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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.

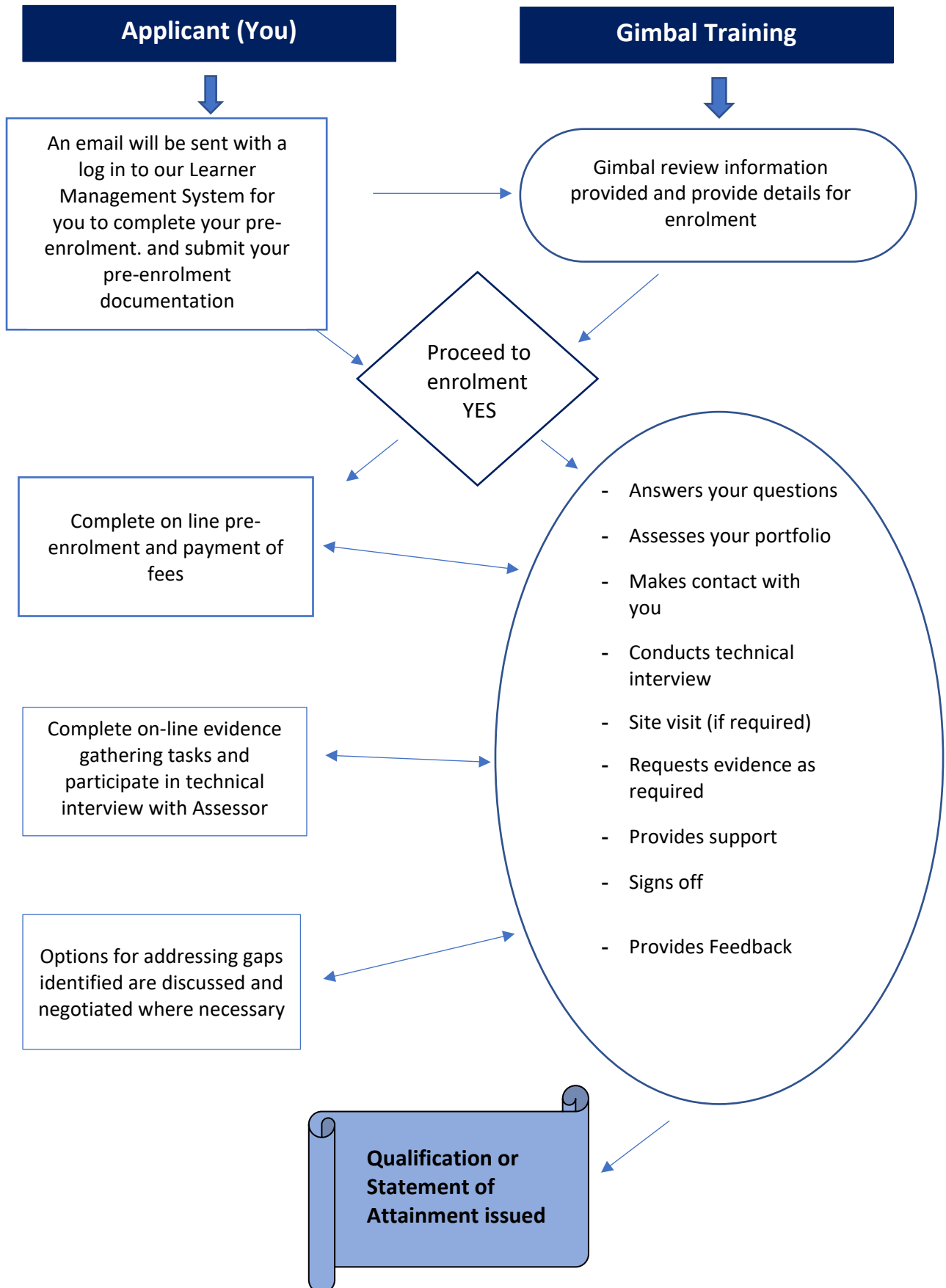
Rules of evidence

An RPL assessment requires a standard of evidence to be assessed as competent and 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 supervisor 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)

Log in to Learner Management System and complete pre-enrolment tasks and 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.

Supporting Evidence Tasks:

The supporting evidence tasks are designed to help you gather supporting evidence that proves 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

Training Evidence

- International qualification
- Statement of attainment
- Apprenticeship documents
- Non-accredited training certificates
- Induction Cards
- Licences

Employment Evidence – Two (2) pieces of evidence from list below

- contract of employment
- letter from employer
- position description
- pay slips
- resume/CV

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.

Referee Testimonial

You will also need to supply contact details of at least two work referees who can confirm your skills in the industry. Your referees will be required to sign a referee testimonial form as part of the pre-enrolment process.

Pre-Enrolment Interview

This interview is to assist with determining if RPL is the correct pathway for you. It will consist of:

- Questions regarding industry experience, qualifications, current employment status and work experience.

- Interview questions on some fundamentals.
- Review and agreement on a RPL plan.
- Guidance on evidence requirements and completing the workplace project portfolio.

Step 2 – Enrolment

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 a technical interview will be scheduled with your Trainer and Assessor.

Step 3 – Technical Knowledge

The knowledge quiz is the first stage of the assessment process, the quiz is completed using our online portal and is predominantly short answer questions address the required knowledge of the below core units:

- MEM09002 Interpret technical drawing
- MEM11011 Undertake manual handling
- MEM12023 Perform engineering measurements
- MEM12024 Perform computations
- MEM13015 Work safely and effectively in manufacturing and engineering
- MEM14006 Plan work activities
- MEM16006 Organise and communicate information
- MEM16008 Interact with computing technology
- MEM17003 Assist in the provision of on-the-job training
- MEM18001 Use hand tools
- MEM18002 Use power tools/hand held operations
- MSMENV272 Participate in environmentally sustainable work practices

Following the quiz you will complete a technical interview with your assessor, this conversation will be a recorded session and at this point, you will have the opportunity to discuss and identify your previous experience in addition the Assessor will confirm knowledge and skill by discussing a series of questions for each unit of competency.

Step 4 – Practical demonstration of your skills

You will 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 demonstrating skills that are required for each unit of competency.

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

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.

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 recent supervisors 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 and technical interview outcome 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 3- 8 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.

Fees and charges

RPL Fee for Service (FFS)		
Course Code	Course Name	Skills Assessment Fees
MEM30219	Certificate III in Engineering Mechanical Trade, Mechanical Trade (Fitting) & Mechanical Trade (Fitting/machining)	\$2950
MEM30319	Certificate III in Engineering Fabrication Trade, Fabrication Trade (Boilermaking), Fabrication Trade (Welding), Fabrication Trade (Boilermaking/welding) & Fabrication Trade (Sheetmetal working)	\$2950
MEM31419	Certificate III in Engineering - Fixed and Mobile Plant Mechanic	\$2950
MEM40119	Certificate IV in Engineering	\$5200
MEM40119	Certificate IV in Engineering (MEM30205, MEM30305, MEM30219, MEM30319 holder)	\$2250
FFS Additional fees and charges		
Gap Training Training and Assessment of individual units of competency (If Applicable)		\$400 per unit
Site visit Site visit – if required to assist you gather your evidence or practical observation is deemed to be required.		\$500
RPL Government Funded - Subject to eligibility and availability		
Government Program		Fees
Trade Skills Assessment and Gap Training Program (TSAGT) Qld The participant pays a co-contribution amount per nominal hour for each unit of competency that is gap trained – NO fee is payable for Credit Transfers or RPL outcomes Total fees will vary according to units selected in the training plan and are payable on commencement of units.		\$1.60 per nominal hour of training

As per Gimbal Training Fees & Refund Policy more than \$1500 in pre-paid fees will not be collected at any time for any course service