

Recognition of Prior Learning (RPL)

Student information sheet

Overview of the RPL process:

Applicant has requested RPL during the enrolment process*
Information sheet and self-assessment profile form sent to applicant by NTHA Training.
Applicant has 30 days to submit the self-assessment profile and supporting evidence.

STEP 1: submission

Applicant to submit the following to info@ntha.edu.au which is reviewed by an RPL Assessor:

1. self-assessment profile
2. evidence to support the self-assessment profile

It may be determined by the applicant or NTHA Training that they are not ready for RPL and will complete the relevant units via the student portal.

STEP 2: initial review

Outcome of the initial review is emailed to the applicant and advises:

- units that have been deemed satisfactory to move to the next step of the RPL application
- units that require additional evidence to help support the application to move to the next step (**note:** this may include conducting observations of the applicant's skills)
- units that do not have sufficient evidence that meet the requirements for RPL

STEP 3: further review

Outcome of the further review is emailed to applicant and advises:

- units that have been deemed satisfactory to move onto the next step of the RPL application
- units that do not have sufficient evidence to meet the requirements for RPL and will need to be completed via the student portal

Applicant completes units via the student portal to update skills and knowledge

STEP 4: verbal questions

The RPL assessor will conduct competency/knowledge questions with the applicant.
The RPL assessor will also hold a competency conversation with the applicant's employer.
A final outcome is sent to the applicant and will advise:

- which unit/s will receive RPL and how the result/s will show in the student portal
- which unit/s have not met the requirements for RPL. The unit/s will need to be completed via the student portal

Student results are entered into the NTHA Training system and reported to the Qualifications authority

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***NOTE:**

- By selecting **Yes** to RPL on the enrolment form you understand that Step One of the application along with your supporting evidence must be submitted within 30 days of your course start date.
- By selecting **No** to RPL on the enrolment form you understand that you will not be able to apply for RPL during your studies.

What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system. This includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

Benefits of RPL:

If you apply for RPL and your application is successful you could:

- reduce or eliminate the need for any training in skills and knowledge you already have
- remain competitive in the industry e.g. applying for jobs, seeking promotion
- reduce time and money required to attain a qualification
- use to maintain current industry standards, professional registration and/or licensing requirements
- access further or higher education studies

RPL is not recommend for individuals who:

- **have not been employed in a relevant position within the last three (3) years**
- are unable to provide referees who can verify work-related experiences
- are unable to access and provide genuine evidence of skills, associated workplace documentation and work-related experiences

Potential outcomes for an RPL application:

- it is possible at the initial stage of the RPL application that the applicant is required to submit additional supporting documentation. The applicant will have 10 days in which to re-submit this documentation. The applicant can elect to not re-submit and instead complete the unit.
- it is possible at any stage of the RPL application that the applicant is not ready for RPL and that they should complete unit/s via the student portal.
- the assessor identifies whether there are any outstanding gaps in the applicants evidence portfolio and may recommend further assessment or learning pathways to complete the desired qualification outcome; or, if the evidence is deemed satisfactory to the rules of RPL the RTO will issue a statement of attainment or, if applicable, a certificate of qualification.
- The applicant can appeal the RPL decision and request an appeal form from NTHA Training. Any appeals must be submitted within 14 days of the given result.

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Definitions and Terminology

It is important that you understand the following definitions and terminology to assist you with your RPL application.

- **Australian Qualifications Framework (AQF)**

Specifies the standards for educational qualifications in Australia. It is administered nationally by the Australian Government's Department of Industry.

- **Assessment**

The process of making judgements about evidence presented and if competency has been achieved.

- **Competency**

Competency is the demonstration of skills and knowledge that you have gained through life and work experiences as well as any training that you have successfully completed that can be matched against a set of industry performance standards referred to as **units of competency**. These units are grouped together to form a specific industry qualification, within the Australian Quality Training Framework (AQTF).

- **Units of competency**

Each unit of competency is divided into elements (a set of activities that lead to an overall achievement or demonstration of competence). Each of these elements is further broken down into a set of performance criteria which give a more detailed description of the skills and knowledge you need to be able to demonstrate.

Matching your evidence against each of the elements/performance criteria will help you to reach your qualification more quickly.

- **Credit Transfer (CT)**

Is given when a verified training record or academic transcript shows the prior completion of an equivalent unit of competency.

- **Certification**

A set of official documents that confirms that an AQF qualification or statement of attainment (SOA) has been issued to an individual.

- **Evidence verification**

Verification is the term used for the method performed by an RPL assessor that ensure that the RPL evidence meets the following rules of evidence.

- **Authentic:** the evidence presented for assessment must be the applicant's own work
- **Current:** assessment evidence must be from the present or the very recent past
- **Valid:** skills, knowledge and attributes must match the requirements of the unit of competency
- **Sufficient:** the quality, quantity and relevance of the evidence supplied enables a judgement to be made of the applicant's competency