

# KWSC TRAINING

## RECOGNITION OF PRIOR LEARNING INFORMATION

### What is the difference between RPL and Credit Transfer?

RPL is an assessment process where it is possible for a person to be given credit for formal or informal training previously undertaken or experience gathered through work and life experiences, where it relates to the course they are enrolling in. The main focus of RPL is on the performance criteria in the various units of the course, not how, when or where the learning occurred. Hence there is no distinction between formal and informal learning.

The process of RPL takes into account that various competencies can be acquired through:

- Previous qualification
- Work experience
- Life experience

This process differs from Credit transfer. Credit Transfer, also known as CT, is a process through which a person may be granted credit for previous formal training only where it can be shown that the content of that previous training is substantially the same as the course they are about to enrol in.

### RPL Process

Follow this step by step process to apply for RPL:

1. Discuss your RPL potential with a KWSC Training assessor. You may apply for RPL for part of or an entire qualification but there **must be** sufficient reliable & valid evidence to support your application.
2. Collecting evidence - you will be provided with support & advice in collecting your evidence. If practical observation is required an on-site visit can be arranged so you can demonstrate of your skills.
3. Submit your RPL Application - complete the RPL application form, enrolment form and submit along with supporting evidence and fee payment (if applicable) to:

KWSC Training Administration  
Hamilton Room  
Level 1 Kedron Wavell Services Club Inc  
375 Hamilton Road  
CHERMSIDE QLD 4032

Or post to:

Compliance Officer  
KWSC Training  
PO BOX 107  
CHERMSIDE SOUTH QLD 4032

Ensure that you submit your completed application, along with any relevant evidence, for assessment. An assessor will contact you to arrange any further interviews or workplace visits if necessary. Alternatively they may inform you that your application has been approved without need for further evidence / interview.

Fees will be no higher than students would normally be required to pay.

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## Is there any funding available?

Government funding for RPL is available via Skilling Solutions Queensland, which allows potential students to register with them and pick a preferred supplier (training institution) to undergo an RPL process. KWSC Training is a preferred supplier with Skilling Solutions Queensland, for more information please refer to their website: <http://www.skillingsolutions.qld.gov.au/services/index.htm>

Please note that the funding is only for \$500, for some more complex RPL applications (whole qualifications etc..) the process may take some time to complete therefore there may be additional costs. This is decided on an individual basis.

## Assessment & Certification

An assessor will contact you to arrange an interview or workplace visit to substantiate claims and review evidence. If you have not provided sufficient evidence to support your application, you may be assessed through a combination of observation, practical demonstrations and third party verification.

If you are successful with your application and your assessor has deemed you as 'RPL granted,' a Qualification Certificate or Statement of Attainment will be issued once payment has been received. If the RPL assessment has been only partially successful then gap training may be provided (fees applicable).

## What evidence can I provide?

The evidence that you provide will vary depending on the qualification that you are applying for RPL. Your evidence should be presented and arranged in a portfolio. Evidence can be separated into the following sections:

1. Evidence of previous study – Desired but not mandatory.
  - Certified copies of any certificates of qualifications, statements of attainment or relevant academic transcripts. (Must be certified by a Justice of the Peace.
  - Statements of participation for internal organisation training, workshops, seminars, industry specific networking, memberships or professional development functions.
  - Course outlines and samples of assignments / research / studies that you have completed.
2. Evidence of relevant work experience – Mandatory.
  - Work references.
  - An up to date copy of your resume.
  - Current and previous position descriptions / duty statements.
  - Relevant work samples such as reports you have compiled, minutes of meetings that you have attended or chaired, photographic, audio or video evidence.
  - Prizes or awards that you have received.
  - Third party evidence.
  - Being observed at work or demonstrating a particular skill in a simulated work environment

When providing evidence you must ensure that it meets the following requirements:

1. Valid – the evidence directly links to and covers the broad range of knowledge and skills required to achieve competency in this unit.
2. Authentic – the evidence must be your own work.
3. Current – the evidence must indicate whether it relates to current or past situations in order for the assessor to determine your current competence. There may need to be a check that the competencies demonstrated in the past are still held.

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4. Currency refers to the time period that has elapsed since the experience and / or qualification was gained and is generally required to be less than five years old. If you have qualifications that were more than five years ago then you must provide evidence that this knowledge and skill has been used in the last two years.
5. Sufficient – the amount of evidence submitted must be sufficient to enable an assessment of competence to be made. If there is not enough evidence presented, you may be requested to provide more or to complete a project, assignment, test or demonstration.
6. Reliable – the evidence must be consistent with acceptable industry standards of practice. A range of examples of evidence from a range of contexts will demonstrate reliability.

KWSC Training recognises that it is sometimes difficult to locate evidence and previous employers. If you feel that you have gained sufficient knowledge and skills to be deemed competent you can apply for other means of assessment including testing your knowledge and skill, oral open questions, role plays and simulations.

## Outcomes

There are only three possible outcomes of RPL assessment:

- Grant recognition
- Deny recognition
- Requires further evidence for assessment or gap training

On your satisfactory completion of the application you will be awarded a nationally recognised certificate. If you requested RPL for individual units you will be issued with a statement of attainment, specifying the unit(s) successfully completed.

If the recognition is not granted, you have the option of either completing the unit/qualification in full with KWSC Training (course fees will apply) or providing additional evidence to support your competency.

Once a decision has been made you will receive a written report from your assessor outlining competencies for which you have been granted recognition and competencies not granted. It will also outline the reasons for the decisions reached and what you need to do if you wish to appeal those decisions.

## How much will RPL assessment cost?

Fees apply for RPL assessments.

KWSC Training charge RPL assessments at an hourly rate per unit hours. Total hours will vary depending on the complexity of an application and also on the number of units that RPL has been applied for. A tax invoice will be either provided to yourself or your employer at the completion of the RPL process.

Please note that if your RPL application is unsuccessful and you still want to gain the qualification then you must re-enrol in the unit/s and pay all the associated fees for that unit.

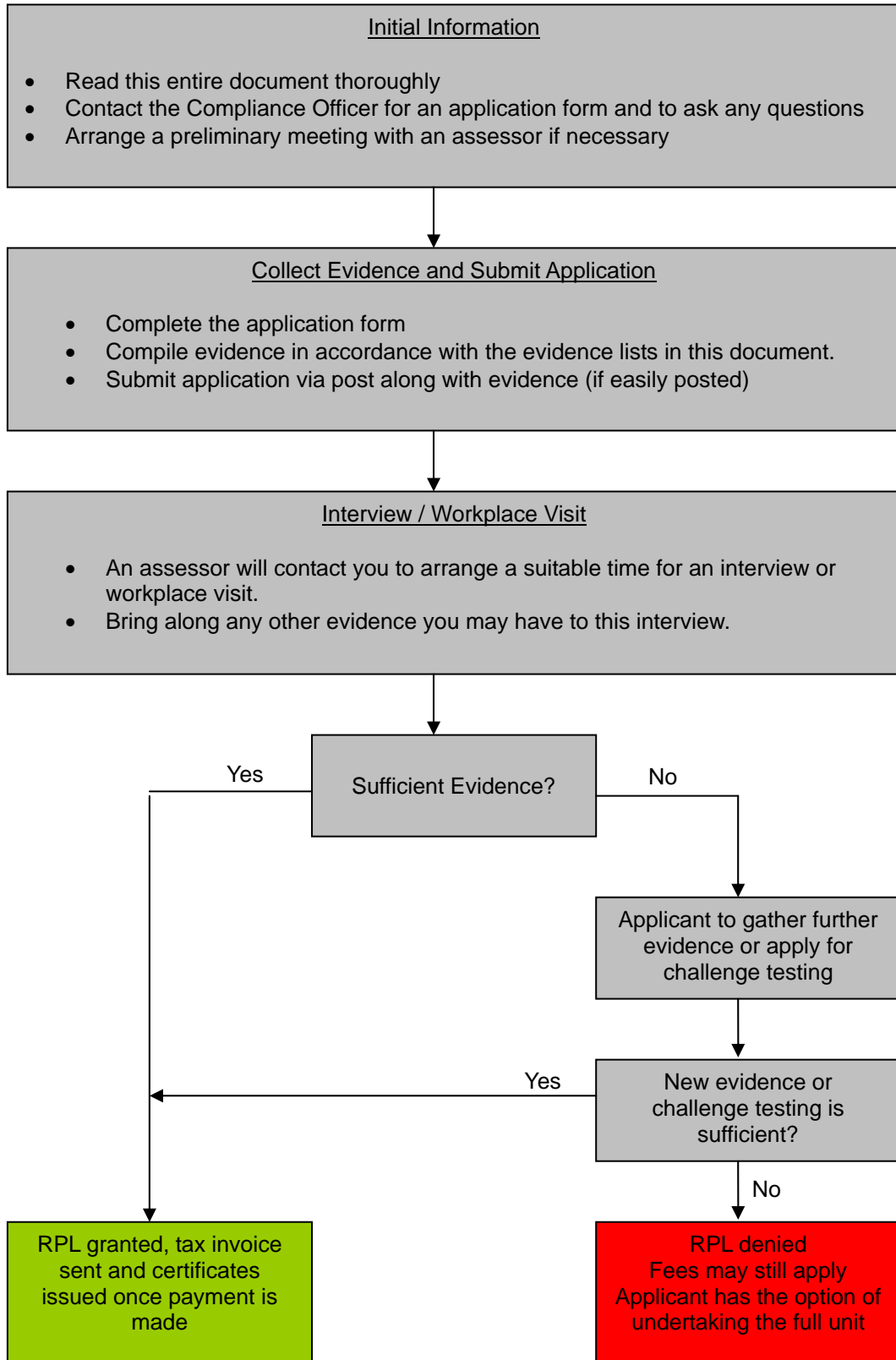
Remember the more evidence you are able to provide will result in a faster RPL process and therefore lower the cost.

## Want to know more information?

Should you require assistance with the completion of the form or require any other general information contact the Compliance Officer – 3350 0946. If you have an enquiry relating to the course or your evidence then ask to speak to an assessor – 3350 0945.

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**Recognition of Prior Learning (RPL) Process Flowchart**



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