



**College of  
Transformation,  
Education and  
Training Pty Ltd  
RTO Number 88213**

**Recognition of Prior Learning  
Application Kit**

## What is RPL?

(Recognition of Prior Learning) RPL is a form of assessment that acknowledges skills and knowledge gained through:

- Formal training conducted by industry or education
- Work experience
- Life experience

The main principle of RPL focuses on the outcomes rather than when or where the learning occurred. Evidence of competency is collected by the applicant and submitted to the nominated assessor and assessment is made based on the required industry standard within the relevant training package unit of competency.

### RPL

The RTO's Management is committed to providing up to date and relevant RPL information to all students during enrolment and whilst enrolled. The RTO's staff will provide support and guidance regarding RPL enquiries. All applicants for RPL will be provided with a copy of the relevant unit of competency and evidence requirements for the units being applied for.

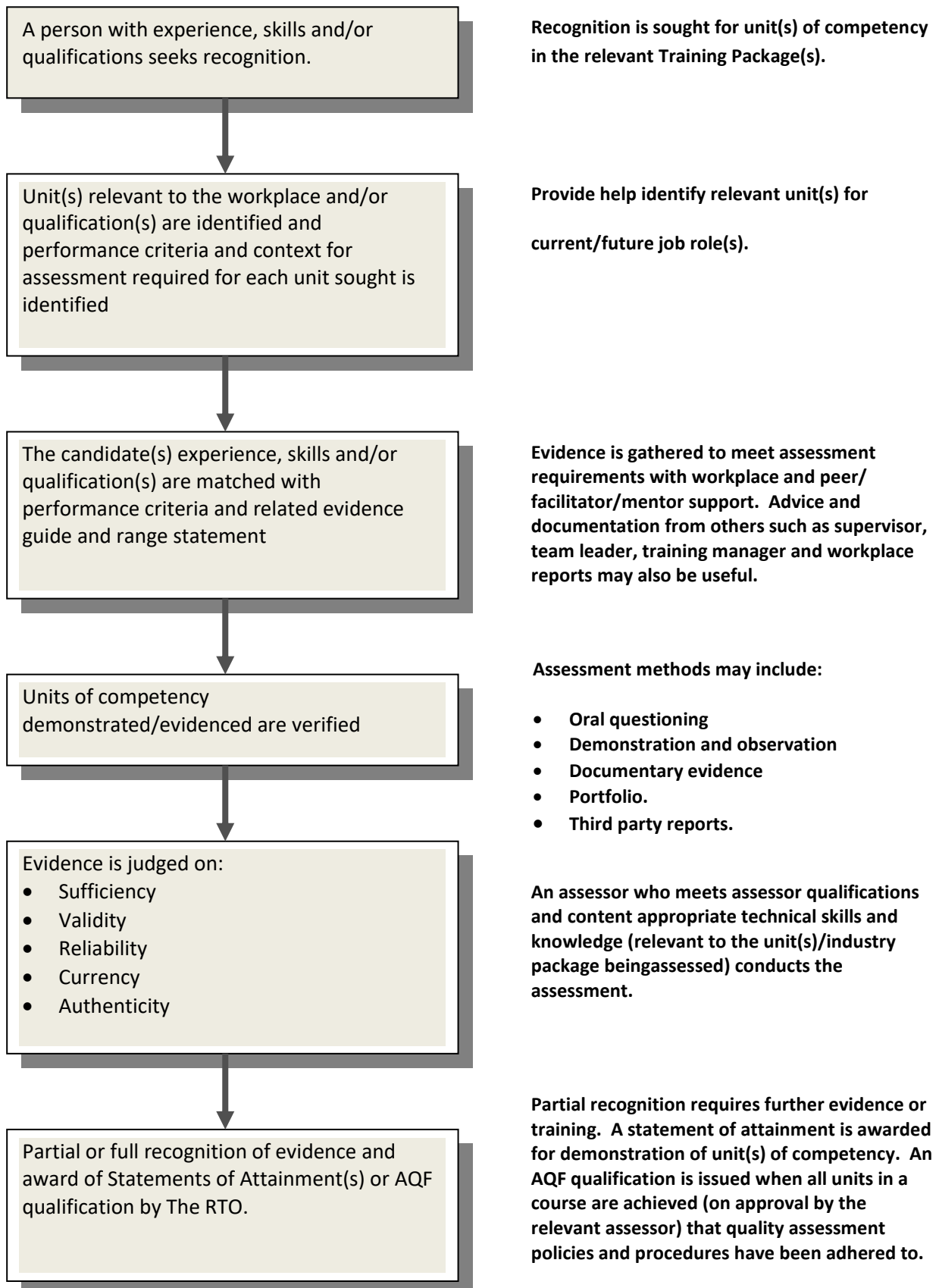
Applicants who are able to provide satisfactory evidence that they have achieved the required unit of competency or competencies may progress through the course with an exemption for the RPL units.

### RPL Application Procedures

(Please read through the contents of this application pack)

- Students must first fill in an RPL application form and return to the RTO's reception with the required RPL Fee.
- On receipt of a completed RPL application form the RTO Administration will issue a receipt for the RPL fee and provide the student with an RPL Evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant.
- Training Staff will monitor the student's progress in order to provide ongoing advice or assistance in the collection of competency evidence.
- Once a student has completed the collection of their competency evidence they should submit the RPL evidence to the RTO administration for assessment.
- Should insufficient evidence be provided further guidance may be provided by training staff or a scheduled assessment event may be negotiated where observation of the competency in a number of contexts may be conducted.
- All competency decisions shall be recorded with assessment advice and or statements of attainment or qualifications being issued as soon as practicable.

## Explanation



<b>RPL Application Form</b>	
<b>Date</b>	
<b>Name</b>	
<b>Address</b>	
<b>Phone No</b>	
<b>List units applied for (List)</b>	
<b>Qualification applied for</b>	
<b>Types of evidence supplied (List)</b>	
<b>Payment included</b>	
<b>SIGNATURE.</b>	<b>DATE</b>
<b>Office Use Only</b>	
<b>Invoice / Receipt Sent</b>	
<b>Date</b>	

**RPL Cover letter**

**Date**

**Student Name**

**Address**

Dear \_\_\_\_\_

Thank you for your application for RPL. Now that you have received the Unit of competency and evidence guide for \_\_\_\_\_ ??

You will now need to demonstrate your skills and knowledge within the varying aspects of this Unit/Units by collecting evidence of your skills and knowledge.

The following may assist you in the collection of evidence and the different types of evidence that you might collect.

**Types of Evidence**

<b>Certifications</b>	Industry workshop certificates of completion or attendance
<b>Direct demonstration/observation</b>	Performance of a task, or range of tasks, either in the workplace or in a simulated work environment, witnessed directly by an assessor
<b>Indirect demonstration</b>	Use of photographs, videos, etc. showing performance of a task when the assessor cannot be present
<b>Products</b>	Models, items, objects that have been made, fixed or repaired by the candidate
<b>Workplace documents</b>	Rosters, budgets, reports, standard operating procedures etc. developed by the candidate
<b>Questions - written and oral</b>	Asking the candidate about real or hypothetical situations to check understanding, task management and contingency management skills.
<b>Assignments</b>	Projects, reports, essays, etc. relevant to the LLN requirements of the unit of competency
<b>Third party reports</b>	Documented and verified reports from supervisor, colleague, subject expert, trainer or others
<b>Self-assessment</b>	A candidate's personal statement on their performance (not generally sufficient in isolation)
<b>Simulation</b>	Simulated activity to accommodate difficult to demonstrate criteria e.g. emergencies, contingencies, difficult behaviours etc.
<b>Portfolios</b>	Collections of evidence compiled by the candidate

Please read through the attached evidence guide to ensure that you are aware of the suggested types of evidence that relate to each element and performance criteria.

If you have any questions please make contact with the appropriate staff member at your earliest opportunity

**Yours Sincerely**

**Training Coordinator**

## RPL Evidence Guide

**Student name:**

**Date:**

**Unit and Code:**

Elements and Performance Criteria	Suggested Evidence Types	Evidence supplied by Student (List)	Interview Questions	Prac Demo	
				Satisfactory – Y / N	
				Demo 1	Demo 2
<b>Critical Evidence Requirements</b>	<b>Suggested Evidence Types</b>	<b>Evidence supplied by Student</b>	<b>Interview Questions</b>		
A person who demonstrates competency in this unit must be able to provide evidence of the ability to:					
<b>Required Skills and Knowledge (this section should detail the required skills and knowledge of the unit)</b>	<b>Suggested Evidence Types</b>	<b>Evidence supplied by Student</b>	<b>Interview Questions</b>		

Required skills for this unit are:  <ul style="list-style-type: none"> <li>•</li> </ul>					
Required knowledge for this unit is:  <ul style="list-style-type: none"> <li>•</li> </ul>					

**Please be advised that your evidence provided will be assessed against the following rules of evidence.**

Valid	The evidence has a relationship to the unit competency. The evidence relates to the four dimensions of competency The evidence addresses key competencies / employability skills
Sufficient	The evidence addresses the full range of performance criteria. The evidence demonstrates competency over a period of time. The evidence shows competency in different contexts
Current	The evidence demonstrates that the candidate can apply the competency to current work
Authentic	The evidence is the candidate's own work  The documents – qualifications, references and licences - presented by the candidate are verifiable