



RECOGNITION OF PRIOR LEARNING (RPL)- APPLICANT INFORMATION

What is it?

Recognition of prior learning is the term used to describe a number of assessment processes resulting in the formal recognition of competencies (skills, knowledge and attitudes) that a person has acquired through formal or informal training, work experience and/or life experience. Recognition of prior learning is an alternative pathway to a qualification and/or Statement of Attainment.

Through RPL, individuals are not required to undertake training in areas where they are already competent.

The process of RPL is not intended to circumvent the learning process. It will assist you to identify the skills and knowledge you currently possess that are relevant to the workplace. It is important to remember that this is a “Demonstration” of your competence not an assumption.

How it Works

The RTO’s RPL process is in accordance with, and meets the quality standards specified in the Skills Recognition Framework for Vocational Education and Training in Western Australia, a document produced by the Department of Training in Western Australia. The minimum acceptable claim for RPL is a Unit of competency.

If you decide to apply for RPL you will need to complete an application form outlining the specific knowledge, skills and workplace competence that you already have. You will then be asked to attend an interview with the Director of Perth Boat School. The information submitted with the application, and interview will determine and provide you with the relevant information to continue with your application.

At the interview you will, together with the Director of Perth Boat School determine that most appropriate method of RPL to suit your needs. You will be provided with the relevant resources to assist you to either gather a portfolio of evidence (which includes completing a mapping of your documentary evidence to substantiate your claim) or complete an assessment task for each Unit of competence (UOC). Specific tools have been developed for this purpose. The onus is on the student to demonstrate competence. Ongoing coaching can be provided throughout this process.

When you feel you have sufficient evidence to substantiate your claim you will forward your evidence for assessment. This may require an formal interview.

During the interview you will have the opportunity to formally present your evidence and case for RPL, giving an explanation of how you feel your evidence meets all competency requirements. The Assessor may also ask you questions throughout your presentation. (you may at any time be asked to supply extra information to support your application.) Please ensure you allow at least two hours for this interview.

After the interview, you will be notified of the decision. If your application is successful you will not be required to undertake formal training for those units of competency which you have been granted RPL. Perth Boat School will provide you with a Statement of Attainment for the relevant UOCs for which you have demonstrated your competence.



How you are assessed

Some methods used are:

- Interview or structured questioning
- Documentary evidence (eg references from employers, outlines for completed program, portfolio of supporting evidence.
- Examples of work
- Practical demonstration in a simulated environment
- Practical/theory tests
- Completion of a project

What is Evidence?

Evidence is sufficient proof that demonstrates your competence in the Unit of competency. It can include work reports, testimonials, documentation relating to courses attended to name a few. Evidence can also be obtained through oral or written questioning, assignments, observation and demonstration.

Please Note: You will be required to provide at least two examples of evidence to meet each element and performance criteria of each UOC. Read through the elements and performance criteria for each unit and select those that you feel you can meet through your previous experiences and qualifications and commence collecting evidence.

There is considerable documentation that is required during this process for you to be deemed competent. Please attach sufficient information that will assist the assessor in determining your competence, they will only ask for it anyway! This is explained in more detail under the "Rules of Evidence".

Questions you should ask yourself when collecting evidence include:

- What experience have I gained that is relevant to the assessment criteria of the course?
- How can I prove that I meet the assessment criteria?
- What evidence can I present?

Six Stages to Skills Recognition Process.

There are six stages in the Skills Recognition process as outlined below:

Stage One	Information and initial interview
Stage Two	Support and Counseling
Stage Three	Gathering evidence / completing assessments
Stage Four	Assessment / judgment of competence
Stage Five	Post feedback
Stage Six	Certification , if successful



Rules of Evidence

When collecting your evidence, you need to make sure that it meets the following “rules of evidence”. The assessor will determine your competence based on these.

Valid	Evidence must relate to the competency standards specifically. Evidence must include all four dimensions of competency and reflect the appropriate workplace level.
Authentic	Evidence must be the students own work.
Consistent	Evidence must be demonstrated over a period of time suggesting sustained performance.
Sufficient	The student must provide enough evidence to show actual competence. Two pieces of evidence is a minimum.
Current	Evidence must relate to the demonstration of recent competence. Evidence is only allowed from within the last two years, unless the student can also demonstrate that skills and knowledge are still being used.

What is the timeframe for RPL?

It would be expected that you would be ready to submit at least some of your evidence within two months, with the entire process taking between four to six months.

Be mindful of your time, and motivations.

What is the cost for RPL?

Full course costs are incurred for RPL applications.

What to do if you have an appeal regarding the RPL process?

Perth Boat School has policies and procedures in place for the management of appeals. Specific information regarding these can be found in your student handbook. This information is also available on the Badge Group Website.

For further information regarding this RPL process please contact:

The Manager
Perth Boat School