



Association of International Dance (Inc')

Recognition of Prior Learning (RPL)



What is Recognition of Prior Learning (RPL)?

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the outcomes of an individual application for qualification credits.

(RPL Meaning as defined by the AQF)

Who is eligible for RPL?

If you have current or recent experience working in an industry area or occupation relevant to the qualification you may apply for recognition.

You must be able to show proof of current or recent experience within the last two years in the relevant industry area and in some cases, you may be eligible to complete the qualification without undertaking additional formal study or training.

For some qualifications there may be the opportunity to undertake a challenge test to demonstrate your skills or you may also have developed valuable skills by working for a community or voluntary organisation, or through other life experiences such as hobbies, sport and leisure activities and this experience can also be considered for recognition.

If you already have formal qualifications gained overseas, from a TAFE, university, school or another training organisation that may be relevant to the qualification you wish to achieve, you can apply for recognition. The Association of International Dance assessors will carefully consider them in the recognition process.

The benefits of applying for recognition.

If you choose to achieve your qualification through recognition you are given credit for what you already know and can demonstrate which will reduce your formal training time. Depending on your skills, experience and knowledge, and the evidence you are able to provide, it is possible to gain recognition for the full qualification.

The extent to which you reduce your training time will vary according to whether you are able to achieve a full qualification through a recognition process.

Do I need formal qualifications to apply?

If you haven't done a formal course such as a Certificate or Diploma, the experiences and skills learnt through a job can also be assessed, as well as any other non-formal learning. As a general rule some of the following documentation and evidence may be considered:

- ✓ Work history and a description of responsibilities
- ✓ Certificates and training as well as workshops taken part in
- ✓ Courses (non-formal) such as first aid etc
- ✓ Performance appraisals
- ✓ Licences: working with children etc
- ✓ Membership to Associations and the member criteria
- ✓ References from previous employers
- ✓ Volunteer work
- ✓ Internships
- ✓ Other documents that showcase your skills and experience



RPL Process.

The RPL process takes into account all relevant skills, knowledge and experience that you have regardless of the way you got them. This includes experience and training you have gained through paid work, volunteer work or just life in general.

Through the RPL process, you may be able to gain a complete qualification or, if you have gaps in your knowledge, parts of a qualification and if you need to, you can complete the rest of the qualification through training and a formal assessment.

Initially, a self-assessment in the form of a document will need to be completed, including any relevant work experience and qualifications already attained, as well as the supply of any other evidence documents which can support your case.

When you provide evidence, you may be required to:

- ✓ Answer questions about your work experience in an interview;
- ✓ Demonstrate your skills and knowledge by completing practical tasks or showing your assessor how you would complete a task; and
- ✓ Provide supporting evidence such as a resumé, job description and/or reports from employers/supervisors

This evidence must confirm that you have shown competence over a period of time and show how you have applied and maintained the skills and knowledge.

If you are unable to find your old qualifications contact the organisation where you completed your studies as they may be able to provide you with a copy of your qualification or a statutory declaration of your accomplishments.

If you are unable to get a copy of your qualification you can still go through the RPL process however, you will need to show your competence in some other way; such as demonstrating your skills and knowledge.

In order to grant RPL, the assessor must be confident that the candidate is currently competent against the industry standard or outcomes as specified in accredited courses and the assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

What happens after evidence is gathered?

Once submitted, the assessor reviews it against Activ8Dance Australia competency standard.

The evidence is reviewed together as a whole and recorded by the assessor to ensure that your evidence:

1. Is valid - does your evidence:
 - ✓ Relate directly to the unit of competency?
 - ✓ Demonstrate relevant skills & knowledge? and
 - ✓ Is it appropriate to the relevant level required by the competency?
2. Is sufficient - does your evidence:
 - ✓ Include all the critical tasks and knowledge in the unit of competency?
 - ✓ Prove you have performed these over a period of time and in different situations?
 - ✓ Have you submitted enough different forms of evidence?



3. Is authentic - can each piece of evidence:
 - ✓ Be clearly identified as your own work and is it dated and referenced?
 - ✓ Are qualifications, references, licences etc presented certified documents?
 - ✓ Are your verbal or written accounts about what you can do verified by a credible third party and/or supported by documented evidence?
4. Is current - does your evidence:
 - ✓ Demonstrate you have the skills and knowledge required to meet current performance requirements?

Do I need to attend an interview?

You may be required to attend an interview, whether face-to-face, by telephone or other means is a common part of any RPL process.

This is often referred to as a 'Professional Conversation' and will allow your assessor to:

- ✓ Ask questions to explore the extent of your knowledge
- ✓ Seek clarification about items of evidence
- ✓ Ensure the whole competency is demonstrated
- ✓ Document the conversation to be used as part of the evidence

Making a decision.

The assessor will make a decision about your competence and will discuss this with you in a face-to-face interview or by telephone.

Receiving constructive feedback from your assessor is very important at this point and the assessor will make one of the following decisions:

- ✓ You are competent (C)
- ✓ You are not yet competent (NYC)
- ✓ Deferred Assessment - Further evidence is required (DEFER)

What does the decision mean?

Competent - you will be issued with the qualification or statement of attainment listing the units you have been assessed competent in (the passing benchmark is 90%).

Not yet competent - options are explored which could include:

- ✓ You being issued with a statement of attainment in units achieved if the whole qualification is not achieved
- ✓ You undertaking further training by enrolment in a class to meet skills gaps
- ✓ You undertaking further training by enrolment in online or distance education
- ✓ You being asked to complete work-based projects or assessments to further develop skills and/or knowledge.



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Further evidence required - really means that for some reason the assessor could not make a decision based on the evidence submitted so far.

This could have been for a number of reasons including:

- ✓ Evidence did not relate clearly to the units
- ✓ Insufficient evidence
- ✓ Evidence was not current
- ✓ There were inconsistencies in the evidence submitted.

This is where the assessor will discuss with your options for gathering more evidence or gaining the qualification/units of competency in another way.

You will be provided with enough feedback to ensure you understand what the next step may be and why you were assessed as either not yet competent (NYC) or are required to present more evidence.

This is an open, transparent process which includes two-way communication so that you can ask questions.

What happens next?

The assessor will be required to complete records of your assessment.

These records must follow the Association' record keeping procedures and, there are clear principles that underpin this to ensure:

- ✓ Your privacy is maintained
- ✓ Confidentiality is ensured
- ✓ Legislative requirements are met
- ✓ Any licensing requirements are met
- ✓ Any contract requirements are met

Your personal records will be kept securely for the required period of time.

You have access to these records and if for some reason you lose your qualification or statement of attainment, you can approach the Association for a copy, although this may involve a cost.

Application for RPL...

The following forms are designed to help the RPL Applicant apply for and organise his or her evidence against specified Competency Statements, Elements of Competency/Learning Outcomes and associated Performance Criteria. (refer RPL Benchmark Skills Assessment Guide)

The Applicant may use this tool as a checklist or 'organiser' when compiling evidence towards the competencies detailed but should note that the documents alone do not constitute evidence for assessment purposes.

All documentary evidence is to be attached to this form for RPL assessment purposes (in reference order) in the Evidence List.



All documentation, licenses and certificates must be either original or 'certified true copies' and candidates must ensure that at least one piece but preferably more pieces of evidence are offered for each criterion.

The sample table below shows the units of competency that may be suitable and the types of evidence that could be gathered to assist in your application for RPL.

Examples of possible units of competency and possible evidence:

Learning/Performance Criteria	Claims of Prior Learning	Evidence
CDTO004 (Introduction of dance technique and identification of the fundamentals of dance technique)	Qualification/Certificate issued by 'ABC Society of Dance', Certificate of Completion for course (style specific)	1, 2
CDDU004 (Demonstrable understanding of lead and follow)	Currently teaching at XYZ studio and with history of teaching dancing for past 7 years	3
CDKA004 (Demonstrable knowledge of additional movements and step patterns)	Qualification/Certificate issued by 'ABC Society of Dance' for standard attained	1
CDEL004 (Demonstrable, technical and theoretical knowledge of style and examination level specific dance steps/movements)	Qualification/Certificate issued by 'ABC Society of Dance' for standard attained	1

Evidence Number	Document(s) Title
1	Qualification Certificate issued by 'ABC Society of Dance'
2	Certificate of Completion
3	Reference/Resume showing background in field
4	

The following forms have 2 parts and must accompany your RPL application:

- ✓ Part 1 is a cover sheet that you complete once only.
- ✓ Part 2 must be completed for each subject or unit you are seeking RPL recognition.



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PART 1

Applicant information

First Name

Surname

Date of Birth

Contact Number (Mobile or Landline)

Mailing Address

RPL Qualification requested (Standard & Dance Style)

e.g. - Certificate IV, Diploma, Advanced Diploma or Masters Diploma - refer benchmark skills and standards guide

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

Signed

Date

Member Registration: \$99.00 (GST incl')

RPL Assessment Lodgement: \$198.00 (GST incl')

Payment may be made via Credit Card or transferred directly to our account.

Please contact us for further details if you wish to use either method.

Office use only

Date received from Applicant:

Date received from Assessors:



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Evidence Number	Document Title (please attach certified copies of documents submitted)
1	
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Office use only

Assessor information:

Applicant must be registered with Association before processing (please refer to the Treasurer for confirmation). Add additional pages if more than 6 evidence elements are required.

Evidence	Evidence meets requirements (if 'Unsatisfactory', reason must be documented)		
	Satisfactory/Unsatisfactory	Evidence Used	Comment (if applicable)
Element 1			
Element 2			
Element 3			
Element 4			
Element 5			
Element 6			
Element 7			
Element 8			
Essential Skills			
Essential Knowledge			
Critical Skills & Knowledge			

RPL Result: C | NYC | DEFER

Assessor recommendation
Practical assessment required: Yes No Applicant feedback given: Yes No

Assessor's name:

Assessor comments (if applicable):

(Overall feedback comments to Applicant must be documented)

Assessor signature: _____ **Date:** _____

Applicant signature: _____ **Date:** _____
(If feedback given)

NOTE | This document and the Recognition of Prior Learning (RPL) assessment processes have been developed using recommended guidelines from the:

- o Department of Training and Workforce Development
- o Australian Qualifications Framework Council
- o Vocational Education and Training (part of D.T.W.D)