



Assessor Practitioner's Manual

APPENDIX J

Recognition of Prior Learning Kit

APPENDIX J - RECOGNITION OF PRIOR LEARNING KIT

Part 1 – General Information

Introduction

This Recognition of Prior Learning (RPL) Kit has been designed to help you understand the RPL process and to establish which Units of Competence you will need to have recognised in order to achieve Assessment Certification.

What is Recognition of Prior Learning?

RPL measures an individual's skills and knowledge against formal qualifications. It is a method by which individuals can have their existing skills and knowledge assessed and formally recognised.

The benefits of the RPL process, (also sometimes called Recognition of Current Competency – RCC) are:

- recognition of your success at work;
- a fast track towards further study; and
- a qualification which is relevant to your career development.

Qualifications – through Recognition of Prior Learning

You can obtain a Certification if you can show you are competent. You just need to produce evidence that shows you meet the units of competence for that qualification. You drive this process by gathering the evidence.

The qualification is the level of Certification agreed with your Assessor and in accordance with your level of responsibility in JKR for Project Management. There are eight (8) or nine (9) Units of Competence depending on the level. It is possible to submit your evidence to gain recognition in one or more single Units of Competence.

A Certificate is issued for successful completion of all Units of Competence whether by RPL or training or a combination of both.

A three (3) day Workshop which has been established as a prerequisite to undertake training and competency development and this contributes significantly to successful certification.

The Language of RPL

Unit of Competence: describes a general area of competency (skills and knowledge described in the title of the Unit). Each Unit contains elements, performance criteria, a range of variables and an evidence guide. Refer to JKR Competency Standards for Project Management.

Element of Competence: a sub-set of competence, which describes the outcomes that contribute to a Unit.

Evidence: work achievements, records and statements that show you have applied the competency at work.

Performance Criteria: the level of performance or the standard required to prove competence. The criteria provide a guide to the assessor in judging a candidate's skills and knowledge.

Portfolio of Evidence: what evidence is called once it has been collected in a prescribed manner ready to be submitted for assessment. Refer to the Evidence Folder.

What is evidence?

To be awarded Certification through RPL you are required to compile a **Portfolio of Evidence** which will demonstrate your competence in the Unit(s) of Competence.

Your portfolio must reflect the level of Certification which you are seeking to achieve. You need to provide enough evidence to indicate to the Assessor that you have applied the skills and knowledge of each Unit of Competence at a suitable level of complexity to your workplace situation.

There may be an overlap between some Units of Competence. Therefore, evidence submitted may meet the requirements of several Units of Competence. Please indicate where one piece of evidence may apply to several Units.

Types of Evidence include:

- ☒ work produced
- ☒ work records/documentation
- ☒ statements from others
- ☒ statements from you
- ☒ previous study
- ☒ life experience.

What your assessor will be looking for:

When assessing your portfolio of evidence your assessor will be guided by the following principles:






- **Authenticity:** that you are actually the person who performed the tasks which are being submitted for assessment. You will be asked to verify this.
- **Current:** the latest of the evidence of your competence. Can you still perform the task/activity to the appropriate standard?
- **Validity:** your evidence must cover the broad range of knowledge, skills and the application of that knowledge and skills as specified in the performance criteria and evidence guide.
- **Sufficiency:** you must collect enough evidence to satisfy the assessor that you are competent across all elements of a unit of competence according to the performance criteria.

Your assessor will also be seeking demonstration of competence in all Dimensions of Competence as described below. This broadens the idea of competence as more than simply completing tasks. Hence, we will ask for a range of evidence types.

Dimensions of competence

- **Task Skills:** the requirement to perform individual tasks.
- **Task Management Skills:** the requirement to manage a number of different tasks within the job.
- **Contingency Management Skills:** the requirement to respond to irregularities and breakdowns in routines.
- **Job/Role Environment Skills:** the requirement to deal with the responsibilities and expectations of the work environment.
- **Teamwork/Customer Service Skills:** those skills which enable people to work together in groups and together as an organisation; to liaise and communicate effectively and co-operatively; and be responsive to the needs of service recipients and the community generally.

How to apply for Recognition of Prior Learning – The Process

1.	Familiarise yourself with the RPL process by reading this Kit and identifying the Units of Competence you seek to have recognised.	
2.	Complete the self assessment and gather the evidence required for each of your chosen Units. Each Unit lists a range of possible evidence.	
3.	Arrange an appointment to speak to your assessor mentor (for up to 1 hour) about the process and the preparation of your portfolio.	
4.	Participate in professional assessments under the guidance of your assessor mentor/coach. Submit your RPL portfolio for Assessment.	
5.	Your assessor will assess your portfolio.	

Part 2 - Evidence Requirements for Complete Certification & Single Units of Competence

Preparing your portfolio

The best way you can demonstrate your competence is to put together a portfolio of evidence. This is a collection of items of evidence, which supports your claim of already having skills and knowledge and the application of these to meet a specific Unit of Competence.

The evidence you submit must be relevant to the Unit of Competence being assessed. However, one piece of evidence can be used for more than one Unit of Competence.

For each Unit of Competence, you need to do the following things:

- Read the Element and Performance Criteria carefully as this lists the tasks you will need to provide evidence of being able to do. This is a critical step in the process, as this outlines what the assessor will be considering.
- Complete the self-assessment sheets on the following pages. This step will help you to focus on your skills and knowledge base and their development and will form part of your portfolio of evidence.
If you have completed formal or non-formal training courses you also need to provide an outline of the course/module content and explain how the course aligns to the unit(s) of competence for which you are seeking recognition.
- When you are gathering your portfolio of evidence, you should refer to the Evidence Guide for each of the Units of Competence. These can be found in the JKR Competency Standards for Project Management. The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for each Unit.
- Gather all your evidence and put it in sequence. You will need to identify and label your evidence as to which Unit and Element of Competence it applies to. The assessor is not responsible for sorting through your evidence and deciding which applies to what Element. Please note that recognition will only be given for full units of competence – partial recognition for units of competence will not be awarded.
- Finalise your portfolio and take a copy to ensure that your valuable information is not inadvertently lost. Please include only copies of certificates – not originals.

How has your experience in work contributed to your practical skill in the competencies for which you are seeking recognition?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Work Experience

Please complete the following about your work experience, either full-time or part-time, including any voluntary or unpaid work. (Begin with your present job, followed by the next most recent and so on). Where possible, provide a current Resume (Curriculum Vitae).

Present Work

Name of employer

Position

Duties

Previous Work

Name of employer

Position

Duties

Name of employer

Position

Duties

(Please insert extra sheets if necessary)

Self-Assessment – Learning**Part A: Formal Learning**

What formal courses have you attended at college / university / elsewhere that has contributed to the skills you currently have?

Year/s	Course Title	Institution	Location	Result

Part B: Non-Formal Learning

What non-formal courses have you attended at college / university / elsewhere that has contributed to the skills you currently have?

Year/s	Course Title	Institution	Location	Result

Note any other activities (e.g.: leisure, recreation, hobby, community organisations, home activities) you have done or are currently involved with, which have given you relevant skills and knowledge.