



## RPL/CT Handbook for Applicants



Mines Rescue



## Table of Contents

---

What is Recognition of Prior Learning? .....	3
What is Credit Transfer? .....	3
Is there a cost involved?.....	3
How do I apply? .....	4
RPL .....	4
CT .....	4
FAQs.....	5
How can I gain further information about RPL/CT?.....	7



## What is Recognition of Prior Learning?

---

Recognition of Prior Learning (RPL) is the process of applying to receive recognition for the skills, knowledge and experience you have already gained which you may be able to use to gain credit for a unit of competency or qualification.

The competencies you have already gained could be through work experience (paid or unpaid), life experience (such as leisure activities) or previous training.

You can apply for RPL for any nationally recognised course if you feel you already have the competencies required of the qualification or unit of competency.

To be successful in your application you will need to provide sufficient, current, relevant and valid evidence to demonstrate you meet the requirements of the unit/s of competency you are applying for. You should provide a variety of evidence to support your application. For example, work samples such as reports or other documents you have developed, meeting minutes demonstrating action you have taken, verification letter from your employer.

## What is Credit Transfer?

---

Credit Transfer (CT) applies when a participant has already completed formal training and has been awarded all or part of a nationally recognised qualification and wishes to have it count towards another qualification or course.

For example, if you have already completed the unit of competency RIICOM301D Communicate information, you can apply to have it recognised so you do not have to repeat the training again if it is a required unit for your current course.

To be able to grant you recognition for formal training you have already completed you will need to provide details of your qualification/s (including transcript of units). This should be in the form of the original certificate or a certified copy signed by a Justice of the Peace (JP). You will also need to demonstrate how you have maintained the currency of the skills and knowledge since completing the training.

## Is there a cost involved?

---

Yes, there is a cost involved because it takes significant time to assess RPL and CT applications. Check with your relevant Mines Rescue Station for details.



## How do I apply?

---

### RPL

1. Talk to your Trainer or the RTO Administration Officer to seek advice.
2. Review the unit/s you wish to apply for to confirm you are confident you have the relevant skills, knowledge and experience to meet the unit criteria. Your Trainer can help you access these.
3. Prepare your RPL Portfolio by gathering your evidence to demonstrate your skills, knowledge, experience and currency related to the units you are applying for.
4. Complete the RPL Application Form (TA302) and submit it with your RPL Portfolio to your Mines Rescue station.
5. The RTO Administration Officer will contact you and provide you with any additional resources and information available. They will review your application and provide you with general advice about any additional evidence required before your application is sent to an Assessor.
6. An Assessor will assess your application against the criteria of the unit/s you are applying for. They will notify you of the results.

If your application is successful, any Certificate or Statements of Attainment achieved will be issued to you.

If unsuccessful, ask your Assessor to explain your options. You might need to provide additional evidence or complete additional training.

### CT

1. Complete the RPL Application Form (TA302) and attach a certified copy of your Nationally Recognised Qualification / Statement of Attainment or present your original document to Station staff so they can sight it and retain a copy.



## FAQs

---

### Can I apply for just one unit?

Yes – you can apply for one unit, multiple units, or a whole qualification.

### What evidence do I need to provide?

That really depends on what unit you are applying for and the types of experiences you have gained. Speak with your Trainer/Assessor or the RTO Office for information on the types of evidence you could provide.

You will need to be able to provide sufficient evidence to demonstrate you currently have the skills, knowledge and experience to meet the unit criteria. This means your evidence must be recent and you must provide enough relevant evidence to demonstrate your competence.

### What are some evidence examples?

The list below provides some general examples:

- Video (e.g. of presentations, performing the skills)
- Observation of skills (practical demonstration)
- Work samples (e.g. budgets, plans, reports, drawings, diagrams, tenders)
- Supervisor reports/verification letters
- Licenses held
- Published works
- Log books
- Photos of work
- Academic records
- Attendance certificate from professional development days

### What is a verification letter?

This is a letter from an authorised person, such as your workplace supervisor which provides detailed information to support your application. It could detail your current duties, or verify the documents you have provided in your application as documents that you have developed in your workplace.

A verification letter should be on the relevant company letterhead and signed by the verifier. Their contact details should also be on that letter so that the Assessor can contact them if they need to seek further clarification.

### **What does certified copy mean?**

A photocopy of your evidence documentation that is signed by a Justice of the Peace (JP) to state the original has been sighted; or the original presented to a Mines Rescue staff member, a photocopy taken and signed to state original sighted.

### **Can I appeal a decision?**

Yes – Just like any formal assessment, you have a right to appeal the decision if you feel that it is unjust. You can initiate the appeals process by contacting your Assessor in the first instance; it might just be a case of needing additional evidence from you. If you are still not satisfied that the process has been fair, contact your Mines Rescue Station and the matter will be followed up further.

### **How does the Assessor make their decision?**

The Assessor needs to be able to clearly see how you have the current knowledge and skills to fulfil the competencies that are required of the unit or qualification. The unit describes all the skills and knowledge that you will need to demonstrate. You can search for the unit details on [www.training.gov.au](http://www.training.gov.au) or ask your Trainer for assistance.

Your evidence must also be:

- Sufficient
- Current
- Valid
- Authentic

The table over provides further details.



<b>Sufficient</b>	<p>Enough quality evidence to make an accurate assessment decision.</p> <p><i><b>For example:</b> If you want to demonstrate you are skilled in conducting safety inductions you may need to provide a variety of evidence. Evidence may include induction session plans you have developed, induction checklists you have completed, a verification letter from your supervisor detailing your responsibilities and an attendance certificate from a professional development workshop you attended regarding safety inductions.</i></p>
<b>Current</b>	<p>Evidence must demonstrate <u>current</u> competence.</p> <p><i><b>For example:</b> If you want to demonstrate you are skilled in operating a shearer, evidence from a training course you completed 10 years ago is not current or sufficient. You would need to demonstrate how you have maintained those skills during that time and kept up-to-date with industry changes.</i></p>
<b>Valid</b>	<p>Evidence must be relevant to the unit/qualification you are applying for and must meet the requirements of that unit/qualification.</p> <p><i><b>For example:</b> If you are apply for recognition of a WHS risk management unit related to mine management, evidence of risk management in terms of business management is not likely to be relevant.</i></p>
<b>Authentic</b>	<p>Evidence must clearly demonstrate that it is your work.</p> <p><i><b>For example:</b> A workplace sample you provide must clearly show that you developed it. This could be through authorised signatures on the document or through a separate verification letter from your supervisor.</i></p>

## How can I gain further information about RPL/CT?

Speak with your Trainer or station staff, or visit <http://www.skillsrecognition.nsw.gov.au/>