



Scouts Australia Institute of Training

Recognition of Prior Learning *Information Guide*

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Introduction

This guide has been created to assist individuals seeking the Recognition of Prior Learning (RPL).

The Recognition of Prior Learning

Over the last decade, the face of training in Australia has undergone a major change. The Federal Government has acknowledged that the country urgently needs a more highly skilled, flexible and productive workforce. To improve the quality and consistency of training in Australia, a national vocational education and training system has been developed.

Throughout our working and social lives we acquire and develop many skills. The concept of recognition of prior learning acknowledges an individual's experience gained through past and present employment, training and education. This allows you to have your existing **skills, knowledge and experience** recognised, improving the effectiveness of the training process.

This program includes an RPL process that is designed to identify the business management skills, knowledge and experience that you already possess as a result of:

- formal training, including any industry training
- work experience, including any informal training
- life experience and other experience relevant to the identified competencies.

The emphasis is on your ability to perform the specific tasks required by the competencies in the program, not on how, when or where you gained your skills.

If you already have the competency and can perform the skills identified, and produce evidence to verify your abilities, you may not need to undertake further training.

The Benefits of RPL

There are many benefits both for you and your organisation.

For you, RPL can:

- reduce or eliminate the need to duplicate learning that you have already acquired
- reduce the amount of study you need to complete to achieve the Diploma of Business
- increase your career and education options through greater mobility of training
- reduce the cost of training.

For the Association, RPL offers the opportunity to identify your areas of competence quickly and accurately. It also offers a reduction in training time, more time spent working with young people, and a more rapid development of a skilled Leader.

Applying for RPL

The following points are things for you to consider when undertaking an application for RPL.

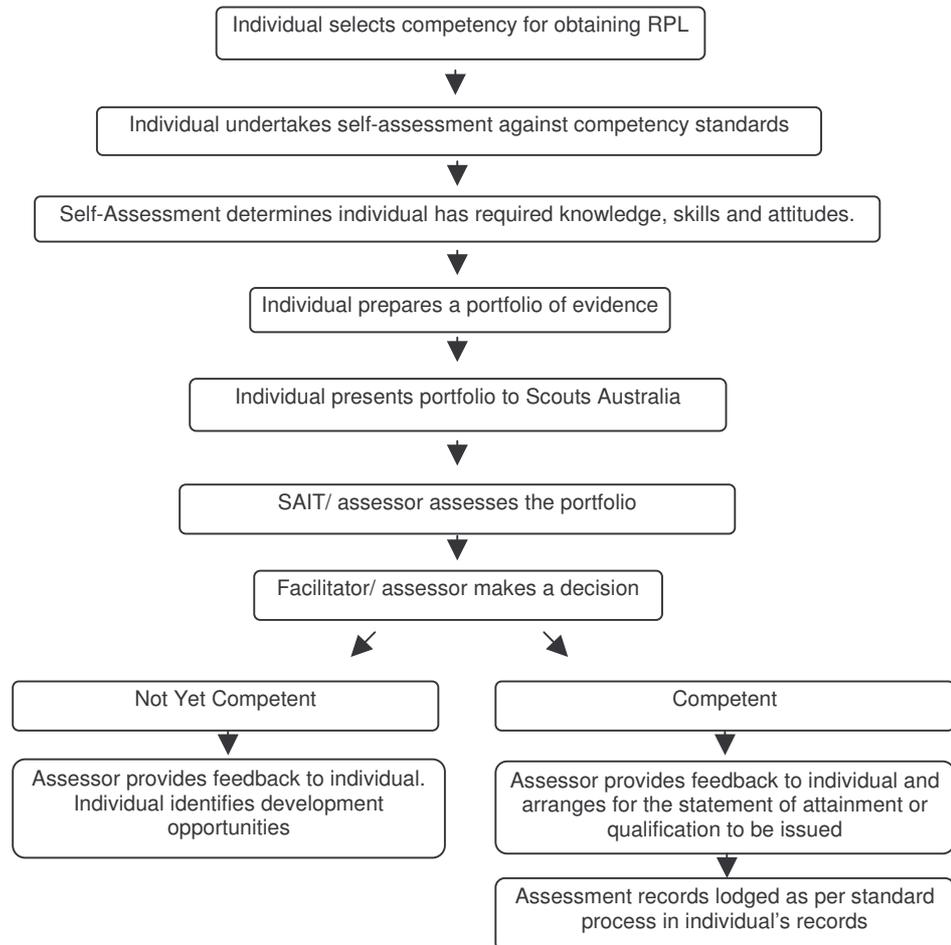
- Are competencies current?
- How many years ago did you achieve that certificate?
- Have you performed the competency in the past?
- Have you learnt or been taught how to perform the competency?
- Have you practised the competency enough to be confident in performing it?
- Could you demonstrate the competency now, if necessary?
- Have you a certificate or some other document that shows you can perform the competency?
- Can you explain or describe how to perform the competency?
- Is there someone from a workplace who could verify that you can perform the competency?

If you can answer yes to most of these you may wish to apply for RPL.

The aim is to find out what the current level of competency is – no matter how the competencies were gained so we can recognise it and reduce the time for training. We do this by assessing against the required standards and only provide training in those areas where required.

The RPL Process

The RPL process involves the steps listed in the following diagram.



RPL Documentation

Following is the required documentation, which will assist your application:

- Relevant competency standard/s with breakdown of the elements, and performance criteria. You will find this in the Student Handbook or it can be requested from Scouts Australia Institute of Training
- RPL Application Form (found in this guide)
- Other documents to accompany your application, which can be obtained through Scouts Australia Institute of Training
 - Self-Assessment Checklists
 - Evidence Checklist
- Verification Statements (instructions included in this guide)
- An Evidence Portfolio (instructions included in this guide)

Selecting Competency Standards for RPL

You will need to review the summary of competency standards within the qualification you are enrolled in, refer to your 'Student Handbook' competency details

From this you are to select the competency/competencies you wish to apply for RPL.

Self-Assessment

You will need to complete a self-assessment of competency to help you decide whether or not to proceed with an application. Contact Scouts Australia Institute of Training for the Self-Assessment Checklists for the qualification you are enrolled. The following example identifies the Competency, the Elements and the Performance Criteria.

Each '**Competency**' identifies a range of '**Elements**', and each Element identifies a range of '**Performance Criteria**', that is the required knowledge and skills to achieve a particular competency.

To determine if you have the knowledge, skills and ability required for a competency, read each Performance Criteria and if you believe you can perform each task place a tick (✓) in the adjacent box. You must be able to provide evidence for each tick. See example below.

Example of Self-Assessment Checklist

BSBFLM501A Manage personal work priorities and professional development

You are responsible for managing your own performance and professional development.

To gain RPL for this competency, you must be able to answer the following:

Element 1 – Establish personal work goals

	Yes	No
1 My personal qualities and performance serve as a positive role model in the workplace	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 My personal work goals and plans reflect the organisation's plans, personal plans, responsibilities and accountabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 I take action to achieve and extend personal work goals beyond those planned	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 I measure and maintain consistent personal performance in varying work conditions and work contexts	<input type="checkbox"/>	<input type="checkbox"/>

Element 2 – Set and meet own work priorities

	Yes	No
1 I prioritise competing demands to achieve personal, team and the organisation's goals and objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 I use technology efficiently and effectively to manage work priorities and commitments	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Element 3 – Develop and maintain professional competence

	Yes	No
1 I assess my personal knowledge and skills against competency standards to determine development needs and priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 I use feedback from clients and colleagues to identify and develop ways to improve competence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 I select and use management development opportunities suitable to my learning style to develop competence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 I participate in professional networks and associations to enhance personal knowledge, skills and relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5 I identify and develop new skills to achieve and maintain a competitive edge	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Preparing your Application

Your application will only be successful if you can demonstrate to the RPL assessors that you meet the competency requirements of the unit.

For every tick against an element on the 'Evidence Checklist' you must provide at least one form of evidence to support the application. Examples of the types of evidence required are listed below:

- Copies of certificates and academic transcripts
- Job descriptions or duty statements
- Samples of your work
- Statements of verification of evidence from supervisors or managers
- References
- Awards
- Résumé or work history
- Job descriptions from current and previous employment
- Video recording
- Statements of verification of evidence for volunteer work
- Project
- Demonstration on-the-job
- Other method nominated by the participant or the assessor.

See sample below of evidence checklist. You will be required to complete one of these for each competency.

Contact Scouts Australia Institute of Training for the Evidence Checklists for the qualification you are enrolled in.

Sample of Evidence Checklist

Applicant Name: _____
 Numbers: _____

Contact _____

Tick off the type of evidence to be provided against the performance criteria. (Please note: if supplying real work examples and disclosing a person's details a consent form must be supplied. Any details identifying an individual or organisation should be blocked in accordance with the Privacy Act 1988)

BSBFLM501A – Manage personal work priorities & professional development

Element	Performance Criteria	Accredited Qualifications	Non- Accredited Training Programs	Practical Demonstration	Performance Report	Relevant Documentation	Audio-Visual, e.g. video of self	Product of Work, e.g. brochures, checklists etc	Evidence
Establish personal work goals	<input type="checkbox"/> Personal qualities and performance serve as a positive role model in the workplace		✓		✓		✓		Certificate, Performance Review, Position Description
	<input type="checkbox"/> Personal work goals and plans reflect the organisation's plans, personal plans, responsibilities and accountabilities			✓		✓		✓	Operational plan and the above
	<input type="checkbox"/> Action is taken to achieve and extend personal work goals beyond those planned			✓		✓		✓	All of the above
	<input type="checkbox"/> Consistent personal performance is measured and maintained in varying work conditions and work contexts			✓		✓		✓	References plus all of the above
Set and meet own work priorities	<input type="checkbox"/> Competing demands are prioritised to achieve personal, team and the organisation's goals and objectives			✓		✓		✓	To do lists, diary notes, Agendas/ Minutes
	<input type="checkbox"/> Technology is used efficiently and effectively to manage work priorities and commitments			✓		✓		✓	Refer to the above
Develop and maintain professional competence	<input type="checkbox"/> Personal knowledge and skills are assessed against competency standards to determine development needs and priorities			✓		✓		✓	Refer to the above
	<input type="checkbox"/> Feedback from clients and colleagues is used to identify and develop ways to improve competence			✓		✓		✓	Evaluation Reports
	<input type="checkbox"/> Management development opportunities suitable to personal learning style(s) are selected and used to develop competence			✓		✓		✓	Action Plan
	<input type="checkbox"/> Participation in professional networks and associations enhances personal knowledge, skills and relationships								
	<input type="checkbox"/> New skills are identified and developed to achieve and maintain a competitive edge				✓		✓		✓

Verifying your Evidence

To support your application your evidence needs to be verified.

Evidence can be found in many different forms, some examples follow. It is recommended that you put together a document portfolio as a formal presentation of evidence that can be viewed and discussed with an assessor.

- Original copies (or certified copies) of certificates or course completion statements, plus an outline of the course
- Original copies (or certified copies) of work you have carried out or documentation you may have developed
- Verification Statements from colleagues or supervisors stating that you have demonstrated your abilities related to a competency in the workplace to their satisfaction. The workplace evidence validation should be by someone in a current or past workplace who is prepared to vouch for your knowledge and skills on the job
- Verification Statements from people outside your work environment, confirming your abilities as demonstrated through your community/volunteer activities

Verification Statements

A verification statement must contain:

- The competency name
- A clear description of the skills being verified
- A statement that the skills and experience are authentic and current
- Full details of the verifier's position or role in the organisation
- Verifier's address, telephone and facsimile numbers
- A signature and date.

Presenting the Evidence Portfolio

Your Evidence Portfolio should include;

- competencies you are applying for
- completed application form
- evidence checklists
- accompanying evidence (copies only)
- verification statements

Portfolios must be sent to Scouts Australia Institute of Training, applications sent via fax or E-mail will not be accepted.

A portfolio can be presented as:

- A soft folder with all contents clearly marked, or
- A soft bound copy with all information clearly marked

Ensure you keep a copy of the application and all accompanying documents, in case of loss.

Remember too much evidence can be as much of problem as too little evidence and don't use large folders, as they cannot be returned.

The Assessment

A Scouts Australia Institute of Training assessor, who has a current workplace assessor qualification and relevant vocational competency, conducts the assessment.

The assessor may wish to interview you via phone or face to face to clarify information or to gather further evidence.

The main objectives of the interview is:

- to facilitate a positive supportive environment, which will assist the applicant to provide sufficient details to enable verification of competence
- to obtain sufficient evidence that will assist the assessor to make an informed judgement

After the interview the assessor will make a decision to:

- Recognise prior learning and /or current competency
- Decline recognition
- Request further evidence

Where English is a second language, you may request an interview with the assessor. **

*** Where an interview is required or additional information is needed, a support person will work with the Scouts Australia Institute of Training assessor to ensure a valid and accurate outcome.*

Appeals

If your application for RPL is unsuccessful, you will be told why and advised what options are available to you to achieve competence.

If you have concerns about the outcome, or feel you have been unfairly treated, you may request a review. You must do this in writing within 14 days from the date of results and outline the reasons for the request.

If you wish to appeal the decision please contact your Branch Commissioner (Adult Training and Development) for an 'Appeal, Complaint or Grievance' form.

Confidentiality

Confidentiality is a major legal and ethical consideration in industry. Permission should be obtained before using any form or document as evidence i.e. using any documentation showing other peoples identity you must either remove all personal details or seek written permission from the individual identified. If submitting a business form or document you need to obtain permission from your employer to use it as evidence.

This safeguards the reputation of the applicant, the Group and the organisation.