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# Recognition of Prior Learning & Credit Transfer

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INFORMATION

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APPLICATION

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# What is Recognition of Prior Learning (RPL)?

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RPL is an assessment process, which assesses an individual's formal and informal learning, to determine the extent to which that individual has achieved required learning outcomes, competency outcomes, standards for entry, and/or partial or total completion of a qualification.

## What are the benefits of recognition of prior learning?

The benefits of recognition of prior learning include:

- engaging or re-engaging existing workers, enabling people with relevant skills to meet new workplace demands, use new technologies and change jobs;
- recognising a student's prior learning, so that credit may be gained for units of competency in a course being undertaken. This involves assessing a previously completed / partially completed course;
- identifying skills gaps, to see what training is needed to complete a qualification; and
- avoiding duplication of training and maximising employers' training budgets.

RPL can result in a full qualification, or a statement of attainment for partial completion of a qualification.

## What is involved in the recognition of prior learning?

The Australian Quality Training Framework identifies that skills may have been gained through:

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

The recognition of skills and knowledge should be acknowledged, regardless of where, how or when they were achieved. The skills of an individual are assessed against the relevant standards established by industry.

# Types of Evidence

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In your application you may use any of the evidence listed below.

### General employment documents

- brief CV or work history
- position descriptions
- certificates / results of assessment
- details of in-house courses, workshops, seminars, orientation or induction sessions
- references / letters from previous employers / supervisors

### Workplace documents

- licences
- brief CV or work history
- certificates / results of assessment
- indentures / trade papers
- certificates / results of assessment – interstate / overseas
- certificates / results of assessment – universities

- photographs / video of work undertaken
- diaries / task sheets / job sheets / log books
- site training records
- site competencies records
- 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 industry experience

## Steps in The Process

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### Step 1 – Provide information of your skills and experience

Complete the attached forms on pages 5, 6 and 7 and provide as much information of your previous experience in your work industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience.

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL, as the assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referees (supervisory), who can confirm your skills in the industry.

You will need to compile supporting evidence to demonstrate that you have the required level of competency in the units that you are seeking recognition for. The term 'evidence' applies to anything you produce to verify your skills, knowledge and experience, and must be matched to the elements and performance criteria of a unit of competence.

The evidence that you provide for your RPL assessment must comply with the 'rules of evidence' from the Australian Quality Training Framework.

This means that you must ensure that the evidence is:

- Valid – You must provide evidence that satisfies all requirements of the unit of competency.
- Relevant – The skills / knowledge / experience that you are claiming to have, should relate directly to the relevant unit of competence and be at a comparable standard;
- Current – you must be able to show that your skills are up-to-date and that you could demonstrate these now if required, a general guideline is less than two years old. Evidence that is older than two years must be supported by up-to-date evidence of your continued application of the relevant competence;
- Authentic – you must be able to verify that the skills / knowledge / experience in your application are genuine and the evidence you are presenting is your own work. Any copies of original qualifications, certificates or documents you submit must be certified by a Justice of the Peace (JP);
- Sufficient – You must provide sufficient evidence for the assessor to determine your level of competency.

There are various types of evidence that you can provide (dependant on what is most appropriate and relevant to the units of competence), which can be gathered from a number of sources. There are four types of evidence that you can collect and present:

1. Direct Evidence – Anything that you have either produced yourself or for which you have been primarily responsible i.e. Correspondence; business reports. You will need to provide two to four examples of each type of evidence to show that you have done this type of work over a period of time.

It is important to verify your work as your own by getting your supervisor to authorise the evidence that you have been submitted.

2. Indirect Evidence – Information about you i.e. formal certificates; position description. Witness testimony or third party reports – This is indirect evidence about yourself, and could include statements from other people (i.e. managers, supervisors, previous employers, customers or colleagues) to support your claim for RPL and should not be confused with a reference. This evidence should provide details about your duties, experience and responsibilities that are relevant to the learning outcomes or competencies of the unit of competence and also demonstrate the level of skill by you in your work.
3. Personal Statements – will generally only be considered as supporting evidence not primary evidence, however it is valuable to submit as it gives you the opportunity to explain the evidence that is specific to your own organisation/industry and highlights to the assessor the knowledge and understanding required to do your job. A personal statement should be a concise description of your work activities and the functions you carry out and must be related to the unit of competency.
4. Supplementary Evidence – In addition to providing evidence you may be required to demonstrate that you have the required knowledge and skills by answering either oral or written questions, and/or performing your work activities.

## **Step 2 – Conversation with assessor**

An assessor will review the information you have provided (usually with you) and begin to match your skills to the units / subjects in the qualification. At this point you will have the opportunity to discuss and identify your previous experience with the assessor, who will understand your industry experience and conduct a competency conversation with you. You will be required to answer relevant questions to identify your current skills.

## **Step 3 – Practical demonstration of your skills**

The assessor will conduct a skills test at your workplace (where possible / required). This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that you are required to demonstrate.

## **Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and inform you whether you have gained the full unit/qualification. If you do have skill gaps, these may be addressed through flexible training / learning.

## Further Tips

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Being prepared can save you valuable time and worry and make the recognition process stress-free for you.

Here are some tips and hints for you.

1. Be prepared to talk about your job roles and your work history, where you have worked, either paid or unpaid, and what you did there.
2. Provide position descriptions and any performance appraisals you have from any relevant areas that you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces, so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months, who would be able to confirm your skills. The assessor may need to contact them.
5. Collect any certificates from in-house training or formal training you have done.
6. You can discuss with us other ways that can show your skills at work. There is a range of ways to ways to demonstrate competence.
7. All evidence must be your own or directly relate to you.
8. RPL is offered usually at enrolment, but is available at other times during the programme.
9. *Essential Skills Training & Recruitment* will attempt to accommodate the assessment methods to the literacy levels, cultural background and educational background and experience of the student.

## Credit Transfer

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Credit transfer is granted to those students who have gained documented, verified evidence of achievements such as statements of attainment or certificates in a relevant competency or qualification from a registered training organisation (RTO) or TAFE. All copies of certificate submitted must be certified by a JP or other authorised persons. **If you only wish to apply for credit transfer you only need to complete your details on page 6 and the credit transfer application on page 10.**

You are now ready to get started. The application starts on the next page!

### Our contact details:

Phone: (02) 4961 0016

Fax: (02) 4961 4007

Post: PO Box 984, Hamilton, NSW 2303

Email: [info@essentialskills.com.au](mailto:info@essentialskills.com.au)

Website: [www.essentialskills.com.au](http://www.essentialskills.com.au)



**RPL & CT APPLICATION FORM**

**Applicant Details:**

<b>1. Course for which you are seeking recognition?</b>			
<b>2. Personal details</b>			
Full Name:			
Home Address:			
Telephone Numbers:	Home:	Work:	
	Mobile:	Fax:	
<b>3. Current employment</b>			
Are you currently employed?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If Yes, in which occupation are you currently employed?	..... .....		
Who is your current employer?	..... .....		
How many years have you been employed in this position?	..... .....		
<b>4. Further Training</b>			
Have you undertaken any training courses related to the occupation applied for?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>If Yes.</b>			
What occupation were you trained in?			
Training completion date: (month, year)			
Country where you trained:			
Name of course and institution: (if applicable)			
<b>5. Is there any further information you wish to give in support of your application?</b>			

**6. Professional Referees. (relevant to employment)**

Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Email Address	.....
Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Email Address	.....

**JOB DESCRIPTION ENDORSEMENT**



***This endorsement MUST be completed by your supervisor and attached to your current job description.***

**Supervisor's Endorsement**

This is the current job description for \_\_\_\_\_ . He/she  
(Student name)  
 performs their role to the standard required by \_\_\_\_\_ . He/she  
(Organisation)  
 has been employed in this role since \_\_\_\_\_ .  
(Date)

**Supervisors Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Contact No:** \_\_\_\_\_

**APPLICANT EMPLOYMENT HISTORY (or attach resume for section 1)**
**Section 1**

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

\* Please attach a copy of your current job description to this application with the completed **Job Description Endorsement** on page 7.

**Section 2**

If you are including other documents in your application, please provide a brief description below. Number your documents accordingly.

Document Description: (e.g. resume, photos, awards etc)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation.
1	
2	
3	
4	
5	
6	



**UNITS TO BE APPLIED FOR RECOGNITION OF PRIOR LEARNING**

Please detail below which units you wish to apply for and what evidence you have supplied to support your application.

Unit Code	Evidence supplied

**Declaration:**

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CREDIT TRANSFER APPLICATION**

You can apply for credit transfer for units you have completed in previous accredited training, whether it was a full certificate or a statement of attainment.

You will need to show your Essential Skills trainer your original certificate and/or transcript when submitting copies of your certificates or submit a certified copy with your application.

***Detail below the documents submitted***

Qualification	Training Organisation	Year	Units

**\* All certificates and transcripts must be submitted with this application once certified by your ESTR trainer or a Justice of the peace.**

**RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFER APPLICATION CHECKLIST**

**Before submitting your application please ensure the following has been completed;**

- All copies of certificates have been certified as true copies of your originals
- A copy of your job description is attached with the endorsement completed by your workplace supervisor
- The declaration is signed and dated on page 9



**If the above is not completed your application will not be processed until this information is received**