

STEPS IN THE RPL PROCESS

NOTE: Unsuccessful RPL

1. If identified during the mapping process – 50% of fee will be transferable to full course.
2. If identified during the RPL day – no transfer of fee. Full course fee will apply.

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience that is relevant as you can. This is your opportunity to provide proof of your variety of experience in the industry. ***To ensure that your RPL day runs smoothly, send your evidence to the RTO prior to RPL day to allow the mapping process to be completed in advance.***

May include any of the following:

- Statements of attainment for RIIRIS201A Conduct local risk assessment and RIIERR205A Apply initial response first aid or equivalent
- Brief CV or work history
- Certificates/results of assessment
- Indentures/trade papers
- Training record books
- Examples of JSP/JSA (Job Safety Procedure/Job Safety Analysis) that you have completed and signed
- Certificates – vendor training courses, in house courses, workshops, seminars
- Certificates – club courses e.g. first aid, officials, surf life saving, etc
- Diaries/task sheets/job sheets/log books
- Site inductions and/or training records
- Record of site competencies held
- Any licences or tickets held eg forklift, crane, etc
- Medical check records for fitness for work
- Examples of pre-operation checklists for the site vehicle that you have completed
- Examples of tags (information, out of service, personal danger) that you have completed
- First Aid Certificate
- Examples of Accident / Incident Report Forms that you have completed
- Performance appraisals
- Job descriptions
- Hobbies/interests/special skills outside work
- References/letters from previous employers/supervisors
- Industry awards
- Any other documentation that may demonstrate industry experience.

If you are submitting copies of originals please ensure they are certified copies. Depending on the industry you have worked in, you may or may not have much documentary evidence available. This should not deter you from seeking RPL if you feel you have adequate skills and knowledge. Just bring in what you have and then the assessment and your conversation with the Assessor will help you work through the RPL process.

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

Step 2 – Complete a challenge test

This will test your understanding and knowledge of the various criteria.

Step 3 – Competency Conversation with Assessor

An assessor will review the information you have provided and match up your skills to the units 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 industry related questions to identify your current skills.

RPL APPLICATION FORM

Applicant Details:

2 Personal Details		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	MALE <input type="checkbox"/> / FEMALE <input type="checkbox"/>	
Age		

Recognition of Prior Learning / Current Competency is subject to assessment of sufficient evidence being provided by the Candidate to satisfy elements of competency outlined in the relevant Nationally Recognised Training Package.

I understand that further Assessment and Evidence recovery may be required and / or conducted by the Registered Training Organisation.

Final determination of competency is the responsibility of the RTO. *(Please refer to the Appeals Process as outlined in the Student Handbook.)*

APPLICANT EMPLOYMENT HISTORY FORM

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.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

Document Description (Add list if insufficient space) (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

Declaration

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

Candidate Signature: _____ **Date** _____

REFEREE TESTIMONIAL

(Date)

To whom it may concern,

RE: _____ skills in/as _____
_____ (insert candidate name) (insert industry/job title)

I certify that the above named person has:

worked at _____ for a period of _____ years

regularly undertaken the following activities within the workplace since commencing employment with this organisation:

➔ *Initial those skills/ competencies (below) that the candidate has or can successfully perform in the workplace*

- Applies OH&S legislation, company policies and procedures and work site procedures
- Follows procedures regarding identification of hazards and control measures associated with emergency procedures, workplace activities, site safety procedures, personnel and operational safety measures including reporting and processing of emergencies, incidents and accidents
- Communicates using site equipment and systems and carries routine face-to-face communication and completes written documentation
- Demonstrates an understanding of the process for assessing and withdrawing from hazardous situations evacuating to fresh air, reporting and debriefing

If you would like any further information or would like to discuss any of the above, I can be contacted on _____

Yours sincerely

Signature: _____

Print Name and Position: _____

Contact Details Email and or Phone number: _____