



COL JOY TRAINING SERVICES

ABN 34 093 362 522

RECOGNITION OF PRIOR LEARNING/ RECOGNITION OF CURRENT COMPETENCE (RPL/RCC)

INFORMATION PACKAGE

The object of the Recognition of Prior Learning/Recognition of Current Competency (RPL/RCC) Package is to ensure that an individual's prior (current) learning achieved through formal and informal training work experience or other life experience is appropriately recognised.

Owned and Operated by
CC JOY ENTERPRISES PTY LTD ACN 093 362 522

"We aim to provide training of the highest quality to meet our clients specific needs."

RECOGNITION OF PRIOR LEARNING/ RECOGNITION OF CURRENT COMPETENCE (RPL/RCC)

This process acknowledges the skills and knowledge that a person already has, whether it is gained from life work, community involvement, home or formal training and study.

The RPL/RCC process identifies the knowledge and skills that a person has learned from these experiences and matches this against competencies and elements or learning outcomes of a course of study or a set of competency standards, (There must be a benchmark.)

Value is given to prior learning and competencies. Therefore, the person does not have to study what is already known.

Advantages of Recognition of Prior Learning/Recognition of Current Competency

- Recognition for skills already held
- Shorter time to complete formal studies
- Cost saving
- Creates pathways between work and life experiences and formal training
- Makes entry into formal training more attractive

Flexibility of Recognition of Prior Learning/Recognition of Current Competency

The RPL/RCC process, designed to meet the needs of a diverse range of people, is adaptable and flexible. The important features of the process are:

- It is an interactive process
- It can include a variety of assessment methods
- It can be adapted to the needs of specific groups or individuals
- It is flexible

What is the Process?

The intending applicants are supplied with information to help identify knowledge and skills against the elements and assessment requirements of a chosen Unit of Competency or Course of study.

The application form is completed and the relevant documentation collected.

The RPL/RCC assessment is carried out by the trainer/assessor.

If further assessment is needed, the procedures and requirements are explained.

If RPL/RCC is not granted, then it is explained why it is not granted and the appeal process is explained.

RPL/RCC PROCESS

WHAT HAPPENS?

- 1) Potential applicants request information on the Training Package/Unit of Competency/Course/Module in which they are interested.
- 2) An RPL/RCC Application Package is requested.
- 3) Applicants peruse the information and can carry out a Self Analysis to measure their knowledge and skills against the provided information.
- 4) Applicant completes the Application Package and forwards it to CJTS together with the list of competencies/modules for which they may wish to seek RPL/RCC.
- 5) The trainer/assessor will peruse the application then contact the potential applicant to discuss the application and negotiate proposed assessment.
- 6) The potential applicant then will either (1) enrol or (2) advise they wish to go no further. There is no obligation to enrol – it is a matter of individual choice.
- 7) Should the applicant wish to enrol in the Training Package/Unit of Competency/Course/Module, this occurs and then the agreed assessment process is implemented and completed.
- 8) The trainer/assessor advises the student of the outcome with interactive feedback.
- 9) The teacher arranges for the result/s to be recorded and subsequently forwarded to the student.

The student will be given two attempts for RPL/RCC Assessment.

WHAT HAPPENS IF MY RPL/RCC IS NOT SUCCESSFUL?

- 1) Applicant is notified when more evidence is needed to demonstrate the required Unit of Competency/Learning Outcome. After the first attempt, an explanation will be given by the trainer/assessor.
- 2) The trainer/assessor and the applicant discuss and negotiate how and when the re-assessment will occur.
- 3) The agreed assessment process is implanted and completed by the student.
- 4) The trainer/assessor advises the student of the final result for the Unit/s of Competency/Module/s ensuring interactive feedback.
- 5) The trainer/assessor arranges for the final result to be recorded and subsequently forwarded to the student.
- 6) Should the final result be "Not Yet Competent" for the second RPL/RCC assessment, the student will need to re-enrol in and complete the Unit of Competency/Module in negotiation with the trainer/assessor.

The student will be given two attempts for RPL/RCC Assessment.

**RECOGNITION OF PRIOR LEARNING/
RECOGNITION OF CURRENT COMPETENCE**
Assessment Examples Only

ASSESSMENT METHOD	EXAMPLES OF EVIDENCE
Work	Work References Report from supervisor Video Tape of work tasks Observation of work tasks
Simulated Work	Video of work Challenge test Observation of work tasks Completing work tasks in a simulated environment
Practical Exercise	Role play Observation of work tasks Simulated Exercise
Oral (Verbal)	Face to face interview Telephone conference Oral questioning and answers Oral case study
Written	Challenge test Projects Assignments and essays Case study Portfolio Short answer tests/Multiple choice tests



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APPLICATION FOR RECOGNITION OF PRIOR LEARNING/ RECOGNITION OF CURRENT COMPETENCE (RPL/RCC)

SURNAME: _____

GIVEN NAMES: _____

ADDRESS: _____

PHONE (W): _____ PHONE (H): _____

EMAIL: _____

I hereby certify that the information provided is true and correct.

Applicant's Signature: _____ Date: _____

1) **Formal Qualifications** – List all that you have:

NAME OF QUALIFICATION OBTAINED (Eg. Certificate iv Assessor and Workplace Trainer)	YEAR OBTAINED	BRIEF OUTLINE OF CONTENT COVERED (attach documents)

2) **Have you been involved in any other courses?** (Eg. Seminars/training sessions)

NAME OF WORKSHOP/SEMINAR	TOPIC COVERED

3) **Do you hold any work-related licenses/permits?** (Eg. Forklift license)

Please provide copies of relevant qualifications/statements/certificates you have obtained which have been certified by a Justice of the Peace.

4) **Are you currently enrolled in any course/program of study? If yes, please provide details** (Eg. Diploma in OH & S)

5) **Work Related Experience** – Indicate in the space below any work experience, either full or part time. Include any voluntary or unpaid work.

Current Employment	Type of Work
Company:	Position Held:
Address:	Type of Work:
Contact:	
Phone:	Dates:
Other Employment and Work Experience you consider relevant	Type of Work
Company:	Position Held:
Address:	Type of Work:
Contact:	
Phone:	Dates:
Company:	Position Held:
Address:	Type of Work:
Contact:	
Phone:	Dates:

Please provide copies of relevant qualifications/statements/certificates you have obtained which have been certified by a Justice of the Peace.

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CHECKLIST FOR APPLICANTS

PLEASE CHECK THAT YOU HAVE:

- 1) Read the information package.
- 2) Completed the "Self-analysis Form."
- 3) Completed your list of Units of Competency/Modules for RPL/RCC.
- 4) Attached certified copies of relevant Qualifications/Statements/Certificates.
- 5) Given details of any courses in which you are currently enrolled.
- 6) Fully completed your Application Form.
- 7) Signed the declaration on Page 1 of your Application.
- 8) Kept a photocopy of your Application.