

Recognition of prior learning applicant guide

Contact the Institute RPL Coordinator today. Phone (07) 3244 5386 or Email: rplcoordinator@southbank.edu.au

The RPL Process

Welcome to recognition of prior learning with the Southbank Institute of Technology (SBIT).

You will already have made contact with a Student Services Officer, the RPL Coordinator at SBIT, or accessed this form through the Southbank website which is how you received this information guide.

RPL is the formal recognition of the skills and knowledge you have acquired regardless of how or where they have been attained, this could have been through:

- Previous formal or informal training/education (at a registered training organisation (RTO), training facility or place of work)
- Work experience (paid or unpaid work)
- Voluntary work
- Life experience

RPL can be achieved in a single unit of competency, unit of study, several units or an entire qualification without having to attend formal training.

VET FEE-HELP

If you are undertaking a program that is offered under VET FEE-HELP you may still apply for RPL however there are some timeframes that affect the RPL process. You must have lodged your application for RPL by the *Census date. It is important to have engaged with the Assessor well before the Census date.

If the Census date has passed and you still wish to apply for RPL you can enrol in the unit of study and pay fees up front in full or wait until the next census period.

*The Census date is the closing date by which you must apply for VET FEE-HELP assistance, and the final date that you can withdraw from a VET unit of study without incurring financial liability, and as such a debt to the Commonwealth Government.

Below is a brief outline of the process aligned to undertaking RPL and SBIT.

Step 1

Contact is made with the RPL Coordinator (details above) to discuss the process, either by phone or in person. At this stage you will be advised on the process including evidence collection, enrolment and assessment and issued a Candidate Guide and application forms. The Coordinator will take your details to pass onto the relevant Assessor.

Step 2

Complete the self assessment, identify the units you wish to gain Recognition (RPL) for, gather your evidence and complete the application forms.

Evidence to support an application could include:

- Any licences
- Resume
- Certificates/results of assessment

- Indentures/trade papers
- Results/statement of attendance/certificates – in house courses, workshops, seminars
- Position descriptions
- 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
- References/letters from previous employers/supervisors
- Industry awards
- Any other documentation that may demonstrate industry experience related to units applied for
- Third party verifications

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

Step 3

An Assessor will contact you to discuss your suitability to RPL and advise you on enrolment. A letter will be issued to you to present to Student Enrolment Services advising that you are eligible for enrolment into RPL.

VET FEE-HELP applications

A *Request for VET FEE-HELP Assistance form* must be lodged with your enrolment form before the Census Date.

Complete an enrolment form and personal details form to initiate enrolment into the units you are seeking recognition for. If your employer is paying you will need to have an authorised person complete the “Sponsor’s Request to Invoice” (QF025) form and submit with your enrolment.

At this stage you will submit your application to the RPL Coordinator where a pre assessment check of your application will take place. Further advice on your application will be given if necessary.

Step 4

Your application will be recorded a file will be made up and your application will be sent through to the appropriate faculty where it will be given to the appropriate Assessor.

Step 5

You will be contacted by the Assessor to make yourself available for an interview*. The assessor will review the evidence you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer industry related questions to identify your current skills. The assessor will advise on RPL, Credit Transfer or Gap Training. 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, the qualification being applied for and responses to the questions.

*The interview may be done face to face by phone or electronically.

Note: for your application to be accepted you must be enrolled and have paid the associated fee.

Step 6

The assessor may wish to conduct a practical skills test, workplace assessment/observation at your place of employment (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Step 7

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

Step 8

Your results will be entered and you will be informed within five days after your final assessment by the Assessor.

If you wish to complete the remaining units of your qualification or if you were unsuccessful with your RPL application, please contact the faculty to obtain details when this training can be undertaken and an enrolment form.

You have a right to appeal if you believe your assessment is incorrect, please refer to the TAFE Queensland student rules, Academic Appeals.

Credit Transfer

You may be entitled to Credit Transfers if you have completed training at another Registered Training Organisation and have Statements of Attainment for competencies that are equivalent to Units of Competency contained within the course you are seeking Recognition in. Credit transfer will also be given where there has been some determination by a qualified assessor that equivalence exists against the vocational outcomes of the current program under the institutes QA process. If you are advised to lodge or wish to lodge a Credit Transfer application you can download this form off the Southbank website or through the faculty admin where you are studying.

A qualification cannot be attained entirely through credit transfer you must be enrolled in at least one unit from the course you are applying for RPL in.

Timeframes

Max time-frame* (Working Days)	Max Time intervals between actions (Working Days)	Action
0	0	Client contacts SBIT call centre preliminary information is sent out
7	7	RPL Coordinator contacts client sends out relevant details, notifies Head of School
12	5	Assessor contacts client and advises on RPL/Credit Transfer options

17	5	Letter of approval is sent out to client to enable enrolment as RPL to take place. Enrolment, application lodgement and pre-assessment check take place.
40	23	RPL is assessed through interviewing, skills testing work place observation etc and result determined
45	5	Results are entered and client is informed and results issued

Outcomes

Evidence:

There are a number of criteria underpinning an assessment of current competence or decision-making in the RPL process. These include:

- Currency – are your skills current; do you still use these skills regularly in this employment; is your evidence recent?
- Relevance – is the evidence you collected relevant to the course you're claiming; are your previously acquired skills relevant to your current workplace?
- Authenticity/Validity – Can you prove that you actually have these skills and knowledge; can you obtain verification of these skills?
- Quality – are you able to perform these skills to industry standards; is there sufficient evidence to prove you are competent?

Types of evidence

There are numerous types of evidence you can provide to successfully gain RPL. Four such categories are:

- 1 Direct evidence – questions undertaken with our assessor, observations in the workplace by our assessor.
- 2 Indirect evidence – statements by your employer regarding your work performance (written or verbal); samples of work; performance appraisals
- 3 Personal statements – details outlining the functions you undertake and work activities
- 4 Supplementary evidence – any further information you provide

Please be aware that if the evidence you supply is not sufficient or current you may be asked to undertake a skills assessment to prove you have the skills and knowledge to gain the RPL.

For further information

Contact the RPL Coordinator phone: (07) 3244 5386 or Email: rplcoordinator@southbank.edu.au

Recognition of prior learning application form (individual subjects)

This form must accompany your RPL application. The RPL application form has 2 Parts. Part 1 is a cover sheet that you complete once only. Part 2 must be completed for each subject/unit of study you want to RPL. Example: If you are applying for 3 subjects to be RPL'd you complete Part 1 once and complete Part 2 three times, once for each subject/unit of study documenting the evidence you are submitting for that subject.

Refer to the RPL Applicant Guide for assistance to complete this form.

PART 1

Student information

Surname: _____ First name: _____

Student no: _____ Date of birth: _____

Address: _____

Email: _____

Phone: (work) _____

Phone: (home) _____

Phone: (mobile) _____

Qualification/Program code: _____

e.g. BSB50101

Qualification/Program name: _____

e.g. Diploma of Business

I hereby certify that the information provided and the documentation attached are true and correct

Signed: _____ Date: _____

Office use only

Faculty admin contact name: _____ Phone: _____

Date received from student: _____

Date returned by assessor: _____

RPL registration no: _____
(as per faculty RPL Register)

Office use only

Assessor information

Application must be registered with Faculty Administration before processing

Evidence	Evidence meets requirements (if "unsatisfactory", reason must be documented)		
	Satisfactory/ Unsatisfactory	Evidence Used	Comment
Element 1			
Element 2			
Element 3			
Element 4			
Element 5			
Element 6			
Critical Aspects of knowledge & skills			
Essential Knowledge			
Essential Skills			

RPL result: J / M

Class no:

Assessor recommendation

Student feedback given: Yes No

Assessor name:

Assessor comments:

(Overall comments to Student must be documented)

Assessor Signature:

Date:

Student signature:

Date:

(After receiving teacher feedback)