



**Academy Of Training**

## **RPL, RCC and CT Application Form and Candidate Guide**

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## What is RPL, RCC and Credit Transfer?

By formally recognising a Candidate's past experiences, Academy of Training ensures that Candidates do not repeat the skills and knowledge that have already gained, thereby saving Candidates cost and time.

- avoids duplication of training, thereby maximising the value of vocational education and training expenditure
- provides pathways to higher qualifications for people who may not have access to further training
- creates a learning culture by valuing and recognising learning that has occurred in the workplace

Academy of Training recognises that lifelong learning and valuable experience takes place through;

- Formal study through another Registered Training Organisation (RTO) or tertiary institution
- Non-accredited short courses, such as professional development activity
- Work Experience
- Lifelong experiences

### **Recognition of Prior Learning (RPL)**

RPL involves the recognition of learning, skills and knowledge gained through any of the above combinations.

RPL (sometimes called 'Recognition') understands that you might have gained valuable skills in paid or unpaid work, and in activities such as informal training.

In summary, RPL involves an assessor matching your skills and knowledge to the requirements of a nationally recognised qualification. If you already hold relevant skills and knowledge you might not have to complete all or part of a training program.

Recognition of Prior Learning can result in a full qualification, or a Statement of Attainment for partial completion of a qualification.

In order for you to be granted Recognition for Prior Learning, you must provide reliable evidence that you are currently competent against the endorsed industry or enterprise competency standards in the form of a portfolio.

### **Recognition of Current Competence (RCC)**

RCC involves the recognition of current skills and knowledge based on having completed work experience or training in a specific area some years in the past

### **Credit Transfer**

Credit Transfer involves the recognition of recent training in a specific area or unit of competency. For a credit transfer a Candidate will be required to produce a document such as a certificate or statement of attainment as evidence.

## RULES OF EVIDENCE

The assessor must ensure the evidence is authentic, valid, reliable, current and sufficient:

- **Authentic** means that the information and evidence provided is genuine and trustworthy;
- **Valid** means that the information and evidence is justifiable and adds weight to the RPL application;
- **Reliable** means that the evidence can withstand scrutiny, has integrity and reasonably indicates that the applicant is able to perform a task to a specified standard with regularity and consistency;
- **Sufficient** means that an adequate amount of evidence must be provided.

AOT wishes to encourage all students who feel they are eligible for RPL to apply.

It is the practice of AOT to give fair and equitable access to all clients in regard to the services it offers.

In keeping with this aim, AOT has an appeal and grievance procedure in relation to RPL Assessment.

## Portfolio Requirements

Students may wish to apply RPL for any module or any number of modules for the certificate they are enrolling in. A portfolio will need to be submitted to AOT for approval, establishing that you have achieved the elements and performance criteria for each module(s).

Presentation of your portfolio is in the form of a ring binder folder with your name, student number and contact details, with all evidence clearly numbered and cross referenced, linking it to the following unit matrices. Some evidence may cross over several units, so there is no need to recopy the evidence, just be sure to cross reference it.

Forward your completed evidence to:

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reception@academyoftraining.edu.au

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## RPL/RCC Assessment Process

This following section includes summary information and guides on:

- RPL application and preparation
- Summary of steps in the RPL assessment process

You may find this useful as a reference to go back to during the RPL Process.

Or, if you are still deciding whether or not to participate in RPL, it could help you to make that decision.

***Please remember... if you are unsure of any requirements, check with your assessor.***

## CANDIDATE GUIDE - THE RPL PROCESS ROLES AND RESPONSIBILITIES

PRE-ENROLMENT INFORMATION	AOT Responsibilities	Candidate's Responsibilities	Workplace responsibilities
Website RPL Flowchart <b>RPL RCC CT Application Form</b>	Give the following information before Candidates enroll: RPL processes, fees and charges, and any conditions of enrolment.	Read and understand the information provided information and on the AOT Website	

CANDIDATE ENQUIRY	AOT Responsibilities	Candidate's Responsibilities	Workplace responsibilities
Prospective RPL Candidate makes an enquiry and applies to participate in RPL	Provide person enquiring with information about RPL.  If they wish to apply, provide the <b>Section 2 &amp; 3 of the RPL RCC CT Application Form</b> , this Guide and any other AOT-required forms. Advise them to complete Section 2.	Read the information provided information and complete any application forms or processes  Complete the <b>Section 2 &amp; 3 of the RPL RCC CT Application Form</b> and attach CV and any other workplace information as suggested on the form, and return it to AOT  Read this Guide to prepare yourself for Step 1 and 2 of the process which includes planning, a self-assessment, interview and questioning	Workplace representatives could support employees in their application to participate in RPL, such as assisting them to make the first contact with an AOT, and assisting them to complete application forms

Step 1. ENROLMENT PROCESS	AOT Responsibilities	Candidate's Responsibilities	Workplace responsibilities
If accepted, the Candidate completes <b>Section 2 &amp; 3 of the RPL RCC CT Application Form</b> to assist in Step 1 of the RPL process  Candidate Completes Self-Assessment & Compiles Evidence Portfolio	Follow AOT's procedures such as processing application, advising Candidate, and providing AOT's qualified Assessor with the Candidate information  Organise Initial Interview Date  If Candidate wants to apply for Credit Transfer instead, use <b>Section 1 Application for Credit Transfer</b> of this document	Submit the <b>Section 2 &amp; 3 of the RPL RCC CT Application Form</b> and attach CV and any other workplace information as suggested on the form, and return it to AOT.  Ensure you are free on the appointed date for the interview.  <b>Before the Initial Interview</b> , reflect on your experience and roles, and current skills and knowledge. Do your best to Complete the Self-Assessment and Compile Evidence for your Portfolio.  Provide as much information of your previous experience in the Resources and Infrastructure Industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry.	<b>Before the interview</b> , workplaces could support employees to participate in initial interview processes, such as providing them with leave to attend it, or allowing the interview to take place in the workplace

Step 2. INTERVIEWING AND QUESTIONING	AOT Responsibilities	Candidate's Responsibilities	Workplace responsibilities
<p>Assessor and Candidate participate in an initial interview, planning and initial document review session</p> <p>Candidate completes and returns <b>A1 Candidate Self-Assessment</b> after the interview (with workplace verification)</p> <p>Assessor considers evidence from initial interview and verified Self-Assessment, and advises Candidate</p>	<p><b>During the Initial interview</b>, go over the Candidate Guide and discuss broad work roles. Develop the <b>RPL Assessment Plan</b>. Give Candidate the <b>A1 Candidate Self-Assessment</b> and Workplace Representative Form, showing them how to complete these</p> <p><b>After they are returned</b>, evaluate evidence on completed <b>A1 Candidate Self-Assessment</b>, record findings on tools, and advise Candidate of the next steps</p>	<p>During the interview, discuss broad details of experience with assessor, select electives, and participate in planning the RPL processes</p> <p>After the interview:</p> <ul style="list-style-type: none"> <li>complete the <b>A1 Candidate Self-Assessment</b></li> <li>ask the workplace representative to sign Workplace Representative Form and verify your Self-Assessment</li> <li>copy forms and return to assessor on date in the <b>RPL Assessment Plan</b> with any agreed evidence</li> </ul>	<p><b>After the candidate has completed their self-assessment</b>, the workplace representative signs the Workplace Representative Form, then verifies Candidate performance and provides examples by completing relevant sections of the <b>A1 Candidate Self-Assessment</b></p>

Step 3. COMPETENCY CONVERSATION / TASKS	AOT Responsibilities	Candidate's Responsibilities	Workplace responsibilities
<p><b>Competency conversations</b></p> <ul style="list-style-type: none"> <li>Assessor and Candidate participate in competency conversation interviews, using a structured question bank for each unit cluster</li> <li>Assessor records Candidate responses and considers evidence from conversation</li> </ul> <p><b>Note:</b> The competency conversations would usually be in the workplace, and for most Candidates the process would involve more than one session.</p> <p><b>These sessions could also be used to observe the candidate in the workplace.</b></p>	<p><b>Before the competency conversation</b>, collate the Competency Conversation Recording Tools for the cluster or clusters that will be covered (print or save files depending on recording method)</p> <p><b>During the competency conversation</b>, use the questions to prompt responses by the Candidate, record responses on the Competency Conversation Recording Tools and consider evidence gathered</p> <p><b>After the competency conversation</b>, consider evidence gathered, record findings, update <b>RPL Assessment Plan</b> if needed, give Candidate feedback</p>	<p><b>Before the competency conversation</b>, prepare by considering work roles and relevant skills and knowledge related to the unit cluster being covered in the session</p> <p><b>During the competency conversation</b>, respond to the questions and scenarios provided by your assessor, and discuss your work roles, skills and knowledge. Provide your assessor with direct evidence from the workplace where relevant.</p> <p><b>Note:</b> Your responses must include the principles that underpin workplace tasks, not just a description of tasks you undertake.</p> <p>You must be aware that this application may be unsuccessful and you may be required to undertake training and further assessment to determine competence.</p>	<p><b>Before the competency conversation</b>, prepare a suitable workplace area in which the Candidate and assessor can comfortably discuss the Candidate's work roles and skills and knowledge</p> <p><b>During the competency conversation</b>, if requested, assist the Candidate to locate any evidence in the workplace</p>

<b>Workplace assessment tasks</b> <ul style="list-style-type: none"> <li>• Candidate demonstrates workplace assessment task or tasks, observed by the assessor</li> <li>• Assessor considers evidence</li> </ul> <p><b>Note:</b> Could involve more than one workplace visit and may involve an assessment task devised by the assessor</p>	<p><b>Before the demonstration</b>, provide the Candidate with the relevant Workplace Assessment Task: Instructions for the Candidate so they are clear on the required assessment task or tasks</p> <p><b>During the demonstration</b>, record observations on the Workplace Assessment Task: Observation Tool</p> <p><b>After the demonstration</b>, record findings on the tool or in the <b>RPL Assessment Outcomes Form</b>, and provide Candidate with feedback and outcomes</p>	<p>The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue.</p> <p><b>Before the demonstration</b>, read the workplace assessment task requirements provided by your assessor, and make any workplace or other preparations</p> <p><b>During the demonstration</b>, conduct the workplace assessment task in line with the instructions provided, and as agreed with your assessor in the <b>RPL Assessment Plan</b></p>	<p><b>Before the demonstration</b>, assist in preparations if required</p> <p><b>During the demonstration</b>, ensure the Candidate can complete the tasks, for example by ensuring privacy and appropriate workplace conditions.</p>
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Step 4. THIRD PARTY REPORTING	AOT Responsibilities	Candidate's Responsibilities	Workplace responsibilities
<p>If required:</p> <ul style="list-style-type: none"> <li>• workplace representative completes <b>Third Party Report</b></li> <li>• assessor considers evidence.</li> </ul> <p>Note: Could involve current or previous workplace</p>	<p>Determine if any evidence requires further validation by the workplace, and prepare <b>Third Party Report</b> from template</p> <p>Consider completed Third Party Report and any other evidence from workplace</p> <p>Record findings, and advise Candidate if required</p>	<p>Your assessor may ask you to provide the <b>Third Party Report</b> to workplace representative or another person from the workplace</p>	<p>Workplace supervisor, or other suitable person, completes <b>Third Party Report</b>, attaches any appropriate workplace evidence if requested, and returns to assessor</p>

Step 5. ASSESSMENT OUTCOME	AOT Responsibilities	Candidate's Responsibilities	Workplace responsibilities
<ul style="list-style-type: none"> <li>• Assessor finalises RPL assessment decision, RPL documentation</li> <li>• Assessor gives Candidate feedback on outcomes and options</li> <li>• Assessor completes AOT-required documentation for certification</li> </ul>	<p>Complete all evidence recording for the Candidate and the <b>RPL Assessment Outcomes Form</b>, providing a 'Competent' or 'Not yet Competent' outcome for each unit assessed, depending on AOT's procedures</p> <p>Give Candidate feedback on outcomes and options</p> <p>Finalise RPL records and files according to AOT's procedures, and complete AOT internal reporting processes</p>	<p>Sign the <b>RPL Assessment Outcomes Form</b> or other AOT-required forms or documentation</p> <p>Consider feedback on options where provided</p>	

## CANDIDATE GUIDE - RPL PROCESS CHECKLIST

This section gives you more detailed information on the steps in the RPL process—it will help you to prepare for RPL. Some of the steps have boxes you might like to tick off when they are done.

PROCESS CHECKLIST	DONE (Tick)	
	YES	NO
<b>PRE-ENROLMENT INFORMATION</b>		
AOT should give you information about AOT, the RPL processes & Timeframe	<input type="checkbox"/>	<input type="checkbox"/>
AOT should give you information about Refund Policy	<input type="checkbox"/>	<input type="checkbox"/>
AOT should give you information about Appeals Process	<input type="checkbox"/>	<input type="checkbox"/>
AOT should give you information about the Qualification/Unit/s you are applying for	<input type="checkbox"/>	<input type="checkbox"/>
AOT should give you information about Privacy and that information gathered will only be used for professional development purposes & can only be accessed by AOT unless required by law with AOT CEO approval.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Step 1. ENROLMENT PROCESS</b>	<b>YES</b>	<b>NO</b>
Complete any AOT-required forms such as the <i>Section 2 &amp; 3 of the RPL RCC CT Application Form</i>	<input type="checkbox"/>	<input type="checkbox"/>
Inform AOT of any Special needs /additional information to be considered during your assessment?	<input type="checkbox"/>	<input type="checkbox"/>
Pay the RPL Fee	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have a look through this Application Form and Candidate Guide</b>	<b>YES</b>	<b>NO</b>
Mark any parts of this Guide that are not clear, you can ask your assessor to explain at the interview	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consider your relevant experiences</b>	<b>YES</b>	<b>NO</b>
Consider your relevant experiences	<input type="checkbox"/>	<input type="checkbox"/>
Make brief notes about your relevant work roles and experiences to discuss with your assessor at the interview	<input type="checkbox"/>	<input type="checkbox"/>
<b>Collect relevant documents:</b>	<b>YES</b>	<b>NO</b>
Think about and collect any documents you have at work or home that show your experience, & take them to the interview. However, don't be put off if you don't have these—your assessor will help you to identify possible evidence later	<input type="checkbox"/>	<input type="checkbox"/>
Workplace & client information is likely to be confidential—make sure your workplace agrees you can use any workplace documents, and delete identifying information	<input type="checkbox"/>	<input type="checkbox"/>
<b>Collect Any Evidence of Formal Training:</b>	<b>YES</b>	<b>NO</b>
If you have a qualification, Statement of Attainment, or training attendance records, collect these so you can take them to the interview	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consider Referees</b>	<b>YES</b>	<b>NO</b>
Think about people who have seen your work, ask if they would be willing to confirm your skills and knowledge, & if so, get their correct contact details	<input type="checkbox"/>	<input type="checkbox"/>
<b>Step 2. INTERVIEWING AND QUESTIONING</b>	<b>YES</b>	<b>NO</b>
In the <b>initial interview</b> , your assessor will usually:	<b>YES</b>	<b>NO</b>
1. Introduce themselves and the RPL processes, & check that you understand what is required	<input type="checkbox"/>	<input type="checkbox"/>
2. Discuss the units required for the qualification, helping you to choose suitable electives	<input type="checkbox"/>	<input type="checkbox"/>
3. Ask you general questions about your work history & other relevant experiences related to your work	<input type="checkbox"/>	<input type="checkbox"/>
4. Look at any documents you bring	<input type="checkbox"/>	<input type="checkbox"/>
5. Give you the <b>A1 Candidate Self-Assessment</b> (for you to complete <b>after</b> the interview) making sure you understand how to do this, & discussing any evidence you might collect	<input type="checkbox"/>	<input type="checkbox"/>
6. Advise you that a workplace representative needs to complete parts of the <b>A1 Candidate Self-Assessment</b> , & giving you the <i>Workplace Representative Form</i> for them to also complete	<input type="checkbox"/>	<input type="checkbox"/>



PROCESS CHECKLIST		DONE (Tick)	
<b>RPL Assessment Plan</b>		<b>YES</b>	<b>NO</b>
Develop the first draft of an <i>RPL Assessment Plan</i> with you, setting out the expected processes & dates.		<input type="checkbox"/>	<input type="checkbox"/>
Do you understand what evidence is to be collected?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Complete the Self-Assessment Form - after the Interview</b>		<b>YES</b>	<b>NO</b>
Follow the instructions, complete them to the best of your ability, label & attach any supporting evidence		<input type="checkbox"/>	<input type="checkbox"/>
Ask the workplace representative to fill in the <i>Workplace Representative Form</i>		<input type="checkbox"/>	<input type="checkbox"/>
Ask the workplace representative to add to your completed <b>A1 Candidate Self-Assessment</b> : The sections for workplace representatives to complete are marked on the tools		<input type="checkbox"/>	<input type="checkbox"/>
<b>Return Completed Forms</b>		<b>YES</b>	<b>NO</b>
Make & keep copies: You should keep copies of your completed <i>Candidate Self- Assessment</i> & any attached documents for your own records (this is very important)		<input type="checkbox"/>	<input type="checkbox"/>
Return the completed tools & documents to your assessor by the date agreed in your <i>RPL Assessment Plan</i>		<input type="checkbox"/>	<input type="checkbox"/>
Look back at workplace tasks in your completed <i>Candidate Self- Assessment</i> for the units to be covered		<input type="checkbox"/>	<input type="checkbox"/>
Look at the unit summaries & thinking about how you apply skills & knowledge at work (or, if you wish, going to the full unit content at <a href="http://www.training.gov.au">www.training.gov.au</a> )		<input type="checkbox"/>	<input type="checkbox"/>
Make brief notes you could refer to during the conversation		<input type="checkbox"/>	<input type="checkbox"/>
<b>Step 3. COMPETENCY CONVERSATION / TASKS</b>		<b>YES</b>	<b>NO</b>
<b>In the competency conversation interview, your assessor will:</b>		<b>YES</b>	<b>NO</b>
Ask you questions & give you scenarios to respond to that are related to workplace tasks & units of competency		<input type="checkbox"/>	<input type="checkbox"/>
Encourage you to discuss examples of work, principles, knowledge & theories that guide you in that work		<input type="checkbox"/>	<input type="checkbox"/>
Make brief notes recording your responses & the examples you provide		<input type="checkbox"/>	<input type="checkbox"/>
<b>If appropriate</b> , ask you if you can find relevant documents or other evidence in the workplace.		<input type="checkbox"/>	<input type="checkbox"/>
Advise you which task or tasks are required, agree a date & venue, & add details to your <i>RPL Assessment Plan</i>		<input type="checkbox"/>	<input type="checkbox"/>
Organise with your workplace to conduct the assessment task there, or at another suitable location		<input type="checkbox"/>	<input type="checkbox"/>
Give you a document called Workplace Assessment Tasks: Instructions for the Candidate setting out the requirements for the tasks, & listing the units involved		<input type="checkbox"/>	<input type="checkbox"/>
Confirm a particular aspect of your workplace performance. If so, they could ask a person in your workplace to complete a <i>Third Party Report</i> on that aspect. Your assessor will then consider the evidence provided.		<input type="checkbox"/>	<input type="checkbox"/>
The process is used to confirm & explore the skills & knowledge you listed in your Candidate Self- Assessment Usually, you will have more than one competency conversation interview.		<input type="checkbox"/>	<input type="checkbox"/>
<b>Step 4. THIRD PARTY REPORTING/WORKPLACE ASSESSMENT TASKS</b>		<b>YES</b>	<b>NO</b>
Your assessor might suggest workplace activities during the RPL process. These might include small developmental activities—but not usually participation in formal training programs.		<input type="checkbox"/>	<input type="checkbox"/>
<b>Step 5. ASSESSMENT OUTCOME</b>		<b>YES</b>	<b>NO</b>
<b>AOT process for awarding certificates:</b>		<b>YES</b>	<b>NO</b>
After the RPL process is finished, your assessor will advise you of the outcomes, & ask you to sign a form detailing these.		<input type="checkbox"/>	<input type="checkbox"/>
If you are assessed as 'Competent' for all the units required for the qualification, AOT will issue you with the qualification.		<input type="checkbox"/>	<input type="checkbox"/>
If you are assessed as 'Not yet Competent' in some of the units required for the qualification, AOT will issue you with a Statement of Attainment listing the units attained. In that case, your assessor should advise you on your options: these could include attending formal training & being reassessed.		<input type="checkbox"/>	<input type="checkbox"/>
If you do not gain the full qualification or particular units, your assessor or another person at AOT should discuss options with you. These may include undertaking a training program for any remaining units of competency.		<input type="checkbox"/>	<input type="checkbox"/>

## TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION PORTFOLIO

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.**

Here are some tips and hints for you:

### 1. Read and understand AOT's Refund Policy for RPL

- a. All fees must be paid before this process starts unless special arrangements have been made.
- b. AOT has a refund policy that does not include any provision of refunds to a Candidate after the formal application for a RPL process. No refunds apply regardless of the outcome of a RPL process.
- c. Reasons for a 'No Refund' policy:
  - i. Candidates are given fair opportunities to discuss, view and peruse all RPL processes and systems before they formally enroll into any of the AOT programs.
  - ii. Candidates are given full opportunity to ask for further information and time to identify their ability and eligibility to provide required evidence before making any payments.
  - iii. AOT identifies, with each Candidate, in detail during the first interview all RPL requirements including RPL timeframe of 3- 4 weeks.
  - iv. Candidates receive full assistance from AOT throughout the RPL process to ensure that Candidates are knowledgeable regarding all RPL requirements
  - v. AOT does not take any responsibility when a Candidate provides RPL evidence that is not valid.

### 2. Know Your Assessor's Role - Your Assessor will support and guide you through the RPL process, and should go through this document with you to ensure you understand the RPL processes, and how to prepare for them.

Your assessor is required to assess whether or not you hold the required skills and knowledge, based on the requirements of the qualification and the evidence gathered in RPL processes.

### 3. Be prepared to talk about your job roles and your work history. Bring your current position description and any performance appraisals you have from companies you have worked in. Collect any certificates from in-house training or formal training you have done in the past.

### 4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.

### 5. Gain Workplace Support - Consider the possibilities for workplace contact. Are you in a workplace that is supportive of your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?

It's important that you discuss your RPL application with people in your workplace.

- a. Your workplace will be asked to help you to participate in RPL. For example, a workplace representative will be asked to verify your skills and knowledge, and to assist with workplace assessment and assessor visits.
- b. The workplace representative needs to be someone who has observed your work and who holds higher qualifications—perhaps your employer or workplace supervisor.
- c. Your assessor will give your workplace representative a Workplace Guide, and discuss how they can support your RPL participation.
- d. Your workplace representative will also be asked to fill in a Workplace Representative Form, giving their details and declaring that the information they provide in verifying your skills is correct.

6. **You can speak with AOT about other ways you can show your skills.** These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

**7. What to remember during Competency Conversations**

- the questions are discussion starters to help your assessor identify your current knowledge and relevant experience, prompting you to discuss your skills and knowledge.
- when responding to a question, try to think about what you do in the workplace, including the principles that guide your work
- if something is not clear, ask your assessor to explain it. In doing this, you are also demonstrating your communication style, and your ability to seek clarification
- If you find you can't respond to a question, you may ask your assessor to come back to it later.

**8. Use The RPL Submission Templates**

AOT has prepared a Portfolio Submission Template to help you organise your portfolio. You can download this from AOT's website at [www.AOT.edu.au](http://www.AOT.edu.au)

**9. Know the VET Jargon**

As the Candidate, you don't really need to know requirements of the qualification or units of competency—that's your assessor's role. However, RPL does require you to actively participate. This includes self-evaluating and discussing your skills and knowledge, and undertaking some workplace assessment tasks. If you understand some basics, your RPL could be quicker and more effective.

**Some relevant terms and concepts are explained below.**

Terms and Concepts	Explanation
<b>Qualifications</b>	The <i>BSB51107 Diploma of Management</i> is a nationally recognised qualification from the BSB Business Services Training Package.
<b>Unit of Competencies (or 'units')</b>	Units cover the workplace skills, knowledge and attitudes (competencies) people need to perform to the standard expected in the workplace. Each unit has a code and title—for example, <i>CHCECE007 Develop positive and respectful relationships with children</i> . The title is a brief summary of the unit's coverage. Units include 'elements', 'performance criteria', assessment requirements (including performance evidence—what you must demonstrate you <i>can do</i> and knowledge evidence—what you must demonstrate that you <i>know</i> ) and the conditions for assessment. Your assessor will ask you to self-evaluate and demonstrate your skills and knowledge based on common workplace tasks (that is, typical work activities, not the full text of the units). Therefore, you do not need to read the units of competency. However, if you wish to, you could view or download them from <a href="http://www.training.gov.au">www.training.gov.au</a>
<b>Core and elective units</b>	The Training Package lists the qualification requirements including the number of units required. These include core units (you must complete these) and elective units (you can choose these, from a wide range of units).
<b>Competence, Competent</b>	To be awarded a qualification, you must demonstrate that you are competent in all required units of competency. This means that you must be able to demonstrate that you currently hold the skills and knowledge in the units, and that you can perform tasks to the standard expected in the workplace.
<b>RPL Assessment</b>	In RPL, a qualified assessor, on behalf of a Registered Training Organisation (RTO), will consider evidence of your competence in applying skills and knowledge you have gained through work and life experiences. If you are already working in your industry, workplace assessment of competence is possible and may be required by some units. Your assessor must make sure the assessment meets the principles of assessment—that is, your assessment must be valid, reliable, flexible and fair.
<b>Evidence</b>	Evidence can be gathered from workplace documents, discussions with you and others, demonstrations of workplace tasks, testimonials, third party reports and structured assessment tasks. Your assessor will discuss this with you. Your assessor must be sure that the evidence meets the rules of evidence—that is, it must be valid (related to the unit), sufficient (enough to make a decision), current (show that you hold the skills now) and authentic (your own work).

## 10. Some Tips to complete the Portfolio

- Please present your evidence portfolio in a folder
- **THERE IS A SUBMISSION TEMPLATE** on our website, please download it from [www.AOT.edu.au](http://www.AOT.edu.au)
- Supporting evidence to be clearly tabbed and referenced back to each of the competency questions in the Self Assessment Form.
- Evidence must be no more than five (5) years old.
- **Do not include original documentation.** Please sight original documents and take a photocopy to provide with this portfolio. Copies of qualifications must be certified as a true copy of the original (either certified by AOT staff or JP).
- Please black out or white out any **confidential** information.
- You may use one piece of evidence for several questions. However, you will need to explain the relevance of that evidence as it applies to each question.
- Private and public sector as well as community service work are all suitable forms of evidence.
- If you do not have suitable evidence, you can still answer YES if you provide two to three examples that demonstrate competence.
- If you cannot provide evidence, please answer NO and then negotiate with the student the most appropriate way for them to achieve competency

## 11. Examples of some key verbs used at different AQF levels

These are some verbs that will indicate the performance expected of a competent person at each of these AQF levels.

AQF 4	AQF 5	AQF 6	AQF7	AQF8
Contribute Participate Consult Implement Assess Maintain Complete Evaluate Confirm Identify Access	Manage Establish Implement Develop Facilitate Liaise Evaluate Analyse Forecast Plan Integrate Interpret	Analyse Diagnose Advise Determine Investigate Formulate Plan Develop Integrate Consult Compare Monitor Establish	Reflect Analyse Model Lead Cultivate Convey Develop Control	Generate Assess Devise Lead Manage Sustain Introduce Promote Innovate

## SECTION 1 - Application for Credit Transfer

### Instructions

Complete this section if you are applying for direct CREDIT TRANSFER only

- for Candidates who have completed **exact** competencies in previous learning, please complete this page and attach copies of certificates/statements of competencies already achieved
- If Certificate(s), Statement(s) of Attainment and Statement(s) of Results do not have the National Unit Code please ask the Issuing Organisation to map their Code to the National Code before submitting application.
- In the event that the learner claims prior achievement of an AQF Certificate or Statement of Attainment but is unable to provide a copy of previously awarded Certificates or Statements of Attainment, contact the Issuing Organisation and obtain another copy of your Certificate or Statement of Attainment.

### CANDIDATE PERSONAL DETAILS

Family name			Given names		
Postal address				Postcode	
Phone numbers	Home		Work		
	Mobile		Fax		
Email address					

**IMPORTANT Note: If you are a new student, you will also need to complete the AOT Enrolment Form.**

### CERTIFICATE/S AND STATEMENT/S

PLEASE LIST UNIT/S & ATTACH A COPIES

Unit Code	Unit Title	Date of issue on Certificate or Statement of Attainment	Organisation Issuing Certificate/Statement of Attainment

Assessors Decision: ☐ Credit Transfer Approved ☐ Credit Transfer Refused

Notes from Assessors

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Assessors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date results given to Candidate: \_\_\_\_\_ In person / by telephone / by correspondence

## SECTION 2 Application for Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC)

### Instructions

Use this form if you are applying to participate in Recognition of Prior Learning (RPL). When completed, it will provide AOT with information to use in considering your application to participate in RPL. AOT will provide you with information on the RPL assessment process, and may require you to complete other forms, or participate in other processes.

### CANDIDATE PERSONAL DETAILS

Family name				Given names			
Home address						Postcode	
Postal address						Postcode	
Phone numbers	Home			Work			
	Mobile			Fax			
Email address							
Are you a permanent resident of Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you need the assistance of an interpreter?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any need special needs, e.g. need for special aids or adjustments, to undertake practical assessment?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details of any special needs, or discuss these with AOT contact person or Assessor before enrolment.							

**IMPORTANT Note:** If you are a new student, you will also need to complete the AOT Enrolment Form.

### Type of Recognition being applied for

☐ Recognition of Prior Learning    ☐ Recognition of Current Competency    ☐ Credit Transfer - **USE SECTION 1**

### I am applying for RPL for the following:

Qualification	
Unit(s) of Competency in which Recognition is sought (if known)	

I understand that if Competency is not demonstrated in ALL Units of Competency of the Qualification, then additional assessment in the form of Gap Training or Workplace Observation may be required.  
 I understand that additional fees apply for these additional forms of assessment as detailed in the RPL Information Kit.  
 I understand that if I am unsuccessful with being verified as Competent when any further assessment is conducted, I will not be issued a Qualification Certificate, but instead I will be issued with a Statement of Attainment list the Units I have been verified as Competent.

Candidate Signature: \_\_\_\_\_

## CANDIDATE EMPLOYMENT HISTORY

I have attached a CV or Resume *(Please attach this if you have one.)* ☐ Yes ☐ No

**Current employment** (If you are not employed please go to the next section of this form)

<b>What is your current job title?</b>		<b>How long have you been in this job?</b>	
<b>Who is your current employer?</b>			
<b>Please briefly list your duties in this job.</b>			

### Previous employment and other work roles

RPL recognises that you may have gained valuable skills and knowledge in paid and unpaid working roles.

*For example, you might have worked in an early childhood education setting as an early childhood educator (including Family Day Care) supporting implementation of an approved learning framework, and supporting children's wellbeing, learning and development.*

In completing the following section, think about working roles relevant to your application.

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held or Job Title	Full Time Part-time Casual	Description of Major Duties
	From	To			

Attach additional sheet if required

## Related (non work) experience

RPL also recognises that you may have gained skills and knowledge in experiences such as informal training, hobbies, volunteer work or clubs.

*For example in informal roles, you might have used people and communications skills; handled funds; worked in committee processes; spoken to stakeholders; participated in informal training or self-development activities.*

If you have relevant (non-job) experiences, please list them below.


Attach additional sheet if required

## QUALIFICATIONS, STATEMENTS OF ATTAINMENT OR WORKPLACE TRAINING

If you have any qualifications, Statements of Attainment or other awards from a training organisation, please list them below.

Name of course and institution (if applicable)	Training completion Date (month, year)	Country where you trained

Attach additional sheet if required

## OTHER INFORMATION

Is there any more information you wish to give in support of your application to participate in RPL? (Attach other pages if needed.)			
Declaration	I declare that the information contained in or provided with this application is true and correct.		
Candidate's signature		Date	



## SECTION 3 PORTFOLIO EVIDENCE SUBMISSION

Submit the Documents Attached to AOT

List of Attached Documents - **DOWNLOAD THE RPL SUBMISSION TEMPLATE**

- ☐ Completed - AOT Enrolment Form
- ☐ Completed - Section 2 Application For RPL/RCC Form
- ☐ Completed - A1 Self-Assessment Form

If you are including documents in your application, please provide a brief description below

Document number	Document title or brief description (e.g. type of document, purpose, date, author) <i>e.g. 'Letter from parent of toddler leaving the service, thanking me for my work in supporting him during his time there, June 2018 (names erased).'</i>	Evidence to support claim for Unit or Units of Competencies	Is it attached?	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Attach additional sheet if required

**Candidate's declaration: The information I have provided is accurate and truthful; and (unless stated) the attached documents are my own work.** (Sign to indicate you agree with the declaration, and have your signature witnessed by your workplace representative.)

Candidate's name		Witness's name/title	
Candidate's signature		Witness's signature	
Date		Date	

**DOWNLOAD and COMPLETE A1 Self-Assessment Form for the relevant Qualification/Unit of Competency you are applying for.**