



**VET Student
Recognition of Prior Learning (RPL)
Kit**

Eagles Education RPL Information

What is RPL?

Recognition of prior learning (RPL) is the assessment of skills or knowledge required for entry to, or advanced standing towards, a qualification, where there are no credentials as proof. Advanced standing will be granted for RPL under the following conditions:

- a) it is suitable and appropriate to a specific award course
- b) where a student's previous non-formal or informal learning is assessed as having met the learning outcomes and assessment criteria of a particular Unit of Competency within the relevant course.

Why do we assess RPL?

Eagles understands that some important adult learning takes place outside of educational institutions. By providing opportunities for Recognition of Prior Learning (RPL), Eagles is better able to meet the needs of learners.

Student Benefits of RPL

The RPL process can:

- encourage students to pursue education
- eliminate duplication of learning
- increase access
- reduce the cost of education
- shorten the time to complete an education program
- increases self-esteem and self-confidence
- validates learning gained through work and life experience
- assists with career development and education planning

The RPL Process

Assess your own eligibility...

The RPL process can be very time consuming, so before you launch in to it can be beneficial to honestly self-assess your likelihood of success. Eagles staff can offer some feedback here so feel free to ask a representative.

Collect evidence and apply...

Fill in the form that follows this information. You will need to gather and provide evidence of your existing skills, knowledge and ultimately competence in the unit of work which you are applying for.

Your evidence must comply with the rules set out by the Australian Qualifications Framework (AQF) therefore your evidence must be:

- valid – it must cover all requirements of the subject
- sufficient – you need to have sufficient evidence to demonstrate your ability to meet the learning outcomes

- current – your evidence must be recent
- authentic – you may be asked to verify that the evidence you present is your own work
- relevant – your evidence must be applicable to the qualification.

To be granted advanced standing for a specific subject you must meet the requirement of the learning outcomes of that subject and evidence can be categorized in 4 ways:

- Direct evidence
- Indirect evidence
- Personal statements
- Supplementary evidence

Direct Evidence

This reflects your own work and could include:

- record keeping systems
- operation schedules
- spreadsheets developed
- correspondence (letters, memos, fax messages and emails) you have written
- diary notes you have made
- completed job cards for work that you have done during your normal work activities
- job specifications developed by you
- procedures
- monthly, annual or financial reports
- business plans
- appraisals or team reviews that you have completed
- videos of your work
- photographic evidence of your work.

Indirect Evidence

This is information gathered from others about you, and could include:

- workplace supervisor reports/references
- magazine or newspaper articles about you
- prizes, certificates or other forms of commendation
- minutes of meetings which contain information on your participation and performance in specific activities
- letters of appreciation from clients or work colleagues
- references from previous employers
- video recordings/photographs of activities you have undertaken which can be verified by a third party.
- witness testimony or third party reports - this could include statements from other people to support your claim for RPL. You might include managers, supervisors, previous employers, customers and colleagues. These are NOT references: the information contained in this type of statement must be relevant to the learning outcomes.
- Your witnesses may be contacted to verify their reports.

Personal Statement

A personal statement should be included with every application, but will only be considered as supporting evidence, not as primary evidence.

A personal statement plays two very important roles in helping you prove your application.

- It gives you the opportunity to explain the evidence that is specific to your own work situation or industry so that the assessor can understand it and match it against the criteria for the course.
- It helps you highlight the knowledge and understanding required to do your job.
- It also gives you an opportunity to explain why you did what you did.
- The personal statement is a concise description of your work activities and the functions you carry out, and should be related to the learning outcomes.

Your personal statement should include:

- a brief description of the context (situations and circumstances) in which you carried out the work
- details of the activities you undertook
- an explanation of the planning processes used
- an explanation as to why you made certain decisions, and the factors which influenced the outcome; for example, was it necessary to follow company policy or any specific legislation? What underlying principles were applied? Relate any applicable theories to your evidence
- the decisions regarding follow-up of the outcomes of your activities
- any other similar situations you handled.

Supplementary evidence

In addition to providing evidence, the RPL assessor may contact you and arrange for an interview in which you will be required to answer oral or written questions to demonstrate your understanding of the knowledge required or undertake a challenge test to demonstrate your knowledge and skill.

Lodge Application

This form and your portfolio of evidence will make up your application. Be sure to have created a duplicate before handing your application in person to the Service Manager or Coordinator

Appeals process

If the applicant feels the RPL application was not handled appropriately, they may appeal the outcome by completing a grievance form. The Complaints form and policy can be found on the Eagles website at <https://www.eaglesraps.org/policies-and-forms>.

Student RPL application form

Complete each question in this form. Incomplete applications will be returned to students unassessed.

Personal Details

Student name: _____ Phone: _____
USI: _____ Email: _____

Course Details

Course name: _____ Course code: _____

Unit you are seeking RPL for:

Unit name: _____ Unit code: _____

I _____ apply for Recognition of Prior Learning (RPL) for the Eagles Education unit listed above, and have supplied my completed Portfolio and application form.

I UNDERSTAND THAT:

- Only completed applications will be assessed
- If I feel that this application has not been handled appropriately I can follow the grievance policy which can be found at <https://www.eaglesraps.org/policies-and-forms>

Student Name: _____ Date: _____

Signature: _____ Received by: _____

OFFICE USE ONLY

Date Processed: _____ Student Number: _____

Outcome: _____ Signature: _____