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OVERVIEW

PURPOSE

This RPL/RCC Kit is written to comply with National Standards for RTO'S Standard 3: Clause 3.5 - Provide credit for prior studies. Clause 3.5 states that: The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

WHAT IS RPL/RCC?

RPL/RCC is the formal acknowledgment of skills and knowledge that a learner currently has. The application process requires the learner to provide evidence of their current ability to demonstrate the required skills and knowledge within the unit/s of competency of a qualification.

The RPL process suits people who are skilled and need to gain formal recognition of their abilities to become qualified. The learner may need a qualification:

- in their current field of employment;
- to get promoted;
- to change careers; or
- to move from volunteer to paid work.

RPL/RCC recognises that learners need not undertake training for skills they already possess. The skills and knowledge may have been obtained through:

- Formal training/informal training/in hour workplace training/workshops, etc
- Work experience
- Life experience

RECOGNITION OF PRIOR LEARNING/RECOGNITION CURRENT COMPETENCIES

RPL is a valid form of assessment and a candidate can receive RPL for an entire qualification if an assessor believes they are competent in all the units required under the packaging rules of the particular training package.

Learner skills and knowledge maybe relevant to a number of units of competency.

For the purpose of **recognition of prior learning (RPL)** the learner must:

- Decide on the learning, work experience and/or any training they require recognition of;
- Submit evidence of the skills and knowledge relevant to particular unit/s of competency which have been gained while on-the-job or through life experience;
- Submit evidence of the skills and knowledge gained in other contexts which are relevant to particular unit/s of competency;
- Show how these skills and knowledge are relevant to the requirements for particular unit/s of competency in a qualification; and
- Record these skills and knowledge in an easily understood format which can be retained for future use.

For the purpose of **recognition of current competencies (RCC)** the learner must:

- Submit evidence of currency of skills, knowledge, experience and certification that is required to practice in the learner's current occupation.

Currency means that the learner has achieved and practiced within the last 2 years or as determined by the relevant Training Package.

The RPL assessment process may include:

- workplace observation;

- interviews;
- professional conversations;
- work examples; or
- documented evidence.

If the learner can provide the necessary evidence (via this application form and/or interview) that they have the required skills or knowledge then they will be granted RPL or RCC for particular unit/s of competency, and exempt from completing the work required for those units.

CREDIT TRANSFER

Credit transfer recognises previous formal training (i.e. other qualifications or accredited training).

Assessment of Credit Transfer judges the relevance of a previous course or subject that the learner has been deemed competent in to determine whether it can be credited towards the new course or qualification in which the learner has enrolled.

This judgement considers the extent to which the learning outcomes meet or match the required learning outcomes of the competency units or standards in the required qualification.

SKILL RECOGNITION PROCESS



ASSESSOR INFORMATION

This section explains how the RPL process differs from assessment undertaken following formal training. All assessors **MUST** read this information before conducting an RPL/RCC assessment.

RPL PROCESS

The learner may be asked to attend an interview because there are some doubts regarding the evidence they have supplied. The purpose of the interview is to allow the learner the opportunity to confirm the evidence to support their claim. The RPL Assessor may require the learner to demonstrate or answer direct questions regarding the performance criteria of the unit.

RPL assessment requires a more practical approach, with increased use of questioning and observation, rather than formalised written questions. The goal is to develop an overall picture of the learners' skills and knowledge compared to industry standards required by a particular training package.

To undertake an RPL assessment the assessor should:

- **Have sound knowledge of qualification** – Units of competency within any qualification often have many common criteria. A sound knowledge of the qualification allows an assessor to judge competency holistically across more than one unit in an RPL application. By looking at a qualification holistically an assessor can gain more appreciation of the evidence provided by the learner when judging if they have the skills and knowledge required by the industry relevant to the qualification.
- **Have sound knowledge of VET Assessment regulations** – Knowledge of the AQTF Principles of Assessment and Rules of Evidence are essential when undertaking RPL assessments. All assessor of RPL at MCC should have at a minimum the TAE40110 qualification.
- **Hold Competency Conversations** – A conversation does not equate to an “Oral Questioning Assessment”. Using a set of streamlined holistic questions to prompt a conversation with the learner allows the assessor to investigate actual individual experiences that demonstrate relevant skills and knowledge. This should be conducted in a relaxed and

respectful manner to encourage the learner to feel comfortable and confident about their abilities and therefore offer more information which can be used when judging competency. Questions are only required for areas which are not addressed by the students provided documentary evidence.

- **Allow Skills Demonstrations** – A learner should be allowed to demonstrate any skills they are unable to provide authentic evidence for. Assessors observing the tasks should make the learner feel comfortable, relaxed and respected when undertaking any demonstrations.
- **Record Notes - Assessors MUST take careful, detailed notes during Competency Conversations and Skills Demonstrations to back up and record their judgement.** These notes act as the rationale for judging competency and eligibility for RPL.
- **Verify ALL information** - Any information obtained during a Competency Conversation **should** be confirmed with a person (usually a work supervisor) who has known and observed the learner over a period of time. This can take the form of a phone call, written letter or other workplace documentation such as performance appraisals, job descriptions etc. Written documentation should be on the employers letterhead and be verified by the assessor.

The RPL assessment record is a **legal document** and must be signed, dated and stored according to requirements of the State Training Authority and the *AQTF Standards for Registered Training Organisations*.

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- in their current field of employment;
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- Work experience;
- Life experience.

EVIDENCE REQUIREMENTS

As a learner you are the most appropriate person to make judgments about your own knowledge and skill levels. It is important that you provide as much evidence from your previous experience in the relevant industry as you are able to. You can provide evidence such as:

- **Qualifications** – All qualifications submitted as evidence must be either the original document sighted by the RPL assessor or a certified copy of the original.
- **Statements of Attainment** - All Statements of Attainment submitted as evidence must be either the original document sighted by the RPL assessor or a certified copy of the original.
- **Workshop Records** – A detailed Professional Development log outlining relevant workshops, short courses, seminars, webinars, online courses or staff development activities you have undertaken may be provided. Originals or certified copies of any certificates of participation or attendance advices are also acceptable.
- **Work Sheets or Logs** – Documents that provide evidence that you have performed certain skills at specific times or over a period of time are also acceptable.
- **Appointment Schedules** – Items such as diaries or journals may be give evidence related to time management, operational planning, budgeting, reflections, etc.
- **Work Samples** – Documents, emails, promotional material, correspondence, policies, procedures, reports, proposals, session plans, multimedia presentations, internal correspondence, physical objects or any other examples of work that provides evidence of your skills and knowledge may be used. This can include video evidence.

- **CV/Resume** – All information relevant to your application on your CV/Resume will need to be verified by your assessor.
- **References** – Written references will need to be verified by your assessor. Referees who can be contacted by telephone are preferred.
- **Photos/Video** – Images taken of you performing your work tasks may be useful to prove you have contact with customers or clients or that you have taken part in team work.
- **Other** - Any evidence not listed above that you feel supports your claim to demonstrate competence.

COMPETENCY DEMONSTRATION

In circumstances where you have little or no documented evidence of your skills or knowledge, your assessor may rely on a conversation with you. This will take place at a time convenient to yourself and the assessor and will be designed to allow you to demonstrate your competency by answering questions or performing some practical tasks.

You should familiarise yourself with the required skills and knowledge outlined by this kit and determine if you are able to demonstrate competency in each criteria. Remember that documentary evidence, or performance or conversation evidence may cover more than one unit or criteria. Your assessor will determine the relevance of the provided documents in this case.

WHAT HAPPENS TO MY APPLICATION?

When you have submitted your RPL application, and provided appropriate evidence to support your claim, your application will be processed according to the following procedure:

- Analysis of the application by a qualified trainer/assessor
- Recording of the results of the analysis
- The RPL/RCC assessor will contact applicants to let them know:
 - The units for which they have been granted RPL/RCC
 - Details of those units where further evidence is required
 - Recommend additional training/gap training where required
 - Ask for current certification to show you are registered to practice in your current occupation
 - Details regarding an RPL/RCC interview (if required)
- Conduct of Competency Conversation (if required)
- Identification of any practical activities necessary to confirm competency (if required)
- Observation of any such practical activity
- Identification of areas where 3rd party verification is needed
- Verification of 3rd party reports (if required)
- Approval to issue qualification or Statement of Attainment OR advice of any gap training to be undertaken to achieve full competence to current and relevant industry standards

RPL/RCC FEES

RPL will incur a fee in accordance with the fee administration policy for NSW Government subsidised courses. The total fee is variable depending on the number of units being applied for and competency outcome. For prospective students not eligible for NSW Government subsidised courses fees will be calculated based on a fixed administration fee and the number of units being applied for.

APPEALS PROCESS

If you are experiencing any difficulties, you are encouraged to discuss your concerns MCC staff who will make themselves available at a mutually convenient time if you wish to seek assistance. If you wish to make a formal complaint you are required to complete a Complaints and Appeals Form (attached at end of this pack). Once the form has been completed, the form should be submitted to MCC for actioning.

MCC recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned.

CONFIDENTIALITY AND SECURITY OF INFORMATION

MCC collects and stores students personal details for training purposes only. This information is utilised to record progress. Where State or Commonwealth funding supports training we are obliged to submit personal and progress details for research, statistical analysis, program evaluation, post completion survey and internal management purposes.

We DO NOT share, rent, or sell personal information provided to MCC. The confidentiality of the information we collect is protected under the Privacy and Personal Information Protection Act 1998 No 133. If we are required to disclose information about any of our clients to a third party we will acquire written consent from the client first (ie editorial; photos for advertising purposes, etc).

SPECIAL NEEDS/ADDITIONAL INFORMATION

Please advise your trainer/assessor if you have any special needs to be considered during your RPL/RCC assessment. Your assessor will take all necessary steps to ensure your assessment is flexible and fair to your needs.