



# Recognition of Prior Learning (RPL) & Current Competency (RCC) Application Kit

## Introduction

AVTES will recognise any AQF qualifications and Statements of Attainment issued by approved Registered Training Organisations (RTO's). If you have achieved skills through formal education and training, discuss same with your Training Co-Ordinator and supply a copy of any results and/or certificates when returning your Enrolment Form to our office. In such instances, **you will not be required to complete this Application Kit** as a standard exemption will be granted that gives you automatic credit.

Similarly, if you have been working for some time, you may be able to gain credit for the competencies you have achieved through your life skills or your work experience. This is called "Recognition of Prior Learning (RPL)" or "Recognition of Current Competency (RCC)". **If you wish to have any RPL and/or RCC acknowledged by AVTES, you will need to formally apply for same using this Application Kit.**

## Code & Title of Training Package

### Code & Title of Qualification

For you to gain recognition for a unit of competency, you must:-

1. gather evidence of your existing knowledge and skills to show that you are competent in the unit; *and*
2. show that your knowledge and skills are up to date.

The **Recognition Assessment Sheet** attached indicates what evidence you will need to produce to satisfactorily illustrate Points 1 & 2 above for each unit of competency you wish to gain recognition for. You may apply for recognition for one or more units of competency.

In general, you are required to provide evidence of your competency in each unit in the following ways:-

- providing samples of your work;
- documenting your experience;
- providing Third Party Reports from relevant others at your workplace to confirm the work you do or have done;
- providing details of any other training (formal or informal) you have done that is relevant;
- demonstrating your skills; *and*
- providing answers to questions that establish your level of knowledge and skills.

### Steps to Follow

1. **Collect the required evidence** prior to the interview with your Training Co-Ordinator **and attach same to the Recognition Assessment Sheet**. If you are seeking recognition for more than one unit, you are advised to keep all evidence for each unit together in separate folders. Sign off and date the Recognition Assessment Sheet where indicated as you work through the Application to ensure you have all the supporting evidence required.
2. When all evidence is in place, **make an appointment with your Training Co-Ordinator for verification of your evidence**. At the interview you will be required to answer questions to confirm that your knowledge and skills are equivalent to the unit level being assessed.
3. **Provide a practical demonstration of your skills and provide samples of your work** if you have not already provided same with your Application. Your Training Co-Ordinator will visit your workplace or arrange for a skills demonstration through a simulated activity.

# Instructions Recognition Assessment Sheet

The following 3 steps should be followed with regard to Applications for Recognition of Prior Learning (RPL) and Current Competency (RCC):-

<b>Step 1</b>	collect evidence prior to interview with Training Co-Ordinator
<b>Step 2</b>	interview with Training Co-Ordinator
<b>Step 3</b>	demonstration of practical skills (either in a workplace or simulated environment)

It is recommended that applicants place a ✓ in each box as each step is completed.

Once all 3 steps have been completed (and a ✓ has been placed in each box), attach a copy of the supporting evidence to same before making an appointment with your Training Co-Ordinator for assessment.

# Recognition Assessment Sheet

Name of Applicant:			
Recognition Process Conducted By:			
Unit Name:			
Unit Title:			
Overview of Unit:			
Requirements	Evidence Collected	Applicant's Initial / Date	RTO Verified
<b>Step 1 – Collect Evidence Prior to Interview</b>			
Document your <b>experience</b> in this unit:			
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
Provide <b>Third Party Reports</b> from relevant others to verify your experience: <i>NB. Third Party Reports will be verified by your Training Co-Ordinator</i>			
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
Provide details of any <b>formal or informal training</b> you have done that is related to this unit			
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>
▪ .....	<input type="checkbox"/>	.....	<input type="checkbox"/>

Requirements	Evidence Collected	Applicant's Initial / Date	RTO Verified
<b>Step 2 – Interview with Training Co-Ordinator</b>			
<b>Answer questions</b> to confirm that your level of knowledge and skills are appropriate to this unit: <ul style="list-style-type: none"> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>	<input type="checkbox"/>     	.....     	<input type="checkbox"/>     
<b>Show samples of your work</b> (if appropriate): <ul style="list-style-type: none"> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>	<input type="checkbox"/>   	.....   	<input type="checkbox"/>   
<b>Step 3 – Demonstration of Practical Skills (either in a workplace or a simulated environment)</b>			
<b>Demonstrate Skills</b> relevant to this unit <ul style="list-style-type: none"> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>	<input type="checkbox"/>   	.....   	<input type="checkbox"/>   
<b>Show samples of your work</b> (if appropriate): <ul style="list-style-type: none"> <li>▪ .....</li> <li>▪ .....</li> <li>▪ .....</li> </ul>	<input type="checkbox"/>   	.....   	<input type="checkbox"/>   

