

CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY TRAINING (COHST)
**Recognition of Prior Learning (RPL) &
Recognition of Current Competencies (RCC)
GUIDELINES**



What is RPL/RCC

RPL/RCC is the formal acknowledgment of skills and knowledge that you currently have. The application process requires you to provide evidence of, or demonstrate, your current ability to perform the requirements of the performance criteria of each of the performance criteria within the unit

1. RECOGNITION OF PRIOR LEARNING/ RECOGNITION CURRENT COMPETENCIES

- a. For the purpose of **recognition of prior learning (RPL)** the applicant must:
- Submit evidence of the skills and knowledge gained while on-the-job and which are relevant to this unit;
 - Submit evidence of the skills and knowledge gained in other contexts and which are relevant to this unit;
 - Show how these skills and knowledge are relevant to the requirements for this unit in this qualification; and
 - Record these skills and knowledge in an easily understood format which can be retained for future use.
- b. For the purpose of **recognition of current competencies (RCC)** the applicant must:
- Submit certification that you are registered to practice in your current occupation and what evidence your registration requires for you to be issued with your certificate to practise.

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

- * Formal training
- * Work experience
- * Life experience

If the applicant can show (via this application form and/or interview) that they have the required skills or knowledge then they will be granted a RPL/RCC for this unit, and exempt from completing the work required for this unit.

2. SELF ASSESSMENT FOR RPL/RCC

The first thing to do is a self assessment. The applicant is the most appropriate person to make judgements about their knowledge and skill levels.

The applicant must read each **performance criteria** for each unit and decide if they can demonstrate evidence of prior learning from their work environment, life experience or from previous training which they have undertaken.

The **performance criteria** for each element can be found on the RPL Unit Application form (<http://www.tafe.swin.edu.au/ahs/cohst/recognition-of-prior-learning.html>)

3. EXAMPLES OF EVIDENCE FOR RPL APPLICATION

The applicant is required to provide tangible evidence to support their RPL/RCC application. Remember that a single piece of evidence can be used to meet more than one performance criteria in any unit. Following is a list of types of evidence that can be used and will help the assessment of the applicants' portfolio.

- Confidential documents / privacy
- Handouts/samples
- Job/Position Description
- Evaluation forms
- Memos (you have drafted)
- Scripts
- Checklists
- Letter/s of validation
- Completed job cards
- Letters (you have drafted)
- Feedback sheets/ surveys
- Copy of daily 'To do list'
- Booking sheets
- Department documents
- Diary entries
- Drawings/plans you have created
- Brochures/Flyers you have produced
- Assessment tools you may have used
- Forums/meetings/conferences/seminars you have helped organise
- Minutes of meetings (that involve you doing an action with a result) and Agendas
- Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc)
- Bookkeeping/other financial records you have set up/maintain
- Video recordings / photographs of you undertaking activities
- Training needs analysis/goals/session plan
- Letters of support/appreciation
- Notation's made on documents
- Kits/induction tools
- Performance appraisals/review
- Procedures/Policy
- Pro-formas / forms you use
- Promotional material
- Records
- Organisational Chart (with names)
- Budgets/costing sheets etc
- References from supervisor/peers
- Booking sheets
- Budgets/costing sheets etc
- Email correspondence
- Fax messages
- Certificates/Qualifications
- Outline of organisation that you work for
- References from previous employers
- Spreadsheets
- Standards used
- Statements from supervisors/peers
- Statements of Attainment
- Team projects (outlining your roles)
- Training Diary
- Units of competence
- Witness testimonies
- Workplace evidence
- Review of logbooks
- Team meeting notes
- Reports you have drafted
- Resume, Curriculum Vitae
- Role plays
- Samples of work
- Schedules
- Witness testimony or third party reports
- References from supervisor/peers

4. HOW TO PRESENT EVIDENCE

Submit an **Evidence Summary Sheet** as follows:

- a. Write down and number each element. Under each element number the performance criteria for that element.
- b. Indicate which evidence covers which performance criteria for each element (evidence may cover more than one).
- c. Present the evidence summary at the front of the evidence portfolio. Present the portfolio with dividers for each unit. Where evidence is relevant to more than one unit, ensure that it is labelled that way.

Example of Evidence Summary Sheet

AMCM40104 Certificate IV in Competitive Manufacturing		Unit: AC432A Analyse manual handling
Nominal hours: 25 hours	Type of Unit: Core	Prerequisite: None
Elements and Performance criteria	Suggested evidence	
1. Assess manual handling risks		
1.1	Identify manual handling hazards in work area	Copy of a signed off Job Hazard Assessment Form (or similar workplace document) applicant has conducted or been involved with Email outlining manual handling assessment Copy of organisation's Manual Handling policy and procedure

To gain RPL it is essential that the RPL/RCC Assessor is completely satisfied with the credibility of the applicants RPL claim.

5. ASSESSMENT OF AN RPL/RCC 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:

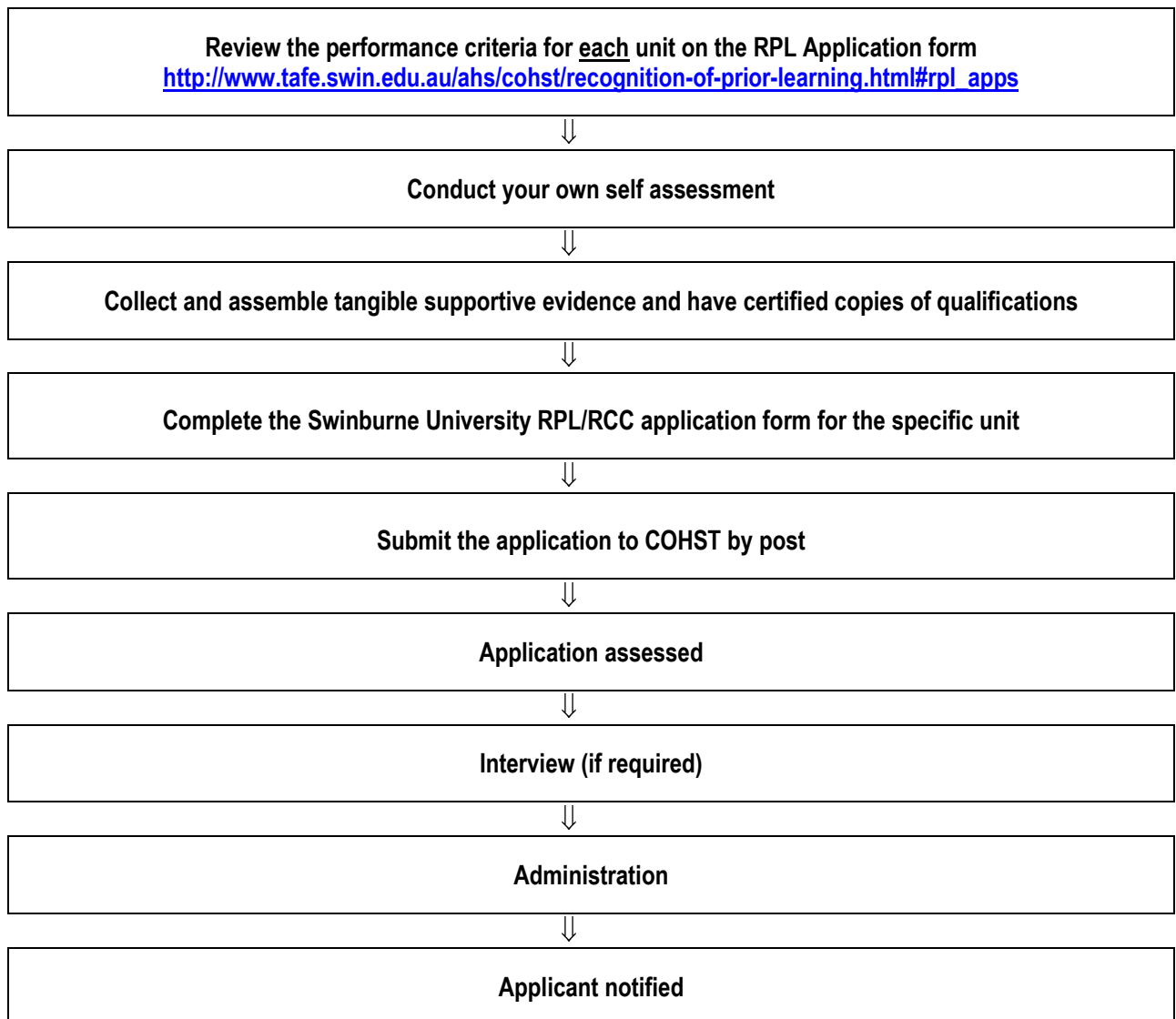
A unit and RPL/RCC expert will assess your application against the assessment criteria and will contact applicants to let them know;

- a. The units that they have been granted RPL/RCC or
- b. Details of those units where further evidence is required or
- c. Recommend additional training where required or
- d. To produce current certification to show you are registered to practice in your current occupation or
- e. Details regarding an RPL/RCC interview (if required)

6. RPL/RCC INTERVIEW

You may be asked to attend an interview because there is some doubt regarding the evidence you have supplied. The purpose of the interview is to allow you the opportunity to confirm the evidence you have supplied to support your claim. The RPL/RCC Assessor may require you to demonstrate or answer direct questions regarding the performance criteria of the unit.

7. RPL/RCC ASSESSMENT SUMMARY



8. INSTRUCTIONS FOR APPLICANT

Please read each of the elements for each unit on the application form. If you have the experience or knowledge described in the elements/performance criteria then:-

- Tick the box next to the element
- List what evidence you will provide to demonstrate this experience.

You **MUST** provide evidence for each element with the RPL application. If one piece of evidence covers all the elements, please state how this is so in each element.

- Please note **IT WILL NOT SUFFICE TO SAY THAT YOU GAINED EXPERIENCE FROM ONE PARTICULAR JOB OR COURSE/CERTIFICATION.** You need to state:
 - How you gained this experience/certificate to practise.
 - How it is relevant to the unit/element/performance criteria you are applying for
 - How long was the job/course (dates) or validation date of certificate to practise and expiry date
 - Who can vouch for the work that you did – signed letter of employer, supervisor/manager or certified transcript of course listing all the units and your marks. (see examples of evidence)
 - What specific tasks/assignments you completed relevant to the unit and evidence to prove this.

- **Please provide additional written pages if necessary (or you can include it in your Evidence Summary Sheet)**

- If the evidence has been gained from another course/qualification which is not the same as the unit number you will be undertaking, please attach a copy of the certified copy transcript of your qualification (listing all the units/subjects studied and your marks) with your evidence.