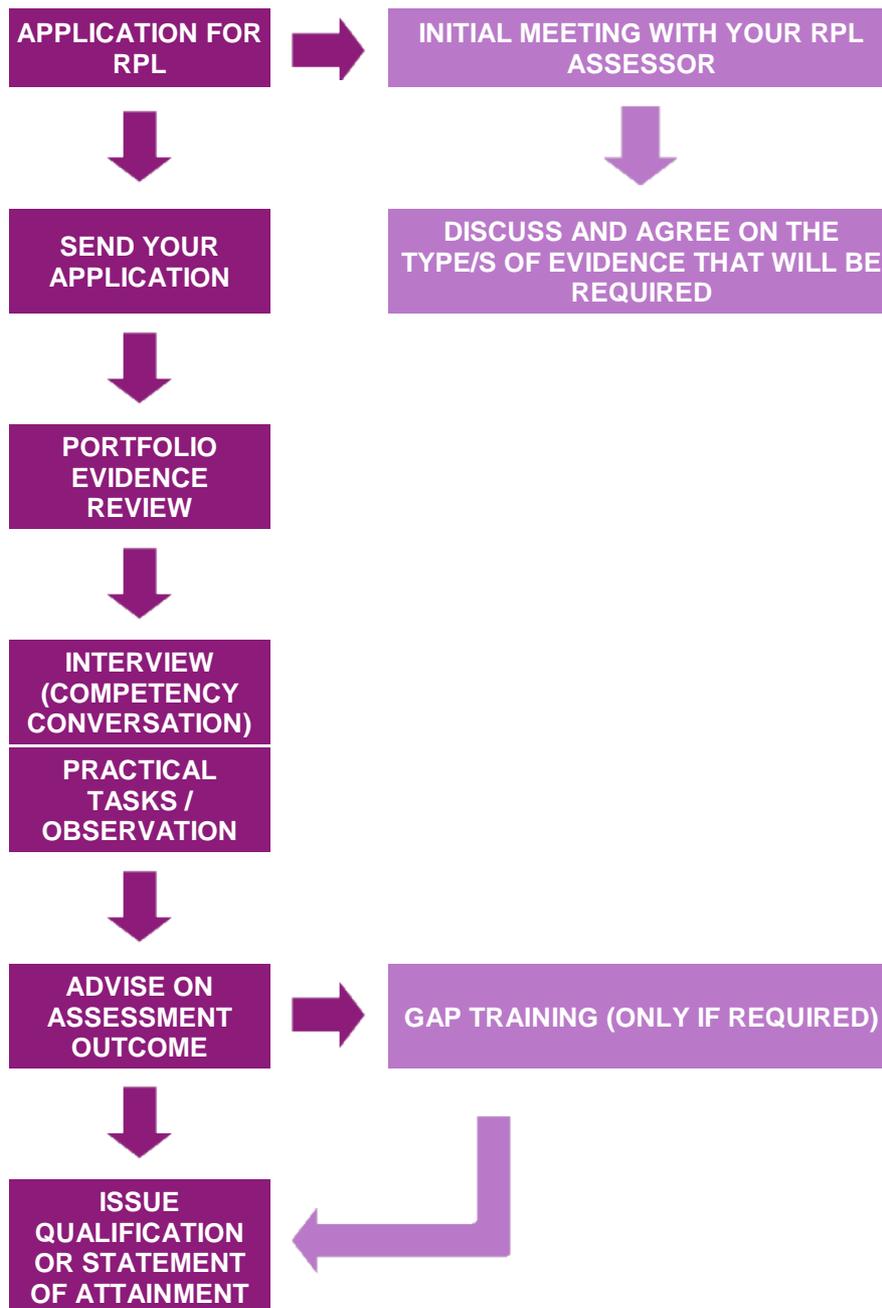
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## RPL Flowchart

The flowchart below gives you an outline of the RPL assessment process, and what's involved. You can click on any of the stages in the process to find out more about what's involved.

For a thorough explanation of the RPL assessment process, please choose the 'detailed explanation' option from the RPL Expressway.

Please note: this is only an example of an RPL assessment process, and it may not be exactly the same as the process you go through with your assessor. However, this example highlights the main steps in the process and what's involved with each one.



## Six Steps to the Process

This Recognition process includes six steps as indicated below:

### **Step 1 Application for RPL**

Contact EQUALS to obtain the relevant RPL Toolkit. Next, complete the RPL toolkit **Candidate information** and **Self Evaluation** sections. Then gather Portfolio Evidence as required. Collate and index your evidence (Your RPL Toolkit + Portfolio Evidence, indexed).

### **Step 2 Send your application**

Send your application and evidence via the [webform](#).

**Note:** if you are a non-enrolled applicant and wish to seek an evidence review only (**see Step 3**), you are required to make payment of **\$250** prior to initial documentary review. After receiving provisional results, should you choose to proceed to enrolment this \$250 fee will be credited towards your course fee balance.

Individuals who are already enrolled with EQUALS do not pay an assessment fee towards RPL assessment, and will automatically proceed from initial review to full assessment.

### **Step 3 Evidence review**

The assessor will review documentary evidence only, and advise on a likely RPL, Credit Transfer or Gap Training pathway. No further assessment takes place at this stage. Non-enrolled applicants may choose to enrol to continue RPL assessment (no formal results can be issued prior to formalisation of enrolment).

### **Step 4 (a) Interview (competency conversation)**

Assessor interview will be conducted using the RPL toolkit, either by phone or in person.

### **Step 4 (b) Practical tasks / observation / 3<sup>rd</sup> Party Evidence**

The assessor may wish to conduct practical skills testing, in simulation or workplace using the RPL toolkit; additional 3<sup>rd</sup> party evidence may be sought.

### **Step 5 Advise on assessment outcome**

Your assessor will provide details of skills and knowledge that have been recognized and whether you have gained the full qualification or identify skill gaps that may be addressed through flexible training.

### **Step 6 Issue qualification or statement of attainment**

If your assessor finds you competent, you will be offered recognition for relevant units via email. If you were unsuccessful with your RPL application, you will be advised of such and offered alternative training and assessment options.

## Step 1 – Application for RPL

Contact EQUALS to obtain the relevant RPL Toolkit. Next, gather evidence as required - Complete the **Self Evaluation** in your RPL toolkit; gather your portfolio evidence and lodge your application.

Evidence to support an application should include:

- Detailed resume
- Certificates/results of assessment from any completed formal training
- Results/statements of attendance/certificates – in-house courses, workshops, seminars
- Position descriptions
- References/letters from previous employers/supervisors
- Third party verifications

Further evidence could include the following, or as discussed with the Assessor:

- Any licenses
- Indentures/trade papers
- Results/statement of attendance/certificates – in house courses, workshops, seminars
- Endorsed photographs of work undertaken or produced
- Work examples
- Specific evidence as identified by assessor
- Diaries/task sheets/job sheets/log books
- Membership of relevant professional associations
- Hobbies/interests/special skills outside work
- Industry awards
- Any other documentation that may demonstrate industry experience related to units applied for

**You must relate your portfolio evidence to one or more units for which you are seeking recognition. To do this, complete the table on Page 10 and index your portfolio before submitting.**

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## Step 2 – Send your application and make payment (if applicable)

Send your application and evidence via the [webform](#).

\*Note – To help us ensure a faster process of your application, please make sure to use the checklist (page 6) provided, and your RPL toolkit, and include all required documentation.

Non-enrolled applicants must make payment of **\$250** towards initial RPL review. This amount will be credited to course fees should the applicant choose to formally enrol to receive an award.

## Step 3 – Evidence review

The assessor will advise on a likely RPL, Credit Transfer or Gap Training pathway within 20 working days. Non-enrolled applicants are offered the opportunity to enrol through formal admissions processes and continue formal RPL assessment.

## Step 4 (a) – Interviews (competency conversation)

You may be asked to provide further information/evidence, attend further interviews (question process) or complete written assessment. Please be aware you may be required to undertake some or all of these depending on the evidence you provide based on, the qualification being applied for and responses to the questions.

Assessor interview will be conducted, either by phone or in person. The assessor will review the evidence you have provided and will match your skills to the units in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor for inclusion in your RPL assessment. You will be required to answer industry related questions to identify your current skills.

## Step 4 (b) - Practical tasks / observation

The assessor may wish to conduct practical skills testing, workplace assessment/observation at your place of employment (if appropriate) or at another suitable venue. This will enable you to demonstrate your level of competence. This assessment will focus on skills that are required to meet the qualification.

## Step 5 - Advise on assessment outcome

Following the assessment, your assessor will provide details of skills and knowledge that have been recognized and whether you have gained the full qualification or identify skill gaps that may be addressed through flexible training.

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## **Step 6 - Issue qualification or statement of attainment**

Your results will be recorded and you can expect to be advised within twenty working days following your final assessment.

If you wish to complete the remaining units of your qualification or if you were unsuccessful with your RPL application, please contact the Student Administration for details when this training can be undertaken.

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## PORTFOLIO EVIDENCE COLLECTED

(This document can be provided to the Applicant/Candidate in electronic format for ease of use. This document should be used in conjunction with the relevant qualification and unit specific RPL Toolkit).

Unit of Competency Code & Title	Portfolio evidence attached	Portfolio pages
<i>Example only</i> HLTHIR403C - Work effectively with culturally diverse clients and co-workers	1. University Syllabus 2. Workplace training certificate	Page 1-4 Page 5

**You may prefer to create your own table. If so, please use this format. Please attach your numbered evidence after this page.**



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## INTENTION TO APPEAL

If you are not satisfied with your RPL outcome, you may wish to appeal. Please read our [Complaints and Appeals Policy](#). If you intend to proceed, return this form to:

**EQUALS International  
Chief Operations Officer  
GPO Box 2443  
Adelaide SA 5001**

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

I intend to appeal the *Recognition* assessment decisions in the following Competencies:

Competency	Reason