

RECOGNITION OF PRIOR LEARNING – APPLICATION KIT – LEARNER GUIDE

Over the course of your working and personal life, you may have gathered skills and experience that relate to a specific topic or subject. If that experience can be “aligned” or “mapped” to one (or more) Nationally Recognised Units of Competency, you may wish to apply for Recognition of Prior Learning.

What is RPL?

Recognition of Prior Learning (RPL) acknowledges the full range of an individual’s skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other life experiences.

If you are interested in applying for RPL, please read the following pages which explain all the requirements to undertake the RPL process with Quality Service Skills (QSS). As a Registered Training Organisation, QSS can issue you with a Nationally Recognised Statement of Attainment (or a full Certificate) for Units of Competency achieved through the RPL process. Please feel free to organise a time to discuss your application and the process with QSS, either face-to-face or by phone. There is no charge to discuss the process.

You may also have completed Accredited Training with one or more Registered Training Organisations and been deemed Competent in one or more Units of Competency that *could be put towards a Qualification* that Quality Service Skills offers. In that instance, you may apply for Credit Transfer for those same Units of Competency. There is no charge for Credit Transfer. Please see our Credit Transfer Application Kit – Learner Guide.

How do I apply for RPL?

All the steps below can be undertaken by Quality Service Skills on your behalf, or you can do yourself. If you require assistance to complete this form, please call Jackie on 0438848850 or email jackie@qss.edu.au


Step 1: Determine which Unit/s of Competency or Qualification you wish to apply for.

- Go to <https://training.gov.au/Organisation/Details/90791> to confirm which individual Units of Competency, or full Qualifications we can offer RPL
- Click on ‘Scope’

Option A:

- If you are interested in a full Qualification, they are listed at the top of ‘Scope’. Click on the Qualification Code to see the full list of Units, and the ‘packaging rules’ to meet the requirements of a full Qualification.

Qualifications



Code	Title
BSB30115	Certificate III in Business
BSBS1615	Diploma of Quality Auditing

- Any Unit listed on the next page is available for RPL. Click on the individual Units and you will be taken to a new page with the Unit details.

Option B:

- If you are interested in an Individual Unit of Competency, go to the 'Scope' page and the Units are listed at the bottom.

Units of competency



Code	Title
BSBAUD501	Initiate a quality audit

- Click on the individual Unit and you will be taken to a new page with the Unit details.
- Please Note: There is no RPL available for Provide First Aid, Provide CPR or Provide Responsible Service of Alcohol (due to legislative requirements for completion of those Units)

Option A & B:

- Read through the Unit. Specifically focus on the Performance Criteria (the 1.1, 1.2 etc); as well as the Performance Evidence, Knowledge Evidence and Assessment Conditions (at the bottom of the page).
- If you are satisfied you have the experience (or the majority of), knowledge and/or skills relating to this Unit, you are ready to proceed.

Step 2: Complete the Expression of Interest Form (located in this Guide) and submit to QSS. You can email to jackie@qss.edu.au or post to PO BOX 47R REDAN VIC 3350. The Expression of Interest Form can be completed as a **summary** only at this stage, to provide QSS with an overview of your experience. The detail will be in your Portfolio.

Step 3: QSS will contact you to discuss the application and the evidence requirements. There is no charge to this point. If you wish to proceed, a quote will be provided to complete the RPL process.

Step 4: If you accept the quote QSS will provide you with the Unit of Competency Forms as per your application, as well as an Enrolment Form. These can be emailed to you as PDF Forms that you fill out electronically, or else posted to you in hard copy. QSS will also send you an invoice at this stage of the process.

Step 5: Start gathering your evidence, and put together your portfolio

Step 6: 1st Draft Portfolio submitted to QSS within agreed timeframes. Invoice must be paid by this stage. Face-to-face interview conducted. Any Gaps identified and discussed. Any Gap training (if needed) agreed upon. Any additional evidence (if needed) agreed upon.

Step 7: Completed Portfolio submitted. Step 6 may be repeated, and/or further steps discussed.

Step 8: Statement of Attainment and/or Certificate Awarded if all evidence provided (after invoice paid).

FAQ's:

What if I can only align "part" of the Unit of Competency?

If your skills and experience only meet part of the Unit, you may be required to undertake "Gap" training. In simple terms, if you can provide evidence for 75% of the Unit, you may be required to undertake Gap training to complete the remaining 25%. This Gap Training may include completion of assessments including demonstration of practical skills.

QSS cannot issue "partial" Statements of Attainment – you can only be awarded for a full Unit/s of Competency.

What are "competence" and "assessment"?

The primary responsibility of Registered Training Organisations is to certify the competence of individuals. Competence can be determined through the process of Assessment. Competence means "the consistent application of knowledge and skill to the standard of performance required in the workplace".

Assessment is "the process of collecting evidence and making judgements of whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a Training Package". Assessment includes collection of evidence, whether in a classroom (assessments etc), or through the RPL process (evidence-based).

In simple terms, you undertake *assessment* to determine your *competence*.

How much is enough evidence?

Evidence is measured in both quality and quantity. To ensure that "enough" evidence is provided to determine competency, Registered Training Organisations abide by the Rules of Evidence:

1. Valid: the evidence gathered must be relevant to the Unit of Competency.
 - E.g. Your Certificate II in Horticulture would not be relevant to a Diploma Level Quality Auditing Unit.
2. Sufficient: there must be enough evidence to have confidence
 - E.g. Providing one piece of evidence that you attended an Auditing workshop is insufficient (on its own) but combined with other evidence, can be included.
3. Current: the evidence must reflect the knowledge now, not at some point in the past
 - E.g. Whilst evidence can be gathered over a period of time, experience that *only* relates to 10 years ago is not current. However, evidence gathered over the last 3-year period would be current.
4. Authentic: the evidence must be gathered first-hand, and must relate to your work
 - E.g. Evidence must relate directly to your experience. It may be confirmed by a letter from your employer, or include (for example) your name on an Agenda or Invitation or Attendance Statement. QSS provides an Employer Declaration to assist you with this process.

What types of evidence will I need?

Evidence requirements will vary depending on which unit of competency you are applying for RPL. Each RPL Kit includes examples specific to the Unit, however a broad list of examples is included below:

- Position Descriptions (signed and/or endorsed by your employer) listing specific duties relevant to the Unit
- Records of Attendance at seminars, conferences and/or non-accredited training sessions relating to the Unit
- Statements of Attainment from Registered Training Organisations for other Units of Competency which may include similar performance and evidence requirements.
- Work Samples (these must demonstrate or have evidence of being your work)

I'm not experienced in the VET sector - what if I don't understand the Unit of Competency?

QSS can provide you with assistance to read and understand the Unit of Competency. QSS are experienced in the VET Sector and realise the paperwork can be confusing at times. QSS are here to help you.

How much does RPL cost?

Each application will vary depending on your individual circumstances. For example, you may need extra assistance from QSS to complete your paperwork, you may require Gap training, or additional interviews and/or discussions with your employer to assist with gathering 3rd party evidence may be required.

As a guide, a base price for a standard application is \$ 200 per unit of competency. This price includes all required QSS paperwork, as many support phone calls and/or emails as you require, and one face-to-face appointment with verbal question & answer session when you are ready to submit your portfolio. A Quote will be provided to each learner which clearly indicates the price for your individual application and any additions (such as Gap training) if required.

How long does the RPL process take?

Once an Expression of Interest Form is received, QSS will contact you within 24 hours to discuss your application. If you decide to continue the process, you will be given the RPL Kits for each Unit of Competency. How long it takes to gather the evidence and complete the kits is up to you.

There is no specific deadline for submission, except for:

- If a Unit of Competency or Qualification is superseded on www.training.gov.au (replaced with a newer version) QSS only has 12 months from that date to finalise all enrolments.
- If a Unit of Competency or Qualification is deleted on www.training.gov.au (and not replaced) QSS has 24 months from that date to finalise all enrolments.

In the first scenario, you will have the choice of re-enrolling into the newer Units of Competency (once they are on QSS Scope of Registration) if you choose, however the Unit of Competency may change significantly and this needs to be taken into account. Please read the QSS Procedure *PP014 Transition of Training Packages* for further information.

As a general guide, the process for RPL should take no longer than 2-3 months, but it may be as quick as 3 weeks. It is better if you set yourself a timeframe to ensure your application remains on track, however QSS will call you every 2 weeks to check on your progress, and confirm with you after 3 months that you wish to continue.

Expression of Interest Form:

Personal Details:			
Name:			
Address:			
Phone Number:			
Email:			
Date of Birth:			
USI:	Note: You do not need a USI to submit an expression of interest, but you will need one to commence to your RPL process		
RPL Information – Units of Competency being applied for:			
Full Qualification Name: <i>(if individual units, leave blank)</i>			
Total # of Units in Qualification: <i>(if individual units, leave blank)</i>		Total # of Units for RPL:	
Unit of Competency:		Unit of Competency:	
Unit of Competency:		Unit of Competency:	
Unit of Competency:		Unit of Competency:	
Unit of Competency:		Unit of Competency:	
Unit of Competency:		Unit of Competency:	
Unit of Competency:		Unit of Competency:	
Employment Overview – Work Experience relevant to Units of Competency being applied for:			
Current Position: <i>(include dates, title, employer, key tasks)</i>			
Previous Position: <i>(include dates, title, employer, key tasks)</i>			

<p>Prior Accredited Study – do you have a Statement of Attainment with similar Units of Competency that may be used RPL? Note: If Units are equivalent, please fill out the Credit Transfer Application Kit – Learner Guide.</p>	
Unit of Competency Code <i>(write down as per your Statement of Attainment)</i>	
Unit of Competency Code <i>(write down as per your Statement of Attainment)</i>	
Unit of Competency Code <i>(write down as per your Statement of Attainment)</i>	
Unit of Competency Code <i>(write down as per your Statement of Attainment)</i>	
Unit of Competency Code <i>(write down as per your Statement of Attainment)</i>	
<p>Any other skills / experience / training overview – relevant to Units of Competency being applied for: <i>(Overview only)</i></p>	
<p>Declaration:</p>	
Student Signature	
Date:	
<p>Please email this page to jackie@qss.edu.au or post to JACKIE MORIARTY, PO BOX 47R, REDAN 3350</p>	

Office Use Only:

Trainer to Complete:	
Learner has completed the RPL application form:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Learner Contacted to discuss:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Quote Provided and Accepted:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Invoice raised and emailed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
RPL Kits & Enrolment Form Emailed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Date Set in VETtrak:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Interview Set:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Processing:	
Learner contacted to advise outcome	Yes <input type="checkbox"/> No <input type="checkbox"/>
VETtrak updated with RPL results	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copies of relevant documents placed in learner file	Yes <input type="checkbox"/> No <input type="checkbox"/>
Processed Date:	
Processed by:	
Signed:	