

HOW TO APPLY FOR RPL –

GUIDELINES FOR THE PARTICIPANT

The RPL process is designed to recognise current skills and knowledge as they are applied to relevant work situations in line with the particular competency. To obtain recognition the applicant must present evidence that is valid and verified as being an accurate representation of their workplace competency.

The RPL process at LE Industry Services (LEIS) is as follows:

Initial Contact:

If you believe you may be eligible for RPL, before enrolling in a training program, contact LEIS. for information regarding the RPL process.

If you have identified requesting RPL on your LEIS course enrolment form, you will be contacted by an LEIS Admin staff member to clarify your request for an RPL assessment.

Initial enquiries will be sent an RPL Application Pack, consisting of:

- *RPL application form*
- *RPL self-assessment checklist*
- *What is Skills Recognition*
- *How to apply info sheet*
- *Frequently asked questions*
- A copy of each competency standard
- *A Participant Handbook*

Collect and compile the Evidence:

Once you have received your RPL Application Pack the task of collecting as much evidence as possible begins. (Refer to list provided.) You can use evidence from paid or unpaid employment or volunteer work. Your evidence portfolio will be given to the assessor and kept on file as evidence of competence. Therefore include certified photocopies only. Do not include original documents.

When compiling evidence and putting it together for presentation to an assessor please ensure that:-

1. All of the evidence is compiled in a folder (electronic or hard copy).
2. Each piece of evidence has been numbered.
3. There is a contents page/index clearly listing the document title and number.
4. No originals have been supplied.
5. All copies have been certified, with notation on the copy and signed by persons authorized to certify documents (see list of designated occupations and professions).
6. The evidence being provided is not “company sensitive”.

Collect and compile the Evidence cont.

Complete the RPL Application form and Self-Assessment Checklists provided. It is important that you include as much information about your previous work experience as you can.

This will allow for an initial assessment of your experience and a check to see whether or not you can demonstrate the required skills and knowledge. You can discuss this with an RPL assessor if you want.

You must be able to provide evidence against the elements and performance criteria for the relevant unit/s to prove that you are competent. It is not enough to simply state that you possess the skills and knowledge required. You must be able to **demonstrate** competence.

This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any.

Depending on the trade or 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 throughout the RPL process.

Attached is a list of suggested evidence that you could use to demonstrate that you are competent in a particular unit or units of competency. This list is a guide only. If you have other suitable evidence to support your claim for RPL then you are encouraged to share this with your assessor.

If you do not believe that you have any suitable evidence, then you should discuss your options with your assessor.

Once you have completed the self-evaluation and made the decision that you would like to continue with the RPL process, send the RPL Application form, Self-Assessment Checklist and portfolio of evidence to LEIS administration, details listed below.



Assessment Process:

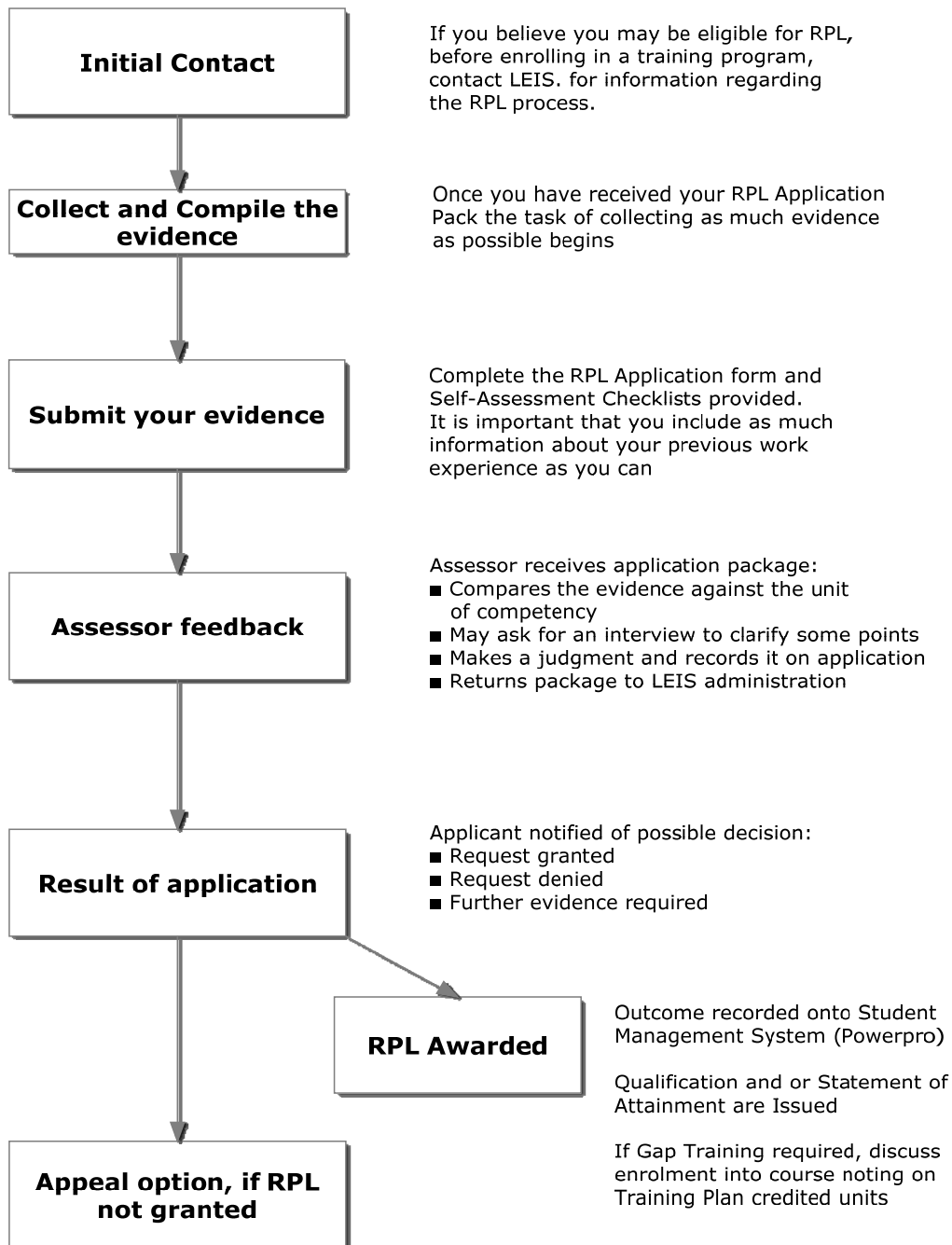
Once you have lodged your Self-Assessment checklist and supporting portfolio of evidence with LEIS, an assessment of the RPL application will only commence once the application fee of \$600 has been made (see “how to apply for RPL”).

On receipt of the application fee, LEIS will assign an assessor to review the information you have provided, matching the evidence to the units/competencies in the qualification as well as managing all communication between the applicant and LEIS.

1. The assessor will examine the evidence and complete the evidence summary on the reverse of the *Application for Recognition of Prior Learning* form. An *Application for Recognition of Prior Learning* form will be filled in for every unit of competency for which you are seeking RPL.
2. The assessor will judge whether or not you are “Competent”, or “Not Yet Competent”. They may award you partial RPL and recommend that some training or assessment is still required. Or the assessor may suggest strategies to achieve competence.
Provision may be made for an interview or you may be required to sit a challenge test to determine competence.
3. You will need to sign the “RPL Self-Assessment Checklist” form in order to complete the RPL process.
4. After the assessment, you will be provided with feedback from your assessor regarding your application. In most cases your RPL application will not include all of the units for your course. If this is the case you and your assessor will discuss the next step, this may include issuing you a Statement of Attainment for the units granted RPL or undertaking a Gaps analysis of the units remaining.
5. If you decide to pursue Gap Training, your assessor will discuss the options for enrolling into a suitable course, a *Training Plan* is devised and agreed upon, using the evidence provided and in discussion with the applicant and employer if applicable.
6. Applicants who are not satisfied with the outcome of their RPL assessment have the right to apply for a re-evaluation of assessment, or lodge a formal complaint/appeal no later than 30 days after notification.



Step-By Step RPL Process



Learner may complete application for appeal within thirty days of notification

Below you will find a list of documents that can be used when providing evidence toward an application for RPL (Recognition of Prior Learning). The list supplied is only a guide and you are responsible for gathering as much documentary evidence as possible to prove your competence.

Your evidence folder will be given to the assessor and kept on file as evidence of competence. Therefore include certified photocopies only. Do not include original documents.

The photocopies should be signed and dated by an eligible third party verifying that the copies are true and accurate copies of the original documents.

TYPE OF EVIDENCE	COMMENTS
Resume/Curriculum Vitae (C.V.)	Must include contact details of each employer, duties performed with each employer and qualifications
Job/Position Description	
Certificates/Qualifications	All copies of certificates must be certified by a Justice of the Peace or similar.
Statements of Attainment	
Units of competence	
Certificates/Results of assessment – vendor training courses, in house training, workshops, seminars	
Documents you have produced	
Templates/Proforma/forms that you use	
Fax messages	
Procedures/policy	
Organizational chart (with names)	
Reports you have drafted/written	
Schedules	
Diary entries	
Email correspondence	
Copy of daily "To do list"	
References – from supervisors or peers	Must include contact details of the referees
Letters of support/appreciation	Must include contact details of the referees
Completed job cards	
Drawings/plans you have created	
Spreadsheets	
Performance appraisals/reviews	Must include signature and contact details of the appraiser
Training diary	
References from past employers	On letterhead (stating how you've satisfied each of the elements of competency) + include contact details
Workplace awards, prizes, certificates	
Witness testimonies	Must include contact details of the witness.
Assessment tools you have used	
Role plays	You may choose to or be asked to demonstrate competence by participating in a role play with the RPL Assessor.
Budgets/costing sheets etc	
Department documents	
Booking sheets	

How is a document certified?

Take your original document and the photocopy to an appropriate person (listed below) who is qualified to certify documents. They will need to sight both.

They will stamp and sign the photocopy with words similar to -

I certify that this appears to be a true copy of the document produced to me on <date>.

Signature

Name

Qualification (eg JP, Pharmacist)

Who can certify copies of documents?

Persons able to certify documents must:

- be an Australian citizen, or
- have known you for at least one year
- not be related to you by birth, marriage or defacto relationship
- be easy to contact by telephone during normal working hours
- be in a designated occupation – listed below

Designated list of occupations and profession

1. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
2. Bailiff
3. Bank officer with 5 or more years of continuous service
4. Building society officer with 5 or more years of continuous service
5. Chiropractor (licensed or registered)
6. Clerk of court
7. Commissioner for Affidavits
8. Commissioner for Declarations
9. Credit union officer with 5 or more years of continuous service
10. Dentist (licensed or registered)
11. Fellow of the National Tax Accountant's Association
12. Finance company officer with 5 or more years of continuous service
13. Judge of a court
14. Justice of the peace
15. Legal practitioner (licensed or registered)
16. Magistrate
17. Marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
18. Master of a court
19. Medical practitioner (licensed or registered)
20. Member of Chartered Secretaries Australia
21. Member of Engineers Australia, other than at the grade of student
22. Member of the Association of Taxation and Management Accountants
23. Member of the Australian Defence Force with 5 or more years of continuous service
24. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
25. Member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
26. Minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
27. Nurse (licensed or registered)
28. Optometrist (licensed or registered)
29. Permanent employee of Commonwealth, State or local government authority with at least 5 or more years of continuous service.
30. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
31. Pharmacist (licensed or registered)
32. Physiotherapist (licensed or registered)
33. Police officer
34. Psychologist (licensed or registered)
35. Registrar, or Deputy Registrar, of a court
36. Sheriff
37. Teacher employed on a full-time basis at a school or tertiary education institution
38. Veterinary surgeon (licensed or registered)

Problems with getting documents certified?

If you have problems getting your documents certified, please talk to your assessor.