



# RPL Handbook



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## 1. INTRODUCTION

The purpose of this handbook is to provide you with the information you need to use Recognition of Prior Learning (RPL)/Recognition of Current Competencies (RCC) in order to gain a qualification/s in Business, Retail, Financial Services, Information Technology and Training and Assessment from Certificate I to Diploma level

## 2. RPL

Briefly RPL (RCC) recognises that people who have the knowledge and skills required for competency in various units or modules of an accredited training course should not be required to re-learn what they already know.

Recognition of Prior Learning takes into account that various competencies can be acquired through:

- formal or informal training and education;
- work experience;
- general life experience, and/or;
- any combination of the above.

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.

## 3. RPL PROCESS

### 3.1. Information Stage

The information stage comprises the issuance of the "Application for RPL" form, the RPL Handbook and the Evidence Guide for the units RPL/RCC is to be applied.

### 3.2. Initial Support & Counselling Stage

Throughout the RPL Process, support and counselling is provided via a "help-desk". Contact the RPL Assessor (email: [training@hb.net.com.au](mailto:training@hb.net.com.au), phone: (07) 4639 4410, fax: (07) 4639 4431).

### 3.3. Application Stage

At this point the student applies for RPL through HB Training's "Application for RPL" form. You may apply for RPL for any number of units in the certificate course but there must be sufficient reliable and valid evidence to support your application.

Once you have completed your application, submit it to the Training Manager, HB Recruitment & Training, 4 Laurel Street, Toowoomba, 4350.

### 3.4. Assessment Stage

A qualified assessor will conduct the assessment. If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary.

If further assessment is required, it may take any practical form consistent with the assessment criteria for the claimed competencies and the principles of validity, reliability, fairness and flexibility.

The RPL Assessor may request an interview with the applicant and request supplementary evidence such as: a demonstration or skill test, further documentary evidence (portfolio, logbook, task book, projects or assignments; written presentation, case studies etc), and/or supervisor/employer verification. The form of assessment may be negotiated with the applicant.

There are three possible outcomes of the assessment:

- grant recognition
- deny recognition
- require further assessment.

You will be advised of the outcome of the RPL application. If the application for RPL is successful, the relevant certification will be issued to you. If you are not successful, you will be advised of the reasons and of the review process. You will also be advised of appeal mechanisms (*refer to HB Training Customer Complaints and Appeals Policy and Procedure*).

### 3.5. Certification Stage

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

To gain RPL/RCC for complete certificate courses, you must complete all core units as stated in the course structure. You must also demonstrate application of your skills and knowledge on-the-job.

You would usually achieve this as you complete the units and apply them on-the-job through the various assessment activities.

## 4. WHAT IS EVIDENCE

Whilst the evidence may take a variety of forms, the onus is on the applicant to provide sufficient evidence that they currently hold the relevant competencies. In determining whether an applicant has presented sufficient evidence, the assessor must ensure that the evidence is:

- **Authentic** – this means that evidence of prior learning presented by the applicant is his or her own work.
- **Valid** – this means that the evidence of prior learning is directly related to the current version of the relevant endorsed competency standards.
- **Reliable** – this means that the evidence of prior learning shows that the applicant consistently meets the standards.
- **Current** – this means that the evidence of prior learning reflects the applicant's current capacity to perform the aspect of the work covered by the standards.
- **Sufficient** – this means that the evidence of prior learning covers the full range of elements in the relevant unit of competency.

### RANGE OF VARIABLES

Each unit has a range of variables, which provides advice to interpret the scope and context of the unit of competency, the critical aspects of competency, the required underpinning knowledge and skills and the identification of Key Competencies and their performance level. In some cases there may be a reference to having access to real workplace conditions and infrastructure.

You are able to access these range of variables for the particular unit you are applying for RPL/RCC on [www.ntis.gov.au](http://www.ntis.gov.au) (training packages/competency standards).

## 5. SOURCE OF EVIDENCE

### 5.1. Qualifications

Attach certified copies of previous qualifications received to your RPL Application. These records of formal or informal training and education will be considered in the RPL assessment.

## 5.2. Work Experience

As you complete your application for RPL, outline fully how you applied and performed each competency in your work experience. Give reasons for the methods you used, and the outcomes of using these methods.

## 5.3. Life Experience

In your application list other things that have helped you gain the knowledge and skills to assist you achieve each of the competencies applied for. For example: organisational skills in committees, community organisations, special interest groups; performing bookkeeping/management activities for a family business etc.

## 5.4. Documentary Evidence

You will need to submit documentary evidence applicable to the unit(s) for which you are seeking RPL, eg: certification, references from past employers, testimonials from clients and work samples. At this stage there is no need to send the complete document with your application. Select a few relevant pages as samples.

## 5.5. RPL Evidence Guide

Accompanying this documentation is the RPL EVIDENCE GUIDE that forms part of the official record of your application that is retained by HB Training.

In your application provide **concise** details of any relevant prior experience you are using as the basis for the application. You may make cross reference to your qualifications and work experience above. Remember that you may use your life experience as well as your qualifications and your work experience to support your application.

Record your reasons for seeking RPL for each unit listed in the space provided after the description of the relevant unit. If there is overlap between units it is sufficient to cross reference. Indicate the nature of the evidence you are supplying to support your application.

**RPL APPLICATION CHECKLIST**

*In summary, include in your RPL Application:*

- RPL Application Form
- Qualifications
- Details of Work Experience
- Details of Life Experience
- Documentary Evidence
- RPL Evidence Guide

***Send your application to:***

The Training Manager  
HB Recruitment & Training  
4 Laurel Street  
TOOWOOMBA QLD 4350