

TAFE Queensland

# RECOGNITION OF PRIOR LEARNING



## Candidate Information Guide

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Version 1.0 - 7 September 2021

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Queensland



# RECOGNITION OF PRIOR LEARNING (RPL)

## CANDIDATE INFORMATION GUIDE

Document Version	Release Date	Comments / Actions
v1.0	7 September 2021	New development

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# RPL PROCESS OVERVIEW

The diagram below indicates the RPL process within TAFE Queensland. The process has been streamlined to provide you with a simple and effective way to provide evidence and guide you in the application process from submitting your application through to completion and gaining your Award or Statement of Attainment.

## RPL PROCESS

- ▶ **01** Candidate (you) makes enquiry and is provided with a Self-appraisal to complete
- ▶ **02** Self-appraisal is received. An Individual Training and Assessment Plan (ITAP) is developed and provided to candidate.
- ▶ **03** Candidate reviews the ITAP and returns the signed copy.
- ▶ **04** Candidate is enrolled according to the ITAP and pays fees.
- ▶ **05** Candidate is provided with Candidate Guide.
- ▶ **06** Candidate returns the signed Candidate Guide and related evidence documents.
- ▶ **07** Assessor reviews documentation, arranges and conducts the Professional Conversation.
- ▶ **08** If required, Assessor conducts Practical Observation/s and implements Third Party Report.
- ▶ **09** Assessor seeks Candidate and Employer / Supervisor's signatures verifying evidence and outcome.
- ▶ **10** Upon receipt of Candidate and Employer / Supervisor verification, Assessor processes results.
- ▶ **11** Relevant certification is issued.

## Credit Transfer

TAFE Queensland will recognise the outcomes of training achieved from any Registered Training Organisation throughout Australia. However, a qualification cannot be attained entirely through credit transfer. Please discuss any credit transfers you may have with TAFE Queensland (prior to commencing the RPL process).

## Student Rules

TAFE Queensland Student Rules constitute the formal mechanism for communicating the rules and regulations within TAFE Queensland and cover a range of topics including but not limited to:

- Enrolment, Assessment, Academic Appeals
- Results, Awards and Feedback

The TAFE Queensland Student Rules are available from the TAFE Queensland website:

<http://www.tafe.qld.gov.au/students/rules/>

## Candidate Guide

You will receive your Candidate Guide once you have submitted:

- an initial enquiry
- completed a Self-appraisal
- provided relevant documentary evidence (recent experience from the last 2-3 years is preferable)
- signed and returned your Individual Training and Assessment Plan (ITAP)
- enrolled into the units agreed to in your ITAP; and
- paid your fees

This is the commencement of your RPL assessment process!

The Candidate Guide contains information relevant to the units of competency you are enrolled in and provides specific information about the RPL assessment process.

The guide provides you with an opportunity to prepare for the Professional Conversation that you will have with your Assessor. You can make preliminary notes for each of the questions to assist you in preparing for the conversation.

## Overview of Qualification / Skill Set

The overview, located in the Candidate Guide provides information about the qualification and lists the number and type of units of competency needed to gain the full qualification or skill set. The overview also provides links to the qualification and unit descriptors available for viewing / download from the National Register ([www.training.gov.au](http://www.training.gov.au)).

Each unit of competency is divided into two (2) sections:

### **Portfolio of Evidence**

The documents you can supply as proof (evidence) of your work history and performance (knowledge and skills) for each unit of competency. The incorporated table lists all of the general and unit specific documents you can provide to support your application.

### **Professional Conversation**

Your Assessor will organise to have a professional conversation with you about your knowledge and skills that relate to specific units of competency. They will ask you questions that help them evaluate your competency in this unit. The employer/supervisor nominated in your Self-Appraisal will be contacted to obtain details of their qualifications; skills and experience; work history relevant to this qualification. If required, the employer/supervisor will also be asked to provide information about the duties you perform/ed in the workplace and verify your skills, knowledge and experience once the assessment evidence has been gathered by your Assessor.

Your electronic submission of the Candidate Guide acts as your signature for the “Statement of Original Authorship” for the evidence you submit.

## Evidence Review

Once you have completed and submitted the Candidate Guide, along with any outstanding supporting documentary evidence, the RPL Assessor will contact you to organise the Professional Conversation, which will include questioning relevant to each unit of competency.

Should your Assessor still require additional evidence, they may organise with you to conduct a practical observation either in the workplace or in a simulated environment, where they can observe you performing tasks for which they are seeking to confirm your competence.

The Assessor may also ask your employer to provide some information about your ability to perform relevant workplace tasks/activities. The Assessor will negotiate these options with you and your employer.

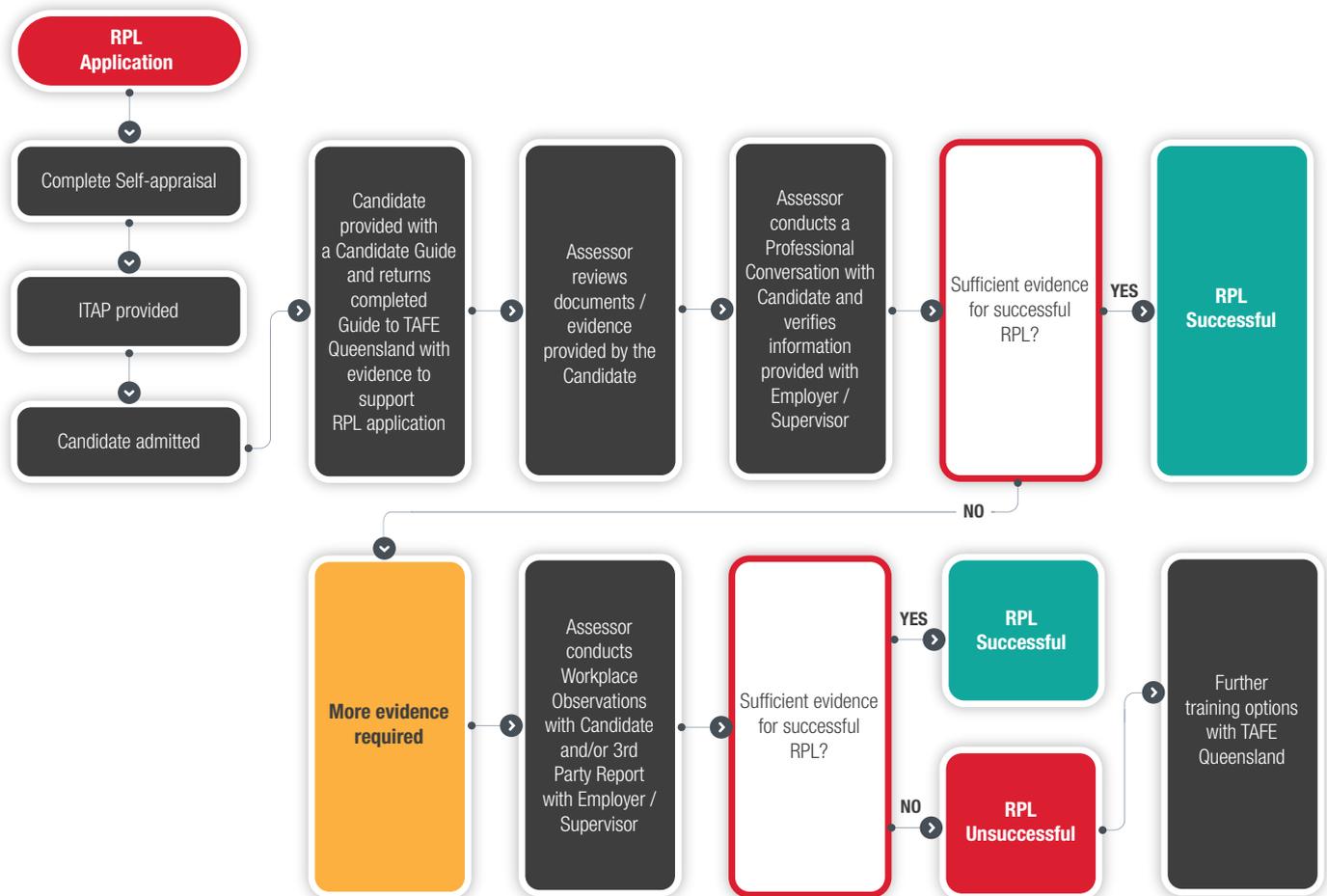
## Award or Statement of Attainment

Upon completion of the RPL process, your Assessor will make an assessment judgement. You may be eligible for the full qualification to be awarded or you may receive a Statement of Attainment which will list the units you have achieved.

## Gap Training Opportunities

Where you have identified in the Self-Appraisal that there may be a gap in your skills, knowledge or experience, or where your Assessor identifies gaps, they will discuss training options with you to fill these gaps (additional enrolment/fees may be applicable at this point).

## RPL Decision Points





# INSTRUCTIONS FOR COMPLETING THE CANDIDATE GUIDE

## Section 1: Portfolio of Evidence

The RPL process will involve providing documentary evidence to demonstrate that you can perform or have performed various tasks/activities.

Your Self-Appraisal includes details of General Employment documents such as: a resume or list of experiences; qualifications or units of competency you have completed; and statements of attendance or similar documents indicating the non-formal training you have received. This will be included in the Portfolio of Evidence.

The Portfolio of Evidence also includes the documents you can supply for each unit of competency as detailed from your Self-Appraisal. Please check that this list is accurate and add or remove documents as required. You will then be required to sign the Statement of Original Authorship contained on the last page of the Candidate Guide.

Your Assessor will review these documents and discuss the ones relevant to each specific unit of competency. Please ensure that you do NOT breach your organisation's policy on privacy and confidentiality when you respond to any questions posed by the Assessor associated with these documents.

### Evidence Checklist

**Table 1** includes details that have been entered by TAFE Queensland from your Self-appraisal for each specific unit of competency. If no documentary evidence is required for a specific unit of competency then 'N/A' will have been entered.

**Table 2** includes a list of General Documents that you may have provided for each specific unit of competency.

\* Candidate to please remove from Table 2 those documents that do NOT contain information for this specific unit.

**Table 3** is provided for you (the candidate) to list other documents you think will support your application, and are not listed previously.

## Section 2: Professional Conversation

To help you prepare for the conversation with your Assessor, you may wish to consider your responses to the questions provided in the Professional Conversation section for each unit of competency listed in the Candidate Guide.

Your verbal responses should be as detailed as possible, drawing on organisational policies and procedures and any legislation or regulations or standards that may impact on your work. There is a space at the end of each list of questions for you to make some notes or dot points that you can take into the meeting with your Assessor if you wish.

You are also allowed to take documents into the meeting. These questions will link directly to the documentary evidence required/provided.



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