RPL Information Sheet

Introduction

Recognition of Prior Learning (RPL) is a process designed to recognise your skills and knowledge acquired through work experience, education, and other life experiences. RPL avoids duplication of training, maximises the value of learning and creates a learning culture by valuing skills and knowledge already held.

Process

The RPL process involves collecting information about an individual's skills and expertise, assessing that information against the requirements of the qualification or units, providing feedback and identifying any gaps, and then the award of a formal qualification or certification. Below are the **key steps** in the RPL process.

STEP	ACTION	OWNER
1. EVIDENCE COLLECTION	The first step is to collect information about your work experience, education, and any other relevant skills and knowledge you may have. You will collect documentation and third-party reports that meet the unit requirements. You may also need to respond to additional questions. Examples of suggested evidence are provided for each unit. This evidence must be your own work and is uploaded by you into the Learning Management System (LMS).	RPL Applicant
2. ASSESSMENT	Your allocated assessor will evaluate the evidence you have provided against the units of competency within 21 days. This stage involves a structured review to confirm the relevance and depth of your skills and knowledge and that they meet the standards required.	CCWT Assessor
3. FEEDBACK AND GAP ANALYSIS	Once your evidence is reviewed, you will receive detailed feedback. If there are any gaps in your competency, they will be identified, and practical solutions will be provided to help you bridge these gaps. This may involve targeted questions or further documentation.	RPL Applicant and CCWT Assessor
4. RECOGNITION	If your skills and knowledge meet the requirements of the qualification or units being sought, you will be awarded the qualification or Statement of Attainment.	CCWT Student Support Team

Expectations

As a VET student participating in the RPL process, it is important that you are willing to reflect on your skills and knowledge and gather evidence to demonstrate your competence. You will need to be open and honest in your self-assessment and willing to work with your assessor to identify any gaps in knowledge or skills that may need to be addressed.

Your organisation and manager will be expected to support you throughout the process by providing evidence of your skills and knowledge and confirming your work experience. They will be asked to provide feedback on your performance and assist you in identifying any gaps in your knowledge or skills by completing a Third Party Report.

RPL Evidence

To assist you to determine the **types of evidence** to provide, the online RPL program includes Student Checklists which provide a range of suggested evidence. These are 'action-based' and designed to show your application of skills. You will need to provide at least one form of evidence for each element. Importantly, if you provide attendance of previous training or professional development, additional evidence showing how you applied the learning to your practice is required.

Don't forget to redact any identifying client detail from your workplace evidence.

The assessor will use the Rules of Evidence below when measuring your evidence against the units of competency. Please consider these when gathering your evidence. Of note are Authenticity, it must be **your own work** and Currency, as a guide it should be **no older than 5 years.**

RULES OF EVIDENCE

VALIDITY	The assessor must be assured that the student has the skills, knowledge, and attributes as described in the unit of competency and associated assessment requirement.
SUFFICIENCY	The assessor must be assured that the quality, quantity, and relevance of the assessment evidence enable a judgement to be made of a student's competency.
AUTHENTICITY	The assessor must be assured that the evidence presented for assessment is the student's own work.
CURRENCY	The assessor must be assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Additional Support

At any time during your enrolment, you can contact your assessor or the Student Support team. You will also have an RPL consultation at the start of the program which is a one-on-one meeting between you and your assessor. It allows you to meet your assessor and ask questions about the RPL process. Additionally, the monthly online Drop in student support sessions are another way to access support.

Beyond this, if you need further support your assessor is available to discuss your needs and the options available to you. For example, we can arrange additional support from your assessor or the Student Support Team, extended timeframes or provide other reasonable adjustments as appropriate.

Contact Us

To find out more or explore your eligibility for the RPL pathway at CCWT, contact the Student Support Team – training@ccwt.edu.au or 02 9281 8822