

## RECOGNITION OF PRIOR LEARNING (RPL) Assessment Tool

<b>Applicant's Name</b>		<i>Student ID #</i>	
<b>Highest Qualification</b>		<i>Group</i>	
<b>Email</b>		<b>Mobile Phone</b>	

This document is to be used for the recognition of skills and knowledge an individual has achieved through on the job training, formal or informal education and life experience. Each unit is addressed individually and an applicant may be invited for an interview with an assessor. An applicant may also be required to complete a self-assessment depending upon the unit of competencies applied for.

This RPL Assessment Tool Kit has been developed by the MIC, in consultation with industry, as a resource to assist RPL Assessors by providing a set of quality assessment tools which can be used to conduct whole of qualification's RPL.

This Kit also contains information which can be provided to the candidate.

This kit should be customised to suit the needs of the candidate, employer/industry or Assessor and should reflect the purpose for which it is being used.

### **Information for Assessor:**

The RPL process is a streamlined process which **does not** rely solely on documentary evidence. It uses a combination of questioning, practical assessment and supporting evidence to provide evidence of the candidate's competence.

It is not intended that every question for each competency be asked or discussed during the conversation. Only questions related to those competencies that the initial documentary review has failed to fully address are required.

Use the Assessor's Comments section next to each question to provide further details about the context of the discussion or other key points and examples the candidate has discussed that may be relevant in confirming competency.

It is important to remember that the notes taken during the questioning interview are important evidence and should be retained as part of the candidate's assessment records.

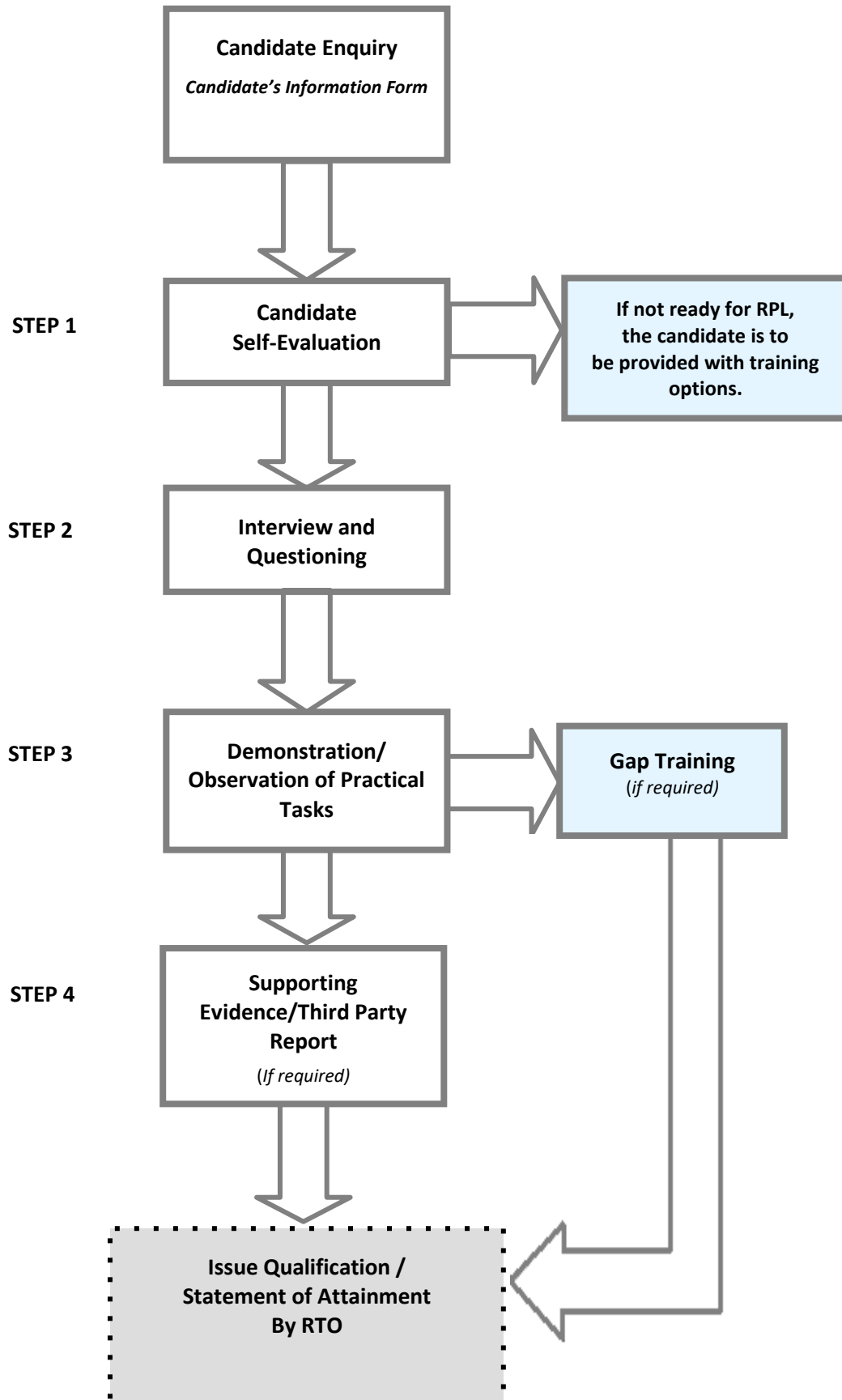
The interview should allow the candidate to confirm their knowledge as identified by their Self-Evaluation against relevant units of competency. The Assessor may use questions to guide the interview, ensuring that the candidate addresses the key points identified for each question/unit.

These key points exist as a guide only, and the Assessor is encouraged to expand on them where necessary to satisfy depth of underpinning knowledge and skills.

The practical tasks may be modified to suit the context of the candidate's workplace, job role or their work environment. Not all tasks need to be completed by the applicant. The Assessor should select only those tasks that will provide the required evidence to prove competency by the candidate.

For a whole qualification it **may** be necessary to perform all tasks. It is important to remember that the notes made by the Assessor during the observation of the practical demonstration are important evidence and should be retained as part of the candidate's assessment records.

## Overview of the RPL Process



## Information for Applicant

*Here are some tips to make the application process and interview easier for you.*

Your Assessor will ask you to talk about your work roles and your employment history.

Bring a copy of your résumé. You might like to write down any work you have done in the past (paid or unpaid) and where this took place.

If you have certificates from any training courses you have completed, bring along either certified copies or the originals to the interview with the Assessor and they can make a copy of them.

Bring along any other documentation that you think would support your claim that you have done this work over time.

The following is a list of some of the documents you can provide as examples of your work history:

- brief CV
- certificates/results of assessment
- any licence
- tickets held, e.g. forklift, crane
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate your trade or industry experience or support your claim.

Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process.

Think about who you would consider to be your workplace contact or referee.

Is your employer happy to support your aim to become qualified?

Would you feel comfortable if the Assessor contacted your current workplace or previous workplace/s to validate your skills and spoke to your supervisor/s or employer/s?

You will need to supply the contact details of work referees who can confirm your skills in the industry. Think about who the best person to confirm your skill level would be.

Think about current or recent supervisors or employers who have observed your work and who would be able to confirm your previous work skills and experience. The Assessor will need to contact them.

You can speak with your Assessor about other ways you can show your skills for the trade or industry in which you are seeking recognition.

These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentiality issues – see below) or any other relevant documents.

## Applicant's Self-Assessment

**Qualification in which you are seeking RPL:** \_\_\_\_\_

**Please list only those Units of Competency for which you are seeking RPL. If necessary, attach a separate page.**

Unit Code	Unit Title	I have performed tasks based on this unit (Frequently (F), Sometimes (S), Never (N)).
E.g. BSBCMM401	Make a presentation	S

**Employment experience**

*Include any relevant work experience such as details of paid, unpaid, voluntary and community work. Give details of the employer, type of work and the relevant dates. You will need to provide evidence to substantiate the skills and knowledge identified (e.g. a letter from the employer). List the most recent experiences first. If necessary, attach a separate page.*

Employer	Position held / Type of work	List all units that are directly linked to the job role	Evidence
			<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

### Life experience

List any other interests and/or experiences that have helped you to gain the skills and knowledge you claim relate to the benchmarks. Draw on personal interests, hobbies, community involvement and home life if you choose. For example: Involvement in community groups, committees, sporting groups, clubs and College associations.

Type of experience (Hobbies, interests)	Relevant skills & knowledge gained	List all units that are directly linked to experience	Evidence
			<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

### Evidence required

Applicants are to collect evidence of their existing skills & knowledge to prove competency in each unit. Please tick the relevant boxes below as per all evidences attached to this form. Only certified copies are accepted ( DO NOT attach originals). Please note that your assessor may require you to provide additional evidence and use multiple assessment methods including questioning, practical demonstration, presentations etc. It may be identified at this stage that you may need to undertake a gap- training.

<input type="checkbox"/> Certificate / Statement of Attainment / Academic Transcript relevant to this course
<input type="checkbox"/> Samples of work/assessments relevant to this course
<input type="checkbox"/> Current Resume and Current / most recent job description
<input type="checkbox"/> Work experience / photos or work undertaken / and/or placement log books
<input type="checkbox"/> Membership of relevant professional association / unions
<input type="checkbox"/> Copies of industry relevant licences / awards
<input type="checkbox"/> Reference / testimonials / performance evaluations from past / present employers
<input type="checkbox"/> Other (please specify):

Rate your knowledge and skills against the overall qualification/industry relevant to your RPL application.			
Industry area:	YES	No	Possibly
I think my experience is of a high level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think I am skilled to do this job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to do the work tasks really well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can explain my experience and provide documentary evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken much of this work without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further training			
I have attended training courses in this area of work.	<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes', what training did you undertake? (must be supported by evidence)			
Is there any further information you wish to give in support of your application?			

### Details of Professional Referees (2)

<b>Name 1</b>		<b>Position 1</b>	
<b>Organisation 1</b>		<b>Phone 1</b>	
<b>Email 1</b>			

<b>Name 2</b>		<b>Position 2</b>	
<b>Organisation 2</b>		<b>Phone 2</b>	
<b>Email 2</b>			

### Applicant's Declaration

I certify that the information provided and evidence given in support of this application is accurate and complete. I understand this application will not be processed unless I provide all required documentation and the decision made by an assessor would be final. As a result, I accept that there may be changes to the overall duration of my course.			
<b>Applicant's Signature</b>		<b>Date</b>	

**ASSESSOR USE ONLY**

Interview date: \_\_\_\_\_

Conducted via:     F2F at Applicant's workplace                       F2F at RTO premises                       Phone

Interview Questions	List all units that are relevant to the question	Answered Satisfactorily
		<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
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Demonstration / Observation Date: \_\_\_\_\_

Location:     Applicant's workplace                       RTO premises                       Other: \_\_\_\_\_

During the demonstration or observation of skills, the candidate has performed the following tasks.	List all units that are relevant to the task	Satisfactory
		<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
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Assessor Notes**

**FINAL RESULT**

Unit Code	Unit Title	Evidence collected				RPL Granted
		Questions	Practical	Third Party Evidence	Portfolio evidence	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Assessor Sign off**

<b>If RPL is not granted for one or more units, please tick applicable boxes:</b>			
<input type="checkbox"/> Insufficient evidence	<input type="checkbox"/> Evidence was not current		
<input type="checkbox"/> Evidence did not relate to units	<input type="checkbox"/> Inconsistencies in the evidence submitted		
<input type="checkbox"/> Other (please specify):			
<b>Assessment method (s) used</b> (if not listed above. Must be supported by evidence):		<b>Details / Comments / Notes:</b>	
<input type="checkbox"/> Verbal Questions (please include these in interview questions)			
<input type="checkbox"/> Written assessment / exam			
<input type="checkbox"/> Relevant activities (provide details)			
<input type="checkbox"/> Other (please specify):			
<input type="checkbox"/> Reference check carried out (if applicable)			
<input type="checkbox"/> Advised applicant about the final outcome			
<b>Assessor's Name</b>			
<b>Assessor's Signature</b>		<b>Date</b>	