
RECOGNITION OF PRIOR LEARNING (RPL) INFORMATION PACK



Allens Training Pty Ltd | RTO #90909

6 Bottlebrush Ave, Noosa Heads, QLD 4566 | FEBRUARY 2022

Table of Contents

What is RPL?	3
Why you should consider applying for RPL?	3
Overview of the Recognition Process	4
What happens during the RPL process?	5
Preparing for an RPL assessment pathway	6
Request an RPL application kit	6
Allens Training Pty Ltd contact:	6

What is RPL?

RPL is a process that recognises the knowledge and skills you already have. It involves assessment of your relevant prior learning and experience to determine whether you have demonstrated that you have consistently applied certain knowledge and skills to the standard of performance required in the workplace.

A 'Unit of competency' is a specification designed by industry that describes those skills and knowledge industry expects workers to have to carry out a particular workplace task. For example, the skills and knowledge required to competently design and produce simple spreadsheets have been specified by industry in a unit of competency called *BSBTEC302 Design and produce spreadsheets*. All unit of competency are stored in a National Register of training called: training.gov.au (or 'TGA').

Therefore, your RPL application must be based on your ability to demonstrate that you possess the level of skill and knowledge as outlined in each unit of competency you wish to apply for, and that you have applied them in a practical sense on more than one (1) occasion.

The RPL model used by Allens Training Pty Ltd is a guided and supported process that relies on your ability to demonstrate your competence by participating in a discussion with an Assessor about where, when and how you have carried out the tasks of a unit, referee/contact verification of your skills and knowledge, and, if required, completing one (1) or more practical tasks to assessing your practical skills. It does not focus on you being able to provide documents as evidence, but on you being able to discuss your relevant skills, knowledge and experience with an Assessor, providing the contact details of at least one (1) person who can verify that have you the claimed skills, knowledge and experience and, if necessary, completing one (1) or more practical tasks to demonstrate your skills.

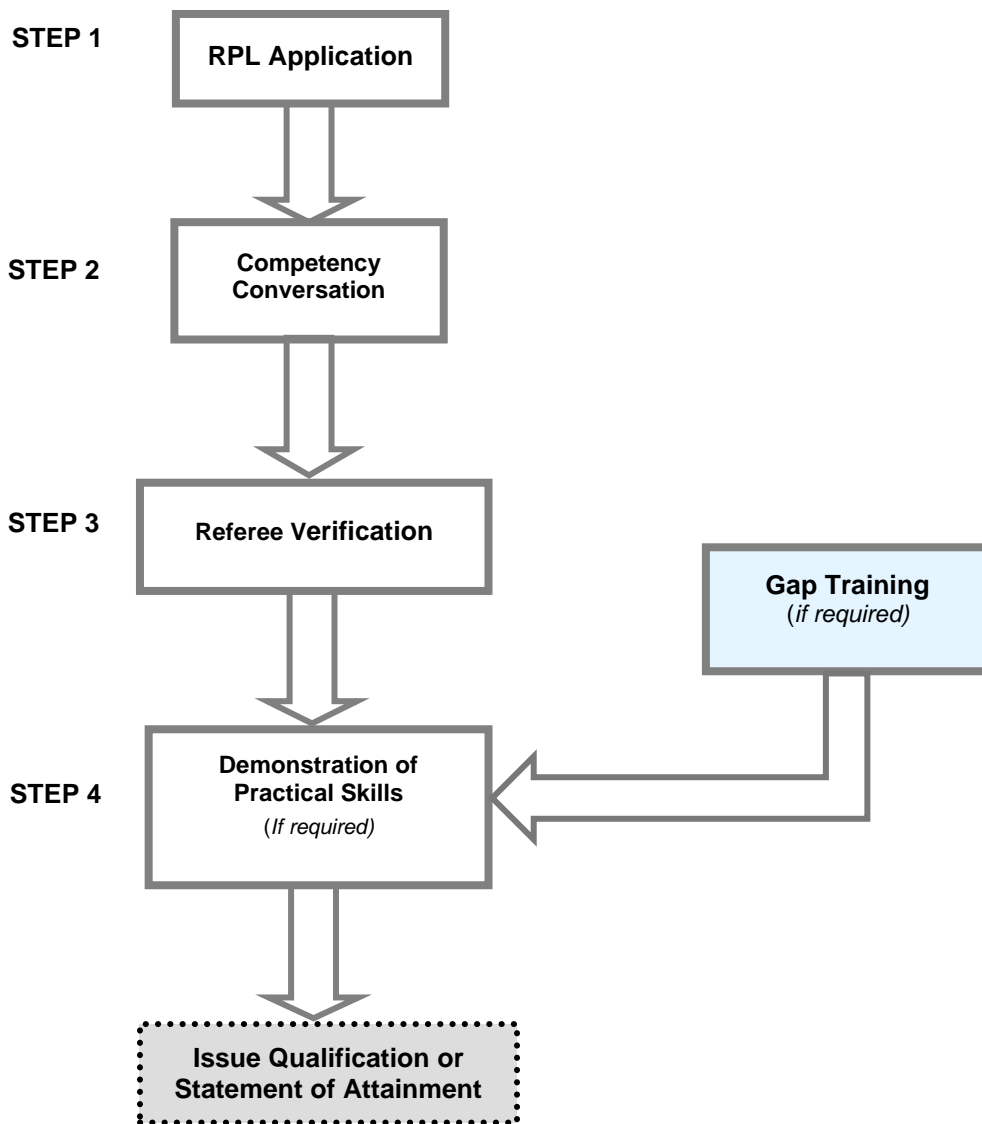
Why you should consider applying for RPL?

If you apply for RPL and your application is successful you could:

- Reduce or eliminate the need for any training in skills and knowledge you already have.
- Save time by not needing to attend any or a reduced number of classes and completing unnecessary work.
- Save money because you will not have to buy access to learning material and classes.
- Advance to a higher-level qualification in a shorter time if desired.

Overview of the Recognition Process

The flowchart summarises the RPL process. Each step of the process is explained in more detail in the next section.



What happens during the RPL process?

There are four (4) steps to the RPL assessment process. Once Allens Training Pty Ltd has provided you with an RPL Kit for the unit(s) of competency you are seeking, you need to follow these steps in order to complete the process:

Step 1 RPL Application	Prepare and submit your application for RPL (in the RPL Applicant Kit).
Step 2 Competency Conversation	<p>A qualified Assessor who has demonstrated experience in the relevant industry area will be organised for you.</p> <p>They will contact you to discuss your application and lead a discussion with you based on the information you provided in your application for RPL to identify your current skill, knowledge and experience relevant to the unit in which you are applying for recognition.</p>
Step 3 Referee Verification	Your assessor will contact the people nominated by you to confirm your knowledge, skills and experience related to the unit criteria.
Step 4 Demonstration of Practical Skills (if required)	<p>If Steps 2 & 3 did not collect sufficient evidence to confirm you have consistently applied the knowledge and skill of a unit of competency to the standard of performance required in the workplace, your Assessor will ask you to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the unit of competency in which you are applying for recognition.</p> <p>Your Assessor will identify the skills they want you to demonstrate by asking you to complete certain tasks.</p>
Issuance of Award	Upon successful completion of the RPL process*, you will be awarded a nationally recognised Statement of Attainment for the unit of competency applied for.

If throughout the process sufficient evidence is collected to confirm you have consistently applied the knowledge and skill of a unit of competency to the standard of performance required in the workplace, you will be awarded a nationally recognised Statement of Attainment for the unit of competency applied for.

If after completing Steps 2, 3 & 4 of the process there are any gaps in your knowledge and skills against the unit of competency criteria, your Assessor will work with you to develop a gap training plan. The Assessor will advise you what is required to assist you in achieving a competent result.

Preparing for an RPL assessment pathway

Once you have decided an RPL assessment pathway is the appropriate option for you:

- Decide what unit(s) of competency you think you have enough skills, knowledge and experience in to be successful in an application for RPL.
- If you are not sure what unit(s) of competency align to your skills, knowledge and experience, contact Allens Training Pty Ltd to discuss.

Request an RPL application kit

- Contact Allens Training Pty Ltd and request an RPL Applicant Kit for the unit(s) of competency you wish to apply for recognition in.
- Read the RPL Applicant Kit.
- Follow the steps in the Applicant Kit to apply and start the RPL process.
- Contact Allens Training Pty Ltd at any stage if you have questions about the RPL process.

Allens Training Pty Ltd contact:

Email: compliance@allenstraining.com.au

Phone: 1300 559 064

Website contact page: allenstraining.com.au