



RTO Provider Number 91585

Skills Recognition Guidelines (RPL)



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Introduction

This document is designed to provide guidance to students considering making an application for skills recognition, "Recognition of Prior Learning" or "Current Competency".

Skills Recognition seeks to prove that the applicant already has acquired skills and knowledge equivalent to the skills and knowledge being assessed in a recognised course or unit of competency.

The outcome of a successful Skills Recognition application is recognition that the applicant has already achieved the required skills and knowledge and thus does not have to demonstrate these skills or knowledge again.

The most practical application of this is a reduction in a training program.

Skills Recognition will consider formal education such as other Nationally recognised training courses. Work experience and general life skills, e.g. a hobby in personal computers may provide RPL in computing or computing related courses.

1. What is Skills Recognition?

In short, Skills Recognition identifies of all your current skills and abilities.

- If you can provide sufficient documentary evidence to demonstrate equivalent knowledge and skills to that required to be achieved in the Unit of Competency you will be recognised as having equivalent experience and knowledge and thus be found competent in that unit of competency and be awarded the unit of competency by Skills Recognition.
- Individuals who demonstrate equivalent competency in a complete qualification will be awarded the qualification.
- Individuals who demonstrate competency in less than the complete qualification will be awarded "Statements of Attainment" for those units of competency in which they were found to be competent.

2. Possible types of Evidence that may be suitable

There is a wide variety of evidence types that can be suitable for inclusion in a Skills Recognition application.

- **Formal Qualifications:** These would include any recognised qualification such as a trade certificate, a TAFE course or another course from an RTO or any other formal course.

The formal qualification will need to directly relate to an element or elements of the course that you are seeking Skills Recognition for. Your formal qualification may in its entirety be equivalent, or a subject or module may directly relate to the Unit of Competency.

As with all evidence offered in a Skills Recognition application you will need to clearly show why the evidence is relevant to the qualification being sought.

- **Resumes and CV's:** These are an excellent way of describing your experience and personal history; however, they do provide clear and objective evidence of your skills and competencies. Resumes will need to be supported by work examples, valid third-party reports and potentially other forms of evidence.
- **Copies of Policies and Procedures:** These can be acceptable forms of evidence if presented in a clear and accurate light. Merely presenting the Policies and Procedures is insufficient evidence of competency. The applicant will need to demonstrate that they either work to these policies and procedures in which case the correct evidence provided should be examples of work that complies with these policies or procedures.

Alternatively, if the applicant wrote or was involved in the writing of the policies and procedures then the applicant needs to submit evidence that supports the claim clearly documenting the extent of their involvement with the development of the policies and procedures along with the actual policies and procedures.

- **Third Party Reports:** As with all evidence offered with your application the evidence offered must relate directly to the unit of competence recognition is being sought. All third-party reports will need to follow the rules of evidence and relate directly to the unit of competency and to the applicant. The author of the document will need to clearly establish their working relationship with the applicant and cite examples of what has been observed, signed and presented in an identifiable document.
- **Work Documents:** Examples of your work such as reports, correspondence, meeting documents, files, conference proceedings, client notes, training reports, assessments tools etc. must be identifiable. All documentation should clearly relate to the candidate and the relevant aspect of the unit of competency recognition is being sought. All documentation should be signed, dated and where appropriate, verified.
- **Historical Evidence:** Any evidence that is over 2 years old should be supported by more up to date evidence. The combined evidence should indicate the applicants continued currency in the area of competence recognition being sought. If the applicant can demonstrate a continuous standard of competency then the historical evidence can be submitted. If the evidence does not lead to a continuous level of competency, then the competency must be demonstrated in an alternative manner.

3. How should I start collecting my evidence?

1. Identify which units of competency you feel you may receive recognition;
2. Read the WHOLE unit of competency, including the elements, the performance criteria, the range statement and the evidence guide as contained in the Training Package. Training Packages are available from www.training.gov.au;
3. Review your own education and experience. Think about what knowledge and skills that you may have that addresses the requirements of this Unit of Competency;
4. Think of examples of you demonstrating these skills and using this knowledge over the last 2-3 years. You should refer to "specific evidence requirements" in the unit of competency Evidence Guide;

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5. For every example, you will need to determine how you could demonstrate that you have met the requirements of the Elements and the Performance Criteria;
6. You will need to review the Range Statement to ensure that your experience is consistent with the context and definitions provided;
7. You should then review your experience and documented evidence to ensure that you have met every aspect of the Unit of Competency. Your evidence should be **valid**, ie. show what it claims to show;
8. Your evidence should be **authentic**, ie you should be able to accumulate evidence that is identifiable, ie: on letterheads, that is signed by relevant people, contains file or reference numbers and is creditable to your Trainer and Assessor;
9. Your evidence should have times and dates, as this will be required to determine that your evidence is recent and that these skills and knowledge are **current**.
10. Your evidence should reference the element or item that you feel it is addressing. An accumulation of a number of unrelated facts, and experiences does not allow the assessor to evaluate your competency.
11. Your evidence should be **sufficient**, ie. there should be sufficient forms of evidence to indicate your competency. You will also need to ensure that you have demonstrated that your competency has been demonstrated to exist over time, thus consider evidence that has been collected over a significant period of time.

4. How should I evaluate my evidence and how will my Trainer and Assessor evaluate my evidence? (Rules of Evidence)

Your Skills Recognition assessor must be able to rely upon your evidence. This evidence must withstand close scrutiny and examination. The evidence must clearly demonstrate your competence over time.

Your assessor will evaluate your evidence by asking if it is:

Valid:

- Does it relate directly to the unit of competency?
- Does it demonstrate the relevant underpinning skills and knowledge?
- Does it reflect the four dimensions of competency and the key competencies?
- Is appropriate to the relevant AQF descriptor?

Sufficient:

- Does the evidence address all the critical aspects of evidence presented in the unit of competency?
- Does the evidence address all the requirements of the Evidence Guide, including the specific evidence requirements listed?
- Does the evidence cover the full range of performance identified in the unit?
- Does the evidence show competency over a period of time and in different contexts?
- Does the evidence include different forms of evidence?

Current:

- Does the evidence demonstrate that the candidate can apply the competency in their current work?
- Does the evidence reflect work carried out by the candidate over a period of time? The assessor must be confident the applicant can still perform to the standard demonstrated by the evidence.

Authentic:

- Is each piece of evidence clearly identifiable as the candidate's own work?
- Are the qualifications, references, licenses etc presented by the applicant are signed off as a full and correct copy of the original by a credible third party?
- Are the applicant's verbal or written accounts of what they can do are supported by actual evidence, such as work examples, or products, etc?

5. How should I present my Evidence?

While there are no firm instructions for the presentation of your Skills Recognition material there are some very clear guidelines.

Follow the suggestions in the preceding sections and structure your application in a logical and thoughtful manner.

Choose your Evidence wisely:

- Provide different forms of quality evidence clearly linked to the units of competency that you are seeking recognition for;
- Ensure that all evidence is authenticated;
- Ensure that all resumes and job descriptions are supported by actual evidence;
- Ensuring that all organisational documents are controlled and clearly show ownership, authorship and the date of last review.

You will need to spend a significant amount of time and effort assembling your application. The effort that you make does not need to be spoilt by a poorly constructed application.

6. Structure of the RPL Application:

1. Complete the RPL self-assessment form detailing your contact details and the Units of Competency that you are seeking recognition for and return to our office
2. On receipt of your completed self-assessment, we will contact you to discuss the RPL and Enrolment process and provide you with a list of RPL evidence required.
3. Assemble your Evidence by Unit of Competency. With each item clearly labeled.
If the same evidence applies to a number of units of competency, please duplicate the evidence and include it with each individual unit recognition is being sought.
4. submit your RPL evidence for assessment. We will contact you with the results of your RPL application within 14 days.

7. Assembly of Evidence

When assembling evidence of competency, applicants are reminded that they need to review the whole unit of competency, including the Evidence Guide, as a complete document and then address the requirements for evidence.

8. Questions

If you have any questions at any time regarding the assembly of your Skills Recognition application, the progress of the application or the results of the application, please contact our office at:

Unique Training Providers

P.O. Box 192

Mittagong NSW 2575

Ph: 4872 1495

Fax: 4404 7706

Email: info@uniquetrainingproviders.com.au

Web: www.uniquetrainingproviders.com.au

9. Appealing our Decisions

We, as an NVR compliant RTO, have an established process for Skills Recognition applicants to appeal any decisions made by us.

In the first instance we would suggest that you contact us to discuss the decision to thus ensure that you understand why the decision was made.

If you feel that you wish to appeal our decision, please contact the CEO who will arrange for an Appeal application form to be immediately despatched to you.

A process of appeal is available to you to address any unfairness you may feel was displayed to assess your RPL application.

If you consider an appeal, please contact our office on the details below and ask for an Appeals Form.:

Unique Training Providers

P.O. Box 192

Mittagong NSW 2575

Ph: (02) 4872 1495

Fax: 4404 7706

Email: info@uniquetrainingproviders.com.au

RPL Self Assessment

Purpose of this form:

This form is used by the student to assess themselves on which units they may apply for Recognition of Prior Learning (RPL).

Instruction:

Read through the following units of competency and tick the box for each unit under the appropriate heading. Use the following references

RPL – Recognition of Prior Learning

F2F – Face to Face Training – Classroom

DIST – Distance Learning (also known as correspondence)

If you believe you have the knowledge and experience in any of the units and are able to supply evidence to support this, tick the **RPL** column

If you feel you are not confident you have enough supporting evidence for a unit, you have the option to complete the unit by either **Distance Learning** or **Face to Face Training**. Tick the relevant box corresponding to the preferred method of delivery.

Once you have completed this self-assessment, please return it to Unique Training Providers by either of the following

Email: info@uniquetrainingproviders.com.au

Fax 02 4404 7706

Post: P.O Box 192, Mittagong NSW 2575

What happens next?

Once Unique Training Providers has received this form, we will send you our enrolment information to be completed as well as an RPL kit for you to begin gathering your evidence for the units you are applying for RPL. We will also arrange for dates, times and venues for any face to face training and delivery of any units being completed by distance learning where applicable.

If you have any questions or queries, please do not hesitate to contact your trainer/assessor or our friendly staff on (02)48721495 or email info@uniquetrainingproviders.com.au

NAME: _____ MOBILE: _____

EMAIL: _____

AGENCY: _____

CPP40307 CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE)				
UNIT CODE	UNIT NAME	RPL	F2F	DIST
CERTIFICATE OF REGISTRATION UNITS				
CPPDSM4080A	Work in the real estate industry			
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work			
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work			
AGENCY & RISK UNITS				
CPPDSM4009B	Interpret legislation to complete agency work			
CPPDSM4015B	Minimise agency and consumer risk			
CPPDSM4005A	Establish and build client-agency relationships			
CPPDSM4056A	Manage conflict and disputes in the property industry			
BSBRKG304	Maintain business records			
BSBSMB406	Manage small business finances			
BSBLED401	Develop teams and individuals			
CPPDSM4006A	Establish and manage agency trust accounts			
PROPERTY MANAGEMENT UNITS				
CPPDSM4010A	Lease property			
CPPDSM4011A	List property for lease			
CPPDSM4013A	Market property for lease			
CPPDSM4016A	Monitor and manage lease or tenancy agreement			
CPPDSM4020A	Present at tribunals			
CPPDSM4049A	Implement maintenance plan for managed properties			
PROPERTY SALES UNITS				
CPPDSM4003A	Appraise property			
CPPDSM4012A	List property for sale			
CPPDSM4014A	Market property for sale			
CPPDSM4022A	Sell and finalise the sale of property by private treaty			
CPPDSM4017A	Negotiate effectively in property transactions			
AUCTION UNITS				
CPPDSM4004A	Conduct auction			
CPPDSM4019A	Prepare for auction and complete sale			