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UQ Skills



Recognition of Prior Learning (RPL)

Candidate Information Booklet

Developed by UQ Skills
The University of Queensland

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Welcome

Thank you for choosing UQ Skills to assess you through the recognition of prior learning (RPL) process.

The RPL process is a methodical and detailed collection of evidence that describes your current knowledge and skill levels. This process can take up to a few months, depending on what type of evidence you have available and how quickly you can gather it.

Our role as the assessor is to guide you through this process, offer advice on which qualifications best suit you and document your assessment. Once the evidence is compiled into the appropriate format it is then submitted for approval in order for you to receive your qualification.

If you have any further questions please do not hesitate to contact our office or your assigned assessor at any time via email or telephone.

We look forward to reviewing your application and thank you for choosing to have your life skills recognised through UQ Skills.

What does RPL mean?

What is *recognition* of prior learning?

Recognition is a judgment made by a qualified workplace assessor, on the level of your current skills and knowledge, as they relate to units of competency in training packages. Your skills and knowledge may have been gained through work experience, formal and informal training and general life experience.

If you wish to have your current skills recognised, you must demonstrate that you are competent against industry performance standards. You can do this by providing a portfolio of evidence such as:

- Curriculum vitae or resume
- work records
- references detailing your responsibilities
- records of workplace training
- courses and qualifications you have completed
- awards and prizes
- relevant correspondence
- relevant diary notes
- financial records you have maintained
- minutes of meetings which contain information about your participation
- job description
- organisational chart showing your position/responsibility
- performance appraisals
- third party reports from current or previous supervisors, trainers, and managers who have witnessed your activities

- letters of appreciation from clients
- confirmation of relevant unpaid/volunteer experience
- verification of duties undertaken as a member of a club or community group
- work samples
- videos/photographs of your work.

One piece of evidence may be relevant to more than one unit of competence, and must be labelled and matched to the elements and performance criteria relevant to the unit being assessed. Your workplace assessor will check your evidence to ensure that it is:

- relevant to the unit of competency
- authentic (that it is your own work)
- current (to show that you have kept up to date with your field and are competent in current methods)
- sufficient (you should aim to provide several pieces of evidence for each element).

Be careful not to disclose confidential information when presenting your evidence (i.e. remove names and figures).

Do not include original certificates of training, but include copies that have been certified by a Justice of the Peace or a Commissioner for Declarations.

How you demonstrate competency

You are required to demonstrate your:

- ability to perform activities as stated in the elements and performance criteria of relevant units of competency (standards as required by industry)
- knowledge to understand ‘why’, ‘what if’, ‘how’ and ‘when’ relating to units of competency
- ability to adapt those skills and knowledge to other contexts within a range of units of competency
- ability to apply a set of generic skills.

Possible reasons to apply for the RPL process

You may decide to apply for RPL in order to:

- gain a qualification or statement of attainment
- obtain entry or credit into a course; i.e. use to gain credit into higher level academic courses and programs
- identify your training needs
- confirm competence for appointment to workplace position, or to meet an award structure, licensing or regulatory authority
- identify your current skills and knowledge
- identify an employee’s skills and knowledge to retrain into different roles in your organisational restructure
- complete and attain your qualification in a shorter period of time.

Entry requirements

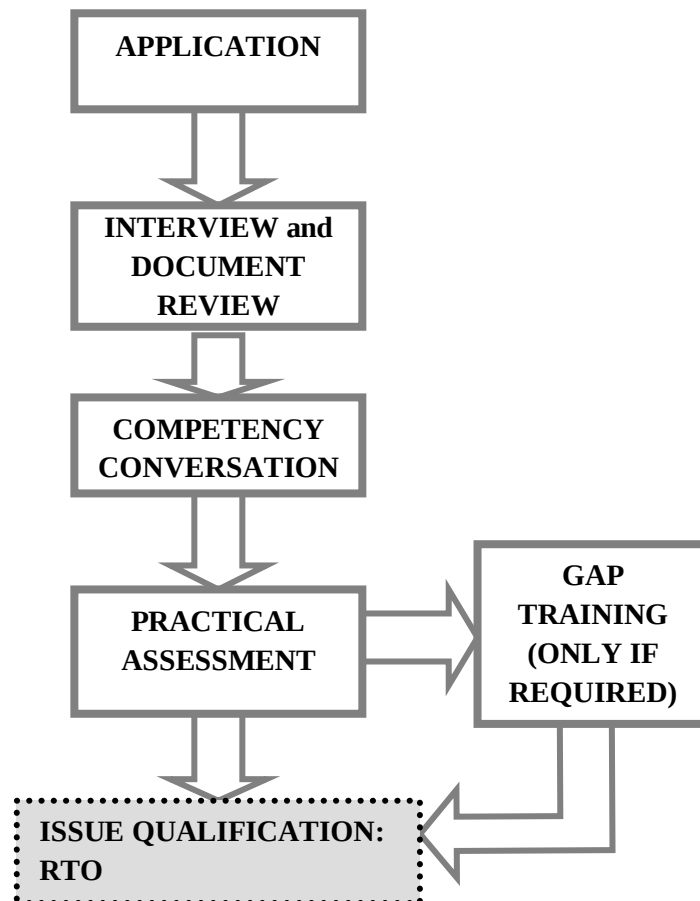
Applicants must have the appropriate skill level, previous experience and other relevant attributes in order to enrol.

Other requirements

Underpinning knowledge, including numeracy and literacy skills, negotiation and problem solving skills, work health and safety knowledge (WH&S), is contained within the knowledge base of all qualifications.

Overview of recognition process

This RPL process has been developed to streamline the application for recognition of prior learning.



Steps in the RPL process

Preliminary

Before taking the first step in your RPL process, please make sure that you understand the terms, conditions and associated fees. Fees will vary depending on the qualification being assessed, if any funding is available and if gap training is required.

More information is available on the UQ website.

If there are any issues that you are uncertain or uncomfortable about, please contact your assessor or the administration section at UQ Skills, who will provide clarity on any issues. The best point of contact with UQ Skills administration is via email: uqskills@uq.edu.au

Step 1 – Provide information of your skills and experience

You will be asked to provide as much information as possible of your experience in the industry. This is your first opportunity (and not the last) to provide proof of your variety of relevant experience. Here you can supply examples of your work history which could include:

- Curriculum vitae or resume
- Copies of any qualifications
- Position description
- Brief overview of business or business plan
- Details of any boards, panels or industry groups that you participate in, whether paid or unpaid positions.

Depending on the enterprise you are working in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the assessor will work with you during the RPL process.

You may also need to complete a self-evaluation form to help both yourself and your assessor evaluate your current skills and knowledge. Your assessor will assist you in completing this form if necessary.

Step 2 – Competency conversation with assessor

Once the assessor has looked and documented your evidence they will arrange a time to have a ‘conversation’ with you to go through some key points and questions relating to the relevant units. This is another form of gathering evidence towards your knowledge and skills. You will have the opportunity to discuss and identify your previous experience with the assessor, who will document this relevant evidence and ensure they understand your industry experience.

Step 3 – Site visit and practical skills assessment

This, again, is an opportunity to demonstrate your level of competence. This assessment will be focused on skills that are required to attain the qualification. Your knowledge and practical skills and the application thereof will be assessed via appropriate methods in line with your individual needs and situation.

Further steps

After the assessment your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

Tips and hints to help you prepare

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of any units or qualifications you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints:

- Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
- Consider the possibilities for workplace contact. Are you in a workplace that supports your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
- Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
- Collect any documentation that shows evidence of your experience, knowledge and skills in the industry your qualification represents.