

The following information sheet provides information on the Phoenix Academy Recognition of Prior Learning process.

**What is Recognition of Prior Learning (RPL)?**

RPL is the assessment of currently held, but previously unrecognised, skills and knowledge that an individual has achieved outside of the formal education and training system. The process recognises prior learning, relevant to the competency outcomes of the target course or qualification, regardless of how, when and where it was acquired. RPL assesses this unrecognised learning against the requirements of a qualification or unit/s of competency, and delivers certification without further structured training.

**Fees and charges**

1. A \$50.00 non-refundable application fee MUST be paid when submitting your application.
2. The processing fee for RPL is determined by the course applied for. Please contact the college for the exact fee amount for your application. This fee is due at Step 2.

**The RPL Application Process**Step 1 - Provide information of your skills and experience

In this step you will need to complete an RPL Application for and an RPL Kit for the qualification or units of competency to which your RPL application applies which can be requested from Phoenix Academy.

In the kit you will need to attach relevant and concise information about your experience connected to the units of competency. This is your first opportunity (and not the last) to provide proof of your variety of skills and knowledge. Please supply examples of work and/or personal learning history, which will support your application. These could include:

- brief CV or work history
- certificates/diplomas/degrees/results of assessment/performance appraisals
- samples e.g. photographs, of work undertaken
- diaries/task sheets/job sheets/log books
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from current or previous employers/supervisors and colleagues
- for a history of self-employment, evidence that you have been in business, and utilising the competencies you are claiming for, e.g. certificate or registration of the business name and a full description of the work undertaken and the goods or services provided, supported by a statutory declaration
- industry awards
- statutory declarations from clients confirming full details of work performed by you for them, including dates of this
- any other documentation that may demonstrate relevant knowledge, skills and experience

Depending on the industry you have worked in and/or your life experience, 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 to determine your prior learning. You will also need to supply contact details of two work referees who can confirm your skills in the industry.

When you have gathered the information, forward your

1. Completed RPL application form;
2. Completed RPL Kit for the qualification or unit of competency you are applying for;
3. Supporting documentation; and
4. \$50 non-refundable application fee.

by post or by hand to the Academy. Your application fee can be paid by direct bank transfer or credit card (a surcharge will apply for this). Please contact the Academy for details.

#### Step 2 - Review of evidence supplied, and conversation with assessor

An assessor will review the information you have provided and begin to match up your knowledge and skills to the units of competency against which your RPL application is matched. The assessor will contact you to arrange a time to meet to discuss your application and if there is further information you need to supply. Here you will have the opportunity to discuss and identify your previous experience with the assessor so they can determine your eligibility for RPL.

Once the assessor has all of the required information, they will determine if you are eligible to proceed with the remainder of the RPL process or will advise if further training is required. At this stage in the process, your processing fee is due.

#### Step 3 – Competency conversation with assessor

When you are advised you are eligible to continue with the RPL process, the assessor will arrange to have a competency conversation with you. In this interview, you will be required to answer questions related to the industry area to identify your current skills. Please see the next section for detailed information on how to prepare for Step 3 and 4 of this process.

#### Step 4 - Practical demonstration of your skills

A practical skills assessment may be conducted at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focused on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate based on information gathered in Steps 1, 2 & 3.

#### Step 5 - Verification by third parties

In order to verify the authenticity of verbal or written evidence, it may be necessary to obtain documentation by a credible third party. The assessor will discuss this process with you.

#### Further steps

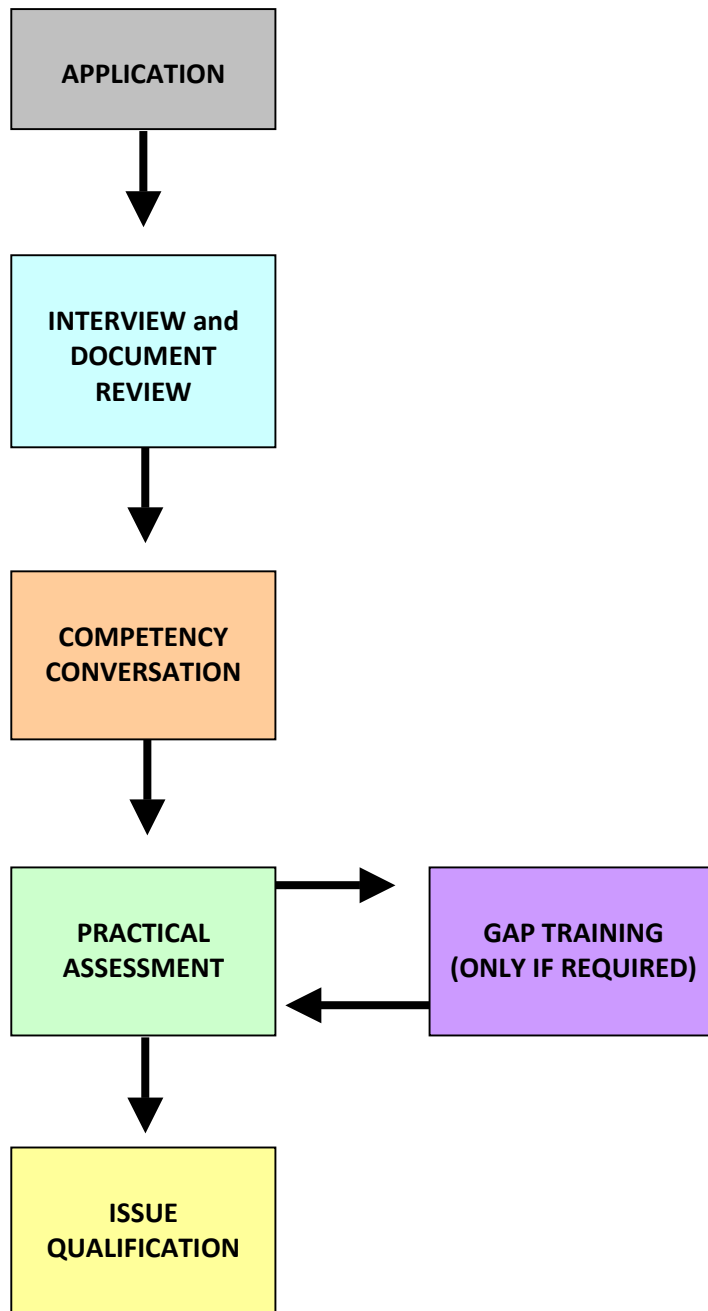
After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through training.

#### Timeframes for RPL application

You will receive confirmation of eligibility for RPL within 14 days of your application submission. This period may be longer during the holiday breaks and at peak enrolment times.

The timeframe for completion of the RPL process is dependent upon the number of units RPL is applied for, however, maximum time for completion is expected to be 6 months or less.

## Overview of the RPL Process



## **How to prepare for Steps 3 & 4 of the RPL assessment process**

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints to help you prepare for your meeting with the assessor:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any industry related shops/offices/facilities 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 and will be able to verify your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can provide other examples of your workplace experience and prior learning which could include letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.