



AUSTRALIA

Advancing Industries Globally Through Training

Student RPL/RCC Information Kit

Confidentiality Statement

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Part A1

What is RPL?

Recognition of prior learning (RPL) is the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience which may be used to determine or grant status or advanced standing in a subject, module or unit of competency.

RPL considers and may recognise any prior knowledge and experience and measures it against the Unit of Competency or Unit of Study a student may be enrolled in. Where an application is successful a Student may not need to complete all of a training program, subjects and or modules as they may already possess some of the competencies required within a qualification. Where the applicant meets all of the competencies it may lead to a full qualification being awarded.

Why do we assess RPL?

NHAA as a College understands that some important adult learning may take place outside of educational institutions. College equivalent learning may be acquired in settings and or performing activities in the workplace, community, non-credit courses, volunteer activities, travel, etc. Through providing processes, assessments and a mechanism for the Recognition of Prior Learning (RPL), the College is better able to meet the needs of pre-skilled learners, by formally recognising and acknowledging learning outside of educational institutions.

Benefits of RPL

For the Student:

- ✓ may lead to achievement of units of competency
- ✓ eliminates duplication of learning
- ✓ identifies areas requiring further study
- ✓ may reduce the cost of education
- ✓ may shorten the time to complete the program
- ✓ validates learning gained through work and life experience

For NHA Australia:

- ✓ increases administration efficiency by eliminating the need for unnecessary training and assessment
- ✓ increases student recruitment and retention
- ✓ allows for more increased accessibility to a broad range of learners
- ✓ provides an important service for business, community and industry

Understanding of the Qualifications 'Unit/s of Competency'

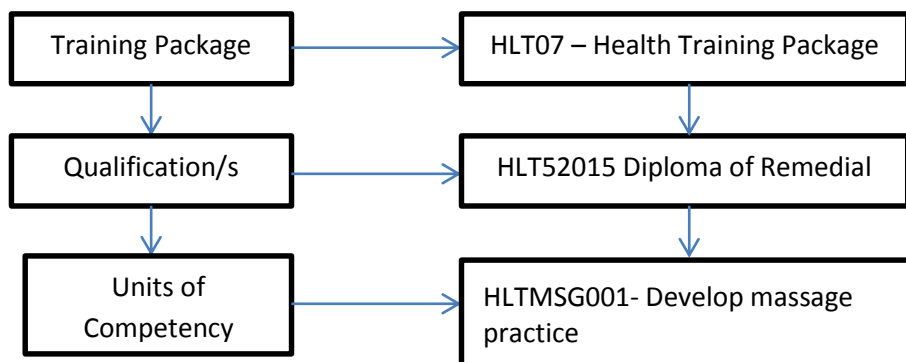
It is important that applicants understand where their qualification(s) fits. To assist in achieving this the following terms will be of assistance to the Applicant in preparing their RPL application.

- **Registered Training Organisation (RTO)** - A training organisation that has been approved/endorsed by the federal and/or State/Territory to Deliver and/or Assess training in Australia and/or abroad.
- **Recognition of Prior Learning (RPL)** - An assessment process that involves the assessment of an individual's relevant prior learning (which include but may not be limited to formal, informal and non-formal learning) so as to diligently determine any credit outcomes of an individual application.

- **Recognition of Current Competency (RCC)** – The assessment process that involves the assessment of an individual's relevant formal (nationally recognised courses) prior learning to determine the credit outcomes, if any, may granted of an individual application.
- **Training Package** – Training package means the components of a training package endorsed by the Industry and Skills Council and or its delegate in accordance with the Standards for Training Packages. The endorsed components of a training package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package may also consists of a non-endorsed, quality assured companion volume(s) which may contains industry advice to RTOs on different aspects of training and or implementation.
- **Qualification** - Formal document of certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to the identified individual which meets regulatory, professional, industry or community needs.
- **Packaging Rules** - This relates to the aggregate units required to be completed by an individual to be issued with a formal qualification.
- **Subject of learning (Module)** – A subject of Learning and or Module and or cluster of units that have a common outcome and are required to achieve a standard.
- **Unit of Competence** - A unit of competency is a part of a qualification and has a specific set(s) of criteria that need to be assessed and determined and benchmarked to confirm that an applicant is skills and industry ready. Components within a unit are: **Elements include items such as – Performance Criteria – Required Skills – Underpinning Knowledge – Range Statement – Critical Aspect of Assessment.** All of these need to be met to be determined by evaluation so as an applicant may be deemed competent.
- **Competence** - The demonstration of skills and knowledge that the applicant has gained through life and work experiences which may be supported and include any training that the applicant has successfully completed that can be matched against the set of industry performance standards referred to as units of competency. Units may be grouped together to form units of study for a specific industry qualification.

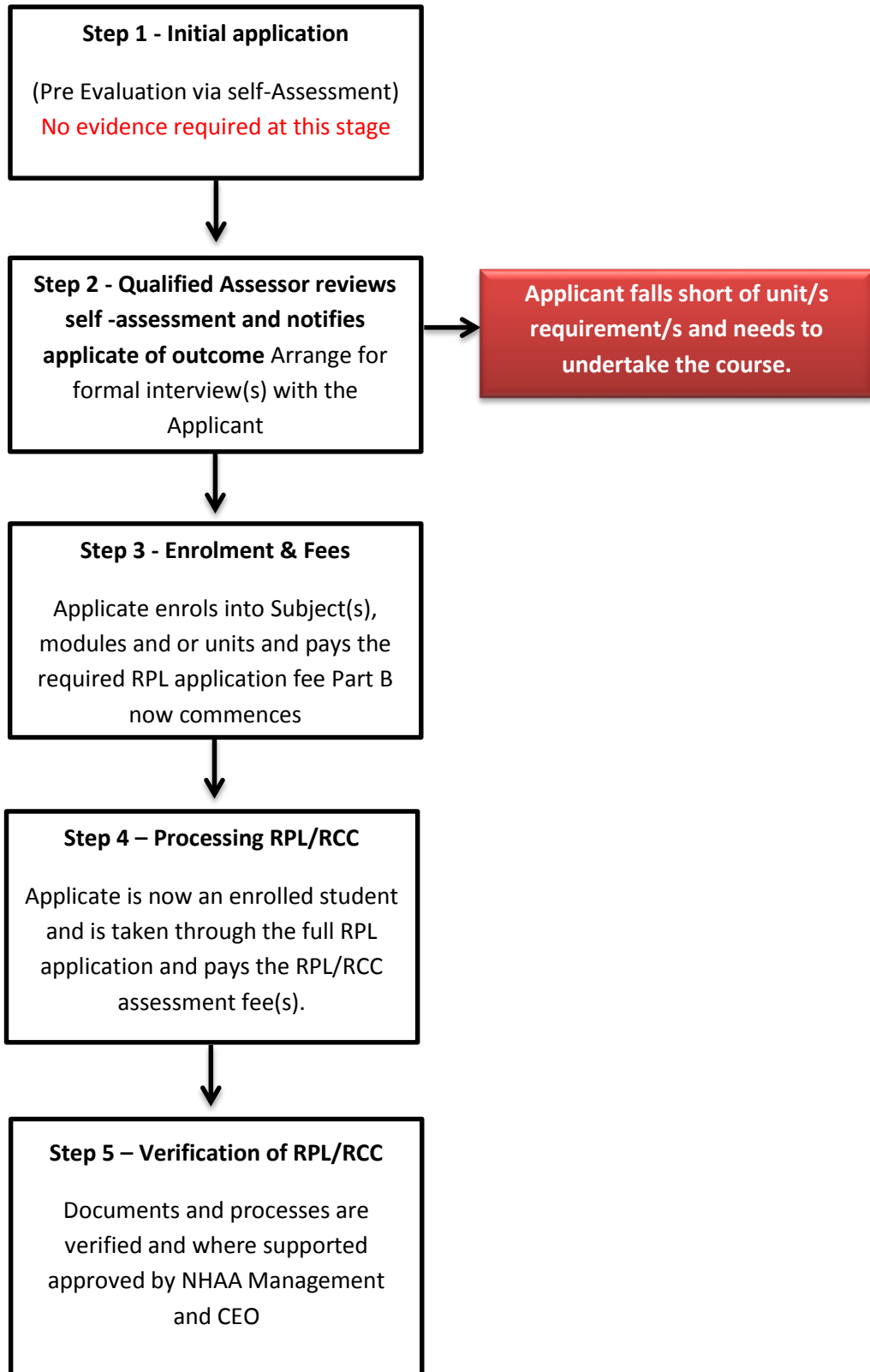
Breakdown of a Training Package

Example



Part A2 – Initial Application (Self-Assessment)

Flowchart of qualification application and assessment process



Breakdown of each Step

Step 1: Initial Application (Self-Assessment) - This process is for the applicant to start documenting how they consider they meet the requirements of the unit/s of competency, The applicant will identify the supporting evidence that will be required at a later date for the assessor to validate their skills and knowledge in support of their application.

Step 2: Initial Application Submitted – The applicant submits the application which is reviewed by a suitably qualified Assessor who reviews self -assessment and notifies applicant of outcome. Where there is further information support etc. required the applicant is notified and the process is suspended until information is provided.

The applicant and NHAA arrange for formal interview(s) with the Applicant to discuss background experience and further requirements in progressing the application. A fee of \$150.00 (as may be amended from time to time) is required to be paid when lodging the initial application to cover administration costs.

Step 3: Enrolment & Fees - The applicant must contact NHAA admissions staff to enrol in any subject, module(s) and or unit(s) of competency and this must not be done until the outcome of their application has proceeded beyond the self-assessment stage. Fees for successful RPL apply and must be paid in full before any RPL is granted. The applicant must contact NHAA staff at this stage in relation to fees which are currently 50% of the subject, module(s) and or unit(s) cost (as may be amended from time to time). No RPL can be applied for after a student has been enrolled at the College.

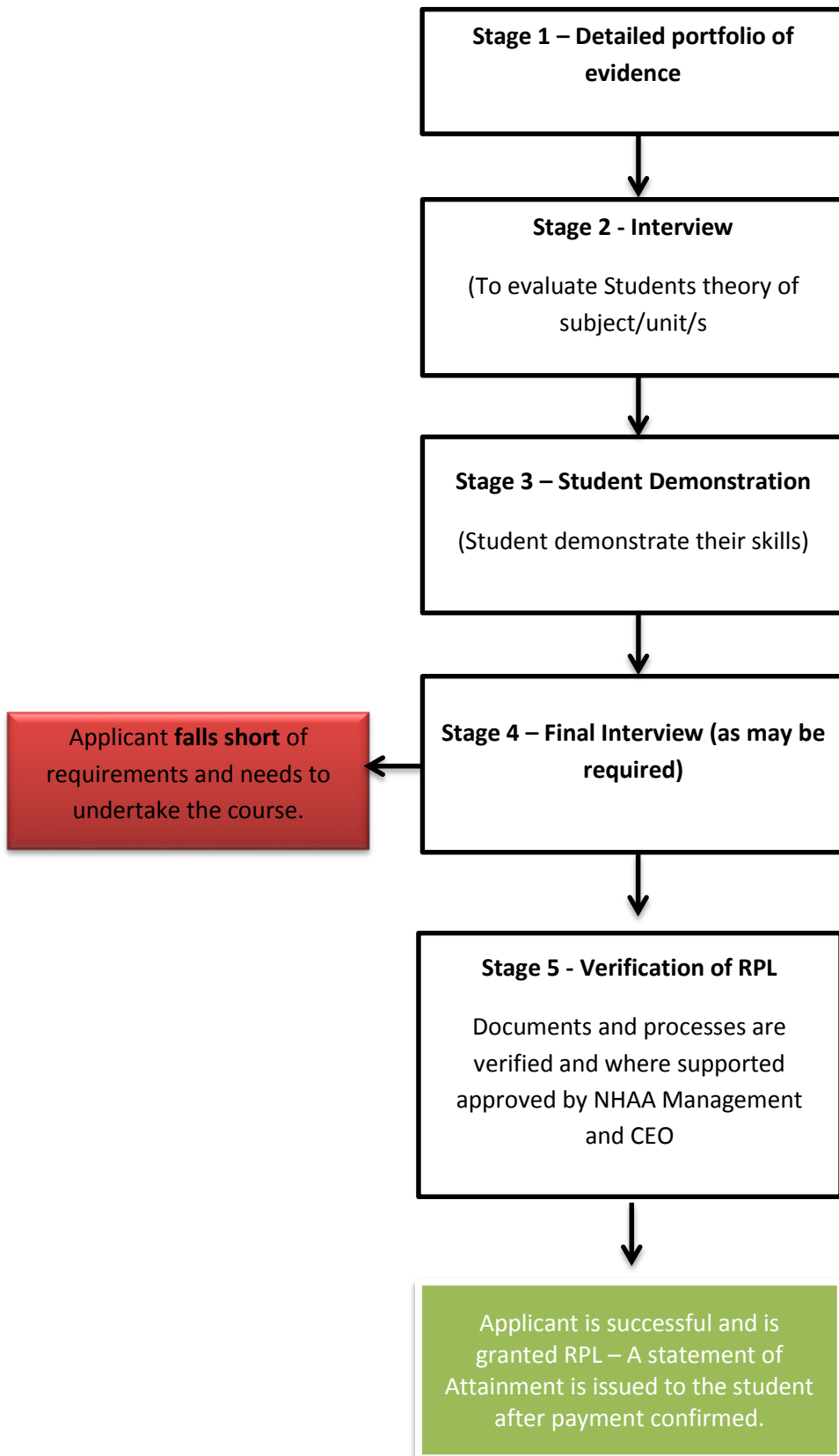
Step 4: Processing RPL/RCC - The Applicant must read, fully understand and formally accept the RPL further stages. This includes but is not limited to requirements and processes involved in the formal RPL assessment process which are outlined in the Student Application Kit - Part B.

Step 5: Formal verification and or approval: The documents and processes involved in the RPL are verified by the NHAA Management and the CEO and where they are supported approval to grant RPL may be given.

Part B - Formal Application

This is only to be undertaken after the Stage 2 Interview and where the Applicant's RPL Kit (**Part A**) has been accepted in principal by the College. At this stage the Student may be enrolled in the subjects, modules and or units of competency but must also have paid the applicable RPL Fee(s) of (50% of per subject or unit of competency fee(s) as may be amended from time to time or other amount agreed in writing). For more information regarding fees please refer to the College's Student Hand book Section: RPL and the NHAA website <http://nhaa.edu.au/>

B1: Flowchart of Formal Assessment Process



Breakdown of Stages below:

Stage 1: Portfolio of evidence - The evidence used for the formal RPL assessment must comply with the 'Rules of Evidence', taken directly from the Australian Qualifications Framework (AQF). To meet these requirements applicant evidence must be:

1. **Valid** – the evidence collected must be valid and meet the unit requirements.
2. **Sufficient** – the applicant needs to have sufficient evidence to demonstrate their ability in meeting the required skills and knowledge within the unit.
3. **Current** – the evidence must be current, and appropriate to what is required within the current industry demand.
4. **Authentic** – the applicant will be asked to verify that the evidence presented is their own work.
5. **Relevant** – the evidence must be applicable to the unit/s of competency applied for.

Collection of Evidence

There are numerous ways that an applicant can demonstrate they meet the standard(s) but in order to be successful in their application applicants will need to be aware of the following types of evidence:

1. **Direct Evidence:** Direct evidence is anything that an applicant have themselves either produced or have been primarily responsible for producing.
2. **Indirect Evidence:** Indirect evidence is any evidence reflecting the value of work produced by the applicant and or the role that confirms the applicant's ability to perform the tasks related to the competencies for which they are seeking RPL.

It is important to note that when supplying evidence an applicant may be breaching the Privacy Act. It is important that the applicant always check with parties directly connected to the evidence being supplied prior to submission. NHA takes no responsibility and or accepts any liability in relation to evidence or supporting materials supplied by applicants.

How to compete your portfolio:

An RPL kit will be provided which will outline the requirements of the unit(s) that are being applied for, you will only need to fill in the information that you believe fits the requirements of the unit(s).

- **Sample of RPL kit/ Portfolio:**

Unit of Competency: BSBMM201 - Communicate in the workplace		
Element	Performance Criteria	Evidence to show you have met the unit points
1. Gather, convey and receive information and ideas	1.1 Collect information to achieve work responsibilities from appropriate sources	Team meeting attendance – see job description
	1.2 Use method/s and/or equipment to communicate appropriate ideas and information to the audience	See resume, job description and letter from employer
	1.3 Use effective listening and speaking skills in verbal communication	See resume, job description and letter from employer
	1.4 Seek input from internal and external sources to develop and refine new ideas and approaches	See resume, job description and letter from employer
	1.5 Respond to instructions or enquiries promptly and in accordance with organisational requirements	See resume, job description and letter from employer

As demonstrated above the process is a matching process of what the applicant has completed through either formal training or life skills compared to the unit's individual performance criteria on a point by point basis. Once the applicant has completed this requirement they will require third party feedback (a letter or letters or other) completed by their peers and or their workplace supervisor(s) in support of their application for RPL.

Third Part Feedback – This may be a letter from a peer(s) and or suitably informed and qualified colleague outlining the skills and knowledge that the applicant possesses that can be directly matched to the unit(s) requirements being applied for.

Stage 2: Initial Interview – An interview with a suitably qualified Assessor will be organised by NHAA. It is preferred that these interviews be face to face to verify knowledge, identity etc., but in exceptional circumstances a telephone interview may be considered at NHAA's sole discretion. The Assessor will review with the applicant, their portfolio of evidence supplied and or any other matters considered relevant by the Assessor relating to the skills and or knowledge of the unit(s) of competency for which RPL is being applied.

It is at this stage that the applicant will be given the opportunity to assist by identifying any previous work experience they may have missed and other matters they may wish to bring to the attention or with the Assessor. During this interview the Assessor will ask the applicant key questions so as to properly evaluate the applicant's theoretical knowledge required within the unit(s) of competency.

The process will be documented and the Assessor will add this record to the applicant's evidence file which is kept and entered into the NHAA student management system.

If the interview demonstrates the applicant's theoretical and or formal knowledge to meet the sufficiency standards. The next stage (Stage 3.) is to have the applicant practically assessed through performance and or observations and demonstrations of practical tasks performed either in a suitable workplace or in a simulated workplace environment on campus.

Stage 3: Student Demonstration - Practical tasks provide the opportunity for the applicant to demonstrate their skills within a unit(s) of competency.

Where completed within a suitable workplace the NHAA Assessor will arrange with the applicant and or the person conducting a business undertaking, usually an owner or senior manager of the place the applicant is employed, a date and time at which is suitable to conduct a practical skills demonstration(s) and or arrangements may be made to perform in a simulated work environment on campus dependent on requirements, availability and or other constraints

The applicant will be provided with the details of the tasks and the demonstration requirements to be undertaken, and then the Assessor will assess the participant's competence by asking them to perform and complete tasks.

This is an opportunity for Applicant's to shine and demonstrate their competence at a practical level. Assessment(s) will focus on the skills required for work activities as they relate to the unit(s) of competency for which RPL is being applied.

The process will be documented and the Assessor will add this record to the applicant's evidence file which is kept and entered into the NHAA student management system.

Stage 4: Final Interview – In the final interview the Assessor and will confirm the following with the applicant:

- If they have been successful in demonstration their knowledge and practical skills to meet the unit/s requirements
- If further information, evidence, testing and or support I required
- What gaps, if any, have been identified and how these may be address with further training.

Please Note: That at any time you may ask your Assessor questions to assist the RPL process, but the Assessors are prohibited from providing answers (relating to the assessment or associated processes) that are expected, or should reasonably be expected, to be known by the applicant at the time of the RPL assessment.

Stage 5: Formal verification and or approval: The documents and processes involved in the RPL are required to be verified by the NHAA Management and the CEO of NHAA and only where they are supported to the satisfaction of the reviewers may approval to grant RPL be given.

Note: RPL is a serious and involved process that requires fully supported verification. No RPL is granted irrespective of fees paid until it the NHAA management and CEO have given their approval. RPL is at the Applicants risk and NHAA do not warrant or give any assurance that an RPL application will be successful irrespective of which stage it achieves.

This concludes the RPL/RCC Information Kit the application form is below

RPL/RCC Initial Application Kit

Section A: Applicants Details:

Personal Details

Title: Mr Miss Mrs Other / **Gender:** Male Female

Surname: _____ **Given Names:** _____

DOB: ____/____/____ **Occupation:** _____

(Day / Month/ Year)

Drivers Licence: _____

Phone: _____ **Mobile:** _____

Email: _____

Address: St / Crs / Dr: _____

Suburb: _____ **Country** _____ **Post Code:** _____

I am applying RPL/RCC for: Full qualification / Partial qualification (unit/s)

Qualification Code and Title: _____**List of units applying RPL/RCC for: Add as many boxes as required.**

Unit Code	Unit Title

I have attached a current resume` outlining my current work experience: Yes / NoI have attached copies of my formal qualifications: Yes / NoI am aware of the initial application processes fee of \$150.00 (as may be amended from time to time) Yes / NoI am aware that a further fee(s) of 50% of the current costs of subject(s) and or unit(s) or other amount as may be agreed in writing by NHAA is payable in full prior to any RPL being processed, recorded and or granted. Yes / No

I accept all of the NHAA terms conditions and or requirements (as may be amended from time to time) in relation to RPL and associated processes

Name: _____ Signature: _____ Date: _____