

RECOGNISED PRIOR LEARNING (RPL) GUIDE

CHC62015 ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT



AN OVERVIEW OF THE QUALIFICATION

This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation's goals and strategic directions. At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other paid or unpaid workers, managing risk and contributing to continuous improvement within the scope of their specific role.

WHAT IS RECOGNISED PRIOR LEARNING (RPL)?

Recognition of prior learning (RPL) is a formal assessment process aimed at determining credit and recognising the competencies individuals have obtained in formal and informal education, as well as in the work environment.

RPL assessment enables individuals to forego the training process and move directly to having their competencies assessed, thus avoiding the need for unnecessary training that may have additional cost, time and effort.

RPL aims to provide individuals who do not require learning with a faster and flexible way of having their skills and knowledge assessed against the competencies required for the qualification or individual units of competency.

The RPL process is a sound assessment process that requires assessment of valid, authentic, current and sufficient evidence. Evidence must be collected and documented to show that you have the knowledge and understanding, as well as the practical skills required for competence to be achieved.

The RPL process will assess whether you are competent in some or all of the requirements for full or partial completion of a qualification or accredited course.

WHO CAN APPLY FOR RPL?

Mature-aged job seekers or existing workers with a history of life and work experiences are good candidates for RPL.

If you think you already have knowledge and experience relevant to the qualification or program you are interested in, you may apply for RPL. RPL may be undertaken for a single unit of competency or a number of units of competency leading to a qualification.

WHAT IS THE COST OF THIS RPL?

The cost for an RPL pathway for the full qualification is \$ 1800.

The cost for individual units of competency under the RPL pathway is \$299 per unit.

Get started for \$250. More information can be found in the 'WHAT IS THE RPL PROCESS?' section

WHAT TYPE OF EVIDENCE DO YOU NEED?

In the vocational training and assessment (VET) industry evidence is what supports your proof of competency or your achievement of a competency standard, learning outcome or performance criteria.

There are three main forms of evidence. A combination of all three types of evidence will usually provide a sufficient picture of the applicant's capability and overall level of competence.

Direct Evidence – where an assessor observes the applicant's actual performance in a workplace. The assessor will make a judgement about whether the applicant is competent in the skills and knowledge required for each unit of competency. For example, the assessor may:

- Observe the applicant performing a range of skills at work
- View a video of the applicant's performance
- Examine a product made in the workplace by the applicant
- Use simulations, role-plays and projects to observe actual performance of skills where direct workplace observation is not possible

Indirect Evidence – where evidence is provided and submitted by the applicant. This may include work samples and documents produced by the applicant, e.g. reports, materials and products, previous certificates and qualifications and documented work history.

Supplementary Evidence – evidence that allows the assessor to make further judgements on the applicant's competency. Evidence may include:

- Written or oral questioning
- Tests or assessments conducted on or off the job
- Third party sources, e.g. testimony from work supervisor or manager
- Self-assessment reports

We will provide you with a list of recommended evidence upon enrolment.

WHAT IS THE RPL PROCESS?

The following provides advice for the candidate on the step-by-step process to assist the candidate to gain recognition for competencies and skills already acquired.

STEP 1 – BOOK A DISCOVERY CALL: Discuss your goals with an RPL Specialist to determine if RPL is an appropriate pathway. We can help you select the most suitable qualification

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STEP 2 – ENROL INTO THE PROGRAM: Upon your enrolment into the program, you will receive the RPL Kit and all the information you need to commence your evidence collection. The non-refundable \$250 initial payment is due at this stage.

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STEP 3 – SUBMIT YOUR RPL KIT AND EVIDENCE: Once you have completed the RPL Kit and you send us your evidence, we will commence the assessment process. The balance of the RPL Fee is due prior to assessment taking place.

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STEP 4 – COMPETENCY CONVERSATION: Once the assessor has reviewed your evidence, and any additional evidence that has been requested, has been provided, your assessor will arrange an online Competency Interview with you.

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STEP 5 – DETERMINATION OF ASSESSMENT: Our assessor will make a determination on the outcome of your application. This may include: a request for further evidence, enrolment into GAP Training or an offer of an official credential.

WHAT WILL THE ASSESSOR BE LOOKING FOR?

The RPL assessor will review your portfolio of evidence to ensure that it complies with the Rules of Evidence (validity, sufficiency, currency and authenticity). It is the assessor's responsibility to evaluate whether or not the evidence supplied is sufficient for the applicant to be awarded competency in the units applied for. In making their assessment, they will consider the following questions:

- How valid is the evidence? Is it relevant, does it meet the performance criteria for each unit of competency?
- How sufficient is the evidence? Is it enough, does it provide evidence to demonstrate the applicant's skills and knowledge in a variety of work contexts?
- How current is the evidence? Is it up-to-date, is the applicant's skills and knowledge recent, e.g. demonstrated in the last 12 months? Are licences, permits, etc. current?
- How authentic is the evidence? Is it the applicant's own work, can the applicant provide proof of ownership of work?
- Can the evidence provided demonstrate skills and knowledge in a range of contexts and work environments?
- Does the evidence match (or map to) each element of competency?
- Can the same piece of evidence be used across a number of units or elements?

YOUR RIGHTS AND RESPONSIBILITIES

As part of our commitment to customer service excellence Equinox College actively assists applicants to understand their rights and responsibilities in the RPL process. There are a number of obligations the applicant must be made aware of:

- The rights and responsibilities of the applicant, as outlined in the College's Student Handbook. This includes understanding the rights of appeal against any summative decisions made by the assessor/s.
- The applicant's primary responsibility for identifying, gathering and presenting evidence to confirm their competence.
- The right to receive advice, guidance and assistance with evidence gathering.
- Equinox College will ensure that all information related to applicants and their portfolio of evidence is handled with sensitivity and confidentiality and in accordance with the Privacy Act.

ABOUT PRIVACY AND CONFIDENTIALITY

As an RTO we undertake to keep all records in a secure and safe environment in accordance with regulatory and legislative requirements. However, as well as being assessed by the assessor your portfolio may be examined by State / Territory training authorities for purposes of audit, accountability and registration.

It is important that sensitive information is not included as part of your Supporting Documentation or any other documentation you wish to use as evidence. You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted, and financial figures or other personal details should be blacked out and made unidentifiable, where applicable.

READY TO GET STARTED?

[**BOOK A 15 MINUTE DISCOVERY CALL HERE**](#)