

TSA Recognition of Prior Learning (RPL) Policy and Information

What is RPL?

Recognition of Prior Learning (RPL) is a process used to assess the competencies that an individual may have developed through previous training, work or life experience. The assessment seeks to determine the extent to which the individual meets the requirements specified in one or more units of competency from a nationally recognised training package.

RPL policy

Training Services Australia offers recognition of prior learning to individual learners for qualifications and units of competency within its scope of registration.

TSA will provide those learners who are interested with information to help them judge whether RPL is right for them.

Why might I wish to seek RPL?

RPL has the potential to reduce the time and expense involved in attaining a qualification, by eliminating unnecessary training and practice of skills in which you are already competent.

Note: RPL is a way of shortcutting the training process. It is **not** a way of shortcutting the assessment process.

A disadvantage of RPL is that it does not normally give you the opportunity to update your skills and knowledge, nor does it allow you to collaborate with others who are participating in the training.

What must I do to achieve RPL?

RPL is a formal assessment process.

To achieve RPL, you must provide one of our assessors with evidence which meets the requirements of the units you are being assessed against. The evidence provided must be:

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| Valid | - clearly relevant to the units being assessed |
| Sufficient | - meet all of the evidence requirements for the units being assessed |
| | - cover the full range of performance criteria specified in the relevant units |
| | - contain enough depth and breadth for the assessor to make a judgement about your competency |
| | - show that you have applied the competency on more than one occasion, over a period of time |
| Authentic | - clearly evidence of your own work |
| Current | - demonstrate your competence 'today'. Generally speaking, evidence should be drawn from projects/work samples that are no more than three years old, and include evidence of work completed within the past 12 months. This is a general guide only. |

Examples of the types of evidence we typically expect to see in an RPL assessment include:

- Answers to questions demonstrating your knowledge of the competencies being assessed
- Work products showing that you have applied the competencies in the workplace (reports, emails, letters, spreadsheets, budgets, procedures, diary notes, plans, etc)
- Examples describing how you have applied the competencies in the workplace
- Verification from people you have worked with (e.g., managers / supervisors) that you have applied the competencies in the workplace

Please note that the provision of a resume and reference letter is not sufficient evidence for us to make an assessment decision. It may, however, provide us with an indication of whether you would be a suitable candidate to seek RPL.

Should you wish to proceed with the RPL process, we will provide you with further details on the evidence you will need to provide for each of the units of competency you are being assessed against.

Please note that in most cases, candidates are expected to present their evidence to a TSA assessor personally, at an RPL interview. Should you be unable to attend a face-to-face interview, please contact a TSA Training Advisor to discuss alternative options such as a telephone or online (video) interview.

When should I apply for RPL?

You may apply for RPL at any time, however in most cases we expect people to apply for RPL before they have attended a training course. There is unlikely to be much benefit in seeking RPL for a unit after you have attended training for that unit.

How do I apply for RPL?

If you would like to apply for RPL, please contact a TSA Training Advisor. They will help you to determine which units of competency would be suitable for you and provide you with information about the cost of RPL. They will then send you the relevant RPL paperwork, including an application form and assessment instruments for each of the units for which you are seeking RPL. The assessment instruments contain detailed information about the evidence you will need to provide for each unit.

Upon receipt of the RPL paperwork, you will need to prepare your application. This includes preparing answers to the questions in the assessment instruments and gathering evidence from the workplace.

When you have finished preparing your application, contact a TSA Training Advisor to arrange your assessment interview.

Frequently asked questions about the RPL assessment process

Do I need to apply for RPL for an entire qualification, or can I select one unit or a few units?

You do not need to apply for RPL for an entire qualification. It is perfectly fine to seek RPL for an individual unit, or for a few units.

Do I need to complete all of the units at once?

No you do not. Some people find it easier to complete one or a few units at a time. In fact, this is a great way of 'dipping your toe in the water'. You can also use the feedback from your first assessment to help focus your preparation for later assessments. For example, you may discover that you were over-prepared, or possibly that you did not prepare thoroughly enough.

May I apply for RPL for some units, and enrol in training for others?

Absolutely! This combined approach is a great way to formally acknowledge your existing skills and experience (RPL), and update your skills with training where appropriate. Contact Training Services Australia if you think a combination of training and RPL assessment is right for you. We can help clarify your choices.

I have already completed some units with another training provider. Can I use these to contribute towards the qualification?

Yes you can, providing those units are **current** and meet the **packaging rules** for the qualification you are seeking. This is called 'National Recognition'. Further information about National Recognition can be found here: www.tsa-wa.com.au/tsa/files/policies/National-recognition.pdf

Please contact a TSA Training Advisor to confirm whether units you have completed elsewhere can be used.

Which units can TSA offer RPL for?

As an organisation, TSA can only offer RPL for units of competency that are within our scope of registration. In addition, our assessors are only permitted to assess units for which they have the vocational competency and experience.

TSA is able to provide RPL for all of the units that we deliver as part of our nationally recognised training courses. We may also be able to offer RPL for some other units. Before beginning the RPL process, please contact a TSA Training Advisor to confirm that we are able to assess all of the units you have selected.

If TSA is unable to provide RPL for some of the units you have selected, you may find that another Registered Training Organisation can offer them to you.

What are the possible results of an RPL assessment and what do they mean?

The only possible assessment results are:

Result	Code	What this result means
Competent	C	Celebrate! You have submitted enough of the 'right' evidence for your assessor to find you 'competent' in the units of competency assessed.
Not yet competent	NYC	<p>The evidence presented suggests that you have not as yet achieved competence in the units being assessed. You may get a NYC result because:</p> <ul style="list-style-type: none"> • The evidence you submitted was of a satisfactory standard, but not all the required evidence was submitted (in this case, all you need to do is submit the remaining required evidence) • The evidence you submitted was not of a satisfactory standard <p>If you attain a NYC result, your assessor will work with you to devise a suitable action plan to achieve competence. This may involve you attending training.</p>

Can I use the same evidence against more than one unit?

Absolutely! We encourage you to 're-use' your evidence for all of the units to which it is relevant. This helps to streamline the assessment process for both you and the assessor. Where possible, your assessor will assist you to identify evidence which can count towards more than one unit.

How does the RPL assessment interview work?

The RPL assessment interview is your opportunity to present evidence of your competency to an assessor. As part of the interview you will be required to:

- Answer some theory questions (or show your assessor the answers you have prepared earlier)
- Present to your assessor examples of documentary evidence relating to the unit(s) being assessed
- Have a discussion with your assessor about your experience and skills in relation the unit(s) being assessed. This discussion will be based around a series of questions designed to ensure that all aspects of the unit(s) are covered.

For some units, you may also be required to provide a short demonstration of some aspect of the unit for your assessor.

To ensure that the assessment process runs smoothly, you are expected to prepare thoroughly beforehand, including making notes and gathering supporting documentation.

The order in which the units are discussed in the assessment interview is up to you. It is recommended that you begin the interview with the units you feel most confident with and have the strongest evidence for.

Where will the assessment interview be held?

The assessment interview may be held in your workplace, where you have access to work documentation, computer files, etc. Alternatively, the meeting can be held at the TSA offices. You should bring along as much relevant evidence with you as you can.

How long does the RPL assessment interview take?

The length of the assessment interview will vary depending on factors such as:

- The number of units for which you are seeking recognition
- The amount of evidence you have for each unit
- How well organised you are
- How concisely you are able to present your evidence

As a rough guide, we would expect the assessment interview to take approximately one hour per unit.

Do I need documentary evidence for everything?

It is important that, where possible, you supply documentary evidence to back up the information you provide about your experience as a frontline manager. However, Training Services Australia recognises that you may not be able to produce documentary evidence to support every aspect of your experience, particularly if you are describing experiences which occurred some time ago or relate to previous jobs. That is okay – however your assessor will expect to see some documentary evidence, and will work with you to determine how much is sufficient.

Am I required to print hard copies of all documentary evidence?

Much of your documentary evidence may be stored electronically on your computer. You are not required to print this material out unless requested by your assessor. In many cases it should be sufficient for your assessor to review this information directly on the computer screen.

How does TSA support me throughout the RPL process?

We will support you throughout the entire RPL process. Contact us:

- For help deciding whether or not to proceed with RPL assessment
- While compiling your evidence—ask questions any time
- If your result is Not Yet Competent, we will help you devise an action plan to achieve competence

What if I disagree with the assessment result?

If you disagree with the assessment result offered by your assessor, you have the right to appeal the decision. Please follow the steps below:

1. Discuss your concerns with your assessor—if you do not arrive at a mutually beneficial solution...
2. Contact a TSA Training Advisor—we will be happy to help.

For full details about TSA's appeals process, please refer to the procedure on the TSA website or request a copy from TSA administration.

Will I get my evidence back once the assessment has been completed?

Yes, you may retrieve your evidence or take it away with you once the RPL assessment has been completed.

Occasionally your assessor may ask to retain a copy of some evidence, for example if:

- They believe it provides a good representative sample of your work and would be useful for assessment validation purposes
- They are uncertain about how well the evidence 'fits' a particular unit of competency and would like to discuss it with another TSA assessor

Please note that any evidence retained by your TSA assessor will be treated with the utmost confidentiality.

How much will RPL cost me?

Please refer to the TSA website or contact a TSA Training Advisor for information about the fees and charges that apply to RPL assessments.

Does enrolment and payment guarantee a successful outcome?

No, unfortunately enrolling as an RPL candidate doesn't guarantee that you'll be successful in your application for RPL. For your application to be successful, you must provide sufficient evidence to satisfy our assessor that you are competent.

We recommend that you fully review all of the RPL documentation and discuss your situation with a TSA representative before enrolling in RPL assessment to ensure you are making an informed decision.