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RPL and Skills Assessment Pathway

RPL Information Pack

Recognition of Prior Learning Introduction

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Recognition of Prior Learning (RPL) is the opportunity to gain recognition of skills and knowledge that have been acquired through prior study, work experiences and general life experiences. It is achieved through the assessment of evidence provided against elements, performance criteria, underpinning skills and knowledge and the employability skills of the relevant units of competency. RPL can be gained for a unit of competency, partial qualification, or total qualification.

In applying for RPL you are making a claim that you are competent in a unit of competency so you must be able to provide evidence to support your claim.

Credit transfer

Credit Transfer (CT) Credit Transfer is the recognition and acceptance of units of competence with the same unit code under the Australian Qualification Framework. This can only be evidenced by an authorised Statement of Attainment issued by another Registered Training Organisation.

The purpose of Credit Transfer is to make it easier for students to move between courses and institutions. To apply for Credit Transfer for units of competency only, please speak to your Educator to access the Credit Transfer application form.

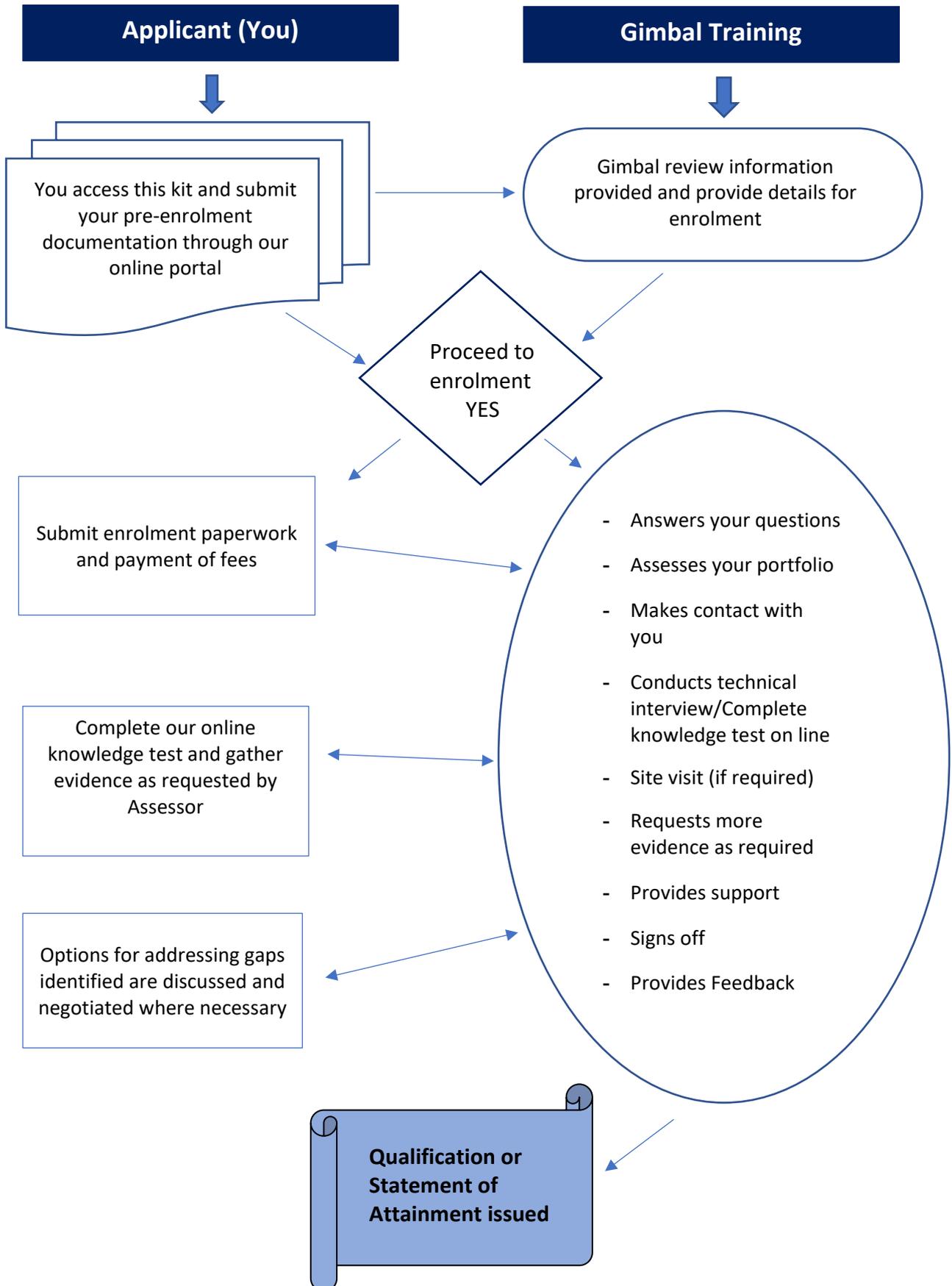
Rules of evidence

An RPL assessment requires a standard of evidence and to be assessed as competent for you to receive formal recognition.

The following rules apply to all submissions:

- Authentic (your own work)
- Valid (assessed to meet the unit of competency)
- Reliable (show that you meet the competency on numerous occasions over time - Third Party Report)
- Current (your submission is verified and validated by your Qualified Referee in relation to currency in the industry)

Overview of the RPL and Skills Assessment Pathway



Steps in the RPL Process

Step 1 – Provide information of your skills and experience (Pre-enrolment)

Throughout the pre-enrolment process you will be required to provide as much information of your previous experience in Industry as you can, this is your first opportunity (and not the last) to provide proof of prior experience.

Pre-Enrolment Eligibility Check: This is a telephone conversation with a Gimbal Training Representative to assess your suitability for RPL process, by assessing how long you have worked in industry and your ability to collect and provide supporting and verifiable evidence. Based on the outcome of this conversation you will be provided a log in to our online system to commence the pre-enrolment process.

Pre-Enrolment Self-Assessment Questionnaire: The purpose of the on line Self-Assessment questionnaire is for you to assess your suitability for RPL process, by asking you to consider each of the units of competency and assess your ability against them. This allows you to consider if you have sufficient experience for RPL.

Pre-enrolment Supporting Evidence: Providing pre-enrolment supporting evidence is required to prove employment, time in trade and skill.

The appropriateness and trustworthiness of the supporting evidence provided must be:

- Current - not more than five years
- Authentic - it is the client's and/or part of a team contribution

You must provide at least one (1) piece of evidence from each evidence type however the more information you can provide will assist in the process.

Proof of employment

- contract of employment
- letter from employer
- position description
- pay slips

Industry experience

- resume or CV
- site inductions
- autobiography of time in trade

Proof of skill

- Employer reference x 2 (mandatory) template provided
- Reference from another qualified tradesman
- Testimonial from a client
- Other qualifications, tickets, in house training certificates

Examples of other suggested forms of evidence:

- any licences
- brief CV or work history
- certificates/results of assessment
- indentures/trade papers (certified)
- certificates/results of assessment – interstate/overseas (certified)
- certificates/results of assessment – universities (certified)
- Awards received –First Aid (certified)
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/qualified referee
- industry awards
- any other documentation that may demonstrate industry experience

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.

You will also need to supply contact details of at least two work referees who can confirm your skills in the industry.

Step 2 – Enrolment

An assessor will review the information you have provided and begin to match up your skills to the units/subjects in the qualification.

You will be advised of your suitability for an RPL Assessment in addition to being provided enrolment options, eligibility criteria and relevant fees:

- Fee for Service
- Applicable State and/or National Funding Pathway

On enrolment, you will receive an invoice for applicable fees and when payment is received, your enrolment will be formalized and you will work with a Gimbal representative to commence the RPL Process.

Step 3 – Knowledge Test

The knowledge test is the first stage of the assessment process. After completing the online component of the test, you will have the opportunity to discuss and identify your previous experience in addition the Assessor will further confirm knowledge by discussing a series of questions for each unit of competency as required.

Step 4 – Practical demonstration of your skills

You may be required to provide additional evidence demonstrating practical skills. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focused on skills that are required in the qualification. Dependent on your workplace there are various ways this process may occur:

Workplace portfolio project: This method is designed to help you collect verifiable documentary and photographic evidence in the workplace, proving your ability to conduct the specific tasks and skills required for recognition of competency in the particular area.

Verifiable evidence tasks: These tools are designed to help you and referee collect verifiable video evidence in the workplace. Your trainer and assessor will provide you specific details of the tasks to be performed based on the requirements of the unit of competency and evidence provided as part of the application process. A site visit can be arranged with a Trainer and Assessor if required (additional fees apply).

Further steps

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.

Tips and hints

Be prepared to talk about your job roles and your work history. Have a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.

Provide your position description and any performance appraisals you have that demonstrate application of skills and job role held in the workplace.

Think about who can confirm your skill level. Think about current or qualified referees who have seen you work within the past 2 years and who will be able to confirm your skills. You may want to collect evidence from them to provide to your assessor. You may also have community contacts or even clients themselves who can also similarly vouch for your skill level.

Collect work samples that show the quality of your work as a trainer and assessor and send them to Gimbal Training. Normally, variety is more valuable than supplying multiples of the same type of work samples.

Provide any certificates or statements from in-house training or formal training you have done in the past.

Frequently asked questions

What is Skills Assessment? (RPL)

Many people with trade skills and experience do not have formal qualifications. Skills Assessment or Recognition of Prior Learning (RPL) is a process allowing you to gain a Nationally Recognised Qualification or Statement of Attainment, by recognising your existing skills and knowledge obtained through your work, education, training and everyday life experiences.

Why apply for Skills Assessment?

While it is not always necessary to have a trade qualification to work, more and more companies will only engage people who have a trade certificate or are trade qualified. In some States and Territories, licensing or registration is mandatory for some occupations. A trade qualification shows that you have the skills to do the job.

Do I need to be employed?

A key component of the RPL assessment process is the ability to provide evidence of workplace application. Applicants that are not currently employed in industry may still apply however will need to have access to a workplace in order to collect evidence should gaps be identified.

Does everyone succeed in their RPL application?

No. Evidence presented must be sufficient to demonstrate knowledge and skills for each unit of competency. Gimbal Training will use assessment methods to ensure that evidence is valid, authentic, current and sufficient. In reviewing the evidence provided your Gimbal Training Assessor will need to make a judgement of competence in order to award competence for all units of competence that make up your Qualification.

If you receive partial RPL you will receive a Statement of Attainment for the units of competency that have been deemed competent. You will be provided the opportunity to undertake Training and Assessment should gaps be identified in order to progress to the full Qualification.

If I submit everything in the evidence suggestions lists will I automatically receive RPL?

No. Your assessor needs to make judgement decisions about how the quantity and quality of how your submitted evidence matches up against the assessment requirements of each Unit of Competency. Additionally, your assessor must check that all of the Elements and Performance Criteria are satisfied before they can award competency for any individual Unit of Competency. Your evidence needs to satisfy all four Rules of Evidence: currency, sufficiency, authenticity and validity.

How long do I have to do it?

The process takes between 2-6 weeks. This depends on how long it takes you to collect and gather the required evidence for your assessor. You will have up to three (3) months from the date of enrolment to complete your RPL assessment process. If additional time is required an extension of three (3) months can be applied however a written application must be submitted and approved.

Should a formal extension not be approved fees will not be refundable and your enrolment will be cancelled.

How much does it cost?

A detailed fee schedule is located on the Gimbal Training website. We understand that each student will have individual circumstances with prior qualifications and training and assessment needs therefore once you have submitted your pre-enrolment information you will be given a set price prior to formalising your enrolment.