

MONASH COLLEGE

Recognition of Prior Learning Introduction

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Introduction

Recognition of prior learning is commonly referred to as RPL and is an assessment only pathway available for all learners enrolling in a course at Monash College.

It is best to decide if the RPL assessment pathway is the right one for you during enrolment and with the assistance of your trainer so you can make a sound decision to proceed or not; and also plan your intended learning around your needs.

RPL uses a range of evidence that can be from all previous learning and work activities and of a formal or non-formal nature. To progress your RPL application to the next stage, you will need to complete a course specific Participant Self-Assessment form.

Sometimes a combination of participant supplied evidence and 'challenge testing' is used to make a sound and fair decision that meets the necessary requirements of the unit of competency. The assessment decision must also take into consideration the principles of assessment and rules of evidence which must be used by Registered Training Organisations, like Monash College, when conducting assessments.

This RPL kit will explain to you what is required and how to apply. Your trainer will help you make the decision and if you choose to proceed, Monash College will assist you in the RPL process.

Remember, the RPL process is another available form of assessment and is in no way less rigorous than an assessment completed when a student has enrolled in a typical learning pathway. It is simply a different way to evidence your achievements.

This kit is designed to help you understand the RPL process and outline the type of evidence required to achieve the qualification.

Understanding RPL

To assess RPL, each Unit of Competency is assessed against a range of knowledge and performance evidence. Each qualification has a different number of core units of competency, and elective units of competency. Each of the courses at Monash College have been packaged to meet the requirements specified in the qualification's guidelines.

If you have already completed units at another Registered Training Organisation you may be able to use these units in this qualification through the process of Credit Transfer.

Please let us know if you believe Credit Transfer might be possible for you and we will advise you further.

Principles of RPL Assessment

As a Registered Training Organisation, Monash College will apply a number of principles to ensure the RPL process complies with the requirements of the training regulator, the Australian Skills Quality Authority (ASQA).

The evidence collected during this assessment process will be used as part of a validation process conducted within Monash College. Principles of fairness will be applied and evidence used to support the RPL must be valid, that is, relevant to the unit of competency being assessed.

Flexibility is also an important component of the RPL process, so don't hesitate to make further suggestions or discuss with the assessor ways to come up with suitable evidence.

Although there is flexibility in the RPL process and each participant is judged on their individual merits, it is very important that all assessors and participants go through the same process and decisions made are based on the same principles. This ensures reliability and fairness.

Gathering Evidence

Suggested types of evidence to be submitted

In RPL Participant Self-Assessment, suggested evidence is provided for each unit of competency. Examples of evidence that can be gathered by you might include, for example:

- Finished products
- Third Party Reports
- Current Resume/Curriculum Vitae
- Documents such as qualifications, project plans, reports, minutes of meetings, correspondence or other resources you have developed

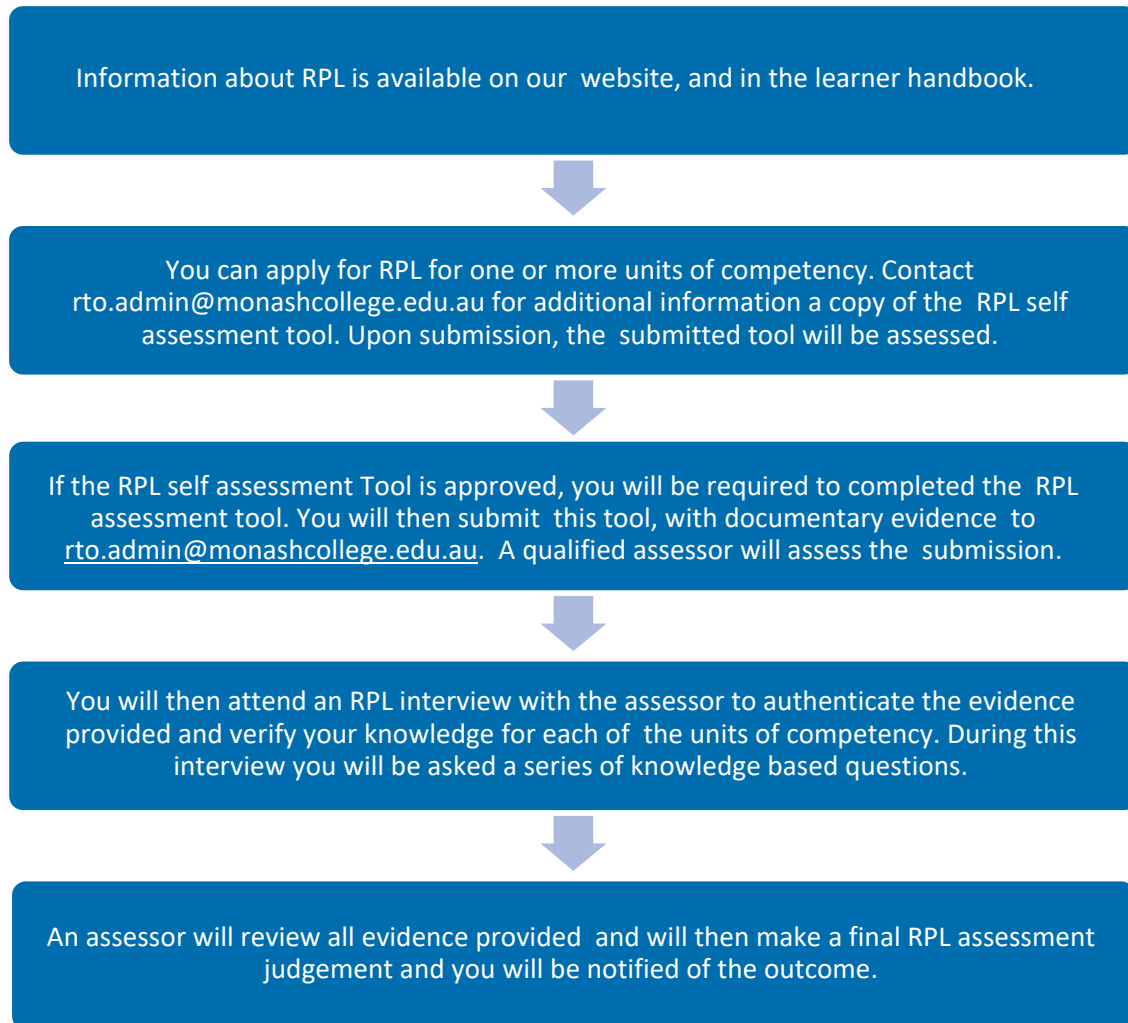
Evidence must be sufficient to cover all components of the unit of competency, so your application may require observed evidence in the form of:

- a presentation
- observation of practical tasks

What is the assessor looking for?

1. Current evidence that is from the present time, or from the recent past. Items from the past such as qualifications, are important in RPL, but jobs and skills change over time so if all your evidence is from a long time ago this would not be very useful in determining your current skills.
2. Evidence that is valid because it relates directly to the unit of competency and demonstrates the required skills and knowledge as outlined in the Participant RPL Application.
3. Evidence that is sufficient enough for the assessor to make a judgement call. A little bit of evidence may not convince the assessor you have the knowledge and skills you claim. If this is the case and you know you do have those skills, you will be provided with an opportunity to demonstrate.
4. The assessor will want convincing evidence that what you are presenting as your own work is indeed yours.

RPL Process



Next Steps

If you wish to proceed with RPL enrolment a discussion with a Monash College representative will be organised to help you make the right decision and to provide further individual advice. Please contact us by email at: rto.admin@monashcollege.edu.au

Once you have contacted us, we will send you the RPL Self-Assessment Tool related to the course. At this stage you will need to consider whether you can meet the unit requirements and what evidence you can provide to support your application.

Your self-assessment submission will be reviewed and if deemed sufficient, you will receive the RPL Assessment tool which consists of TWO parts:

Part 1- Portfolio of Evidence

You are required to provide a portfolio of evidence to demonstrate that you can perform a range of tasks and/or activities as part of your application. The portfolio is to comprise a:

- project portfolio, and where applicable,
- a third-party report (from your current and/or recent previous employer)

Your employer(s)/supervisor(s) who completes your third-party report may be contacted to verify or clarify the information provided.

Part 2 – Knowledge questions an interview

After your submission of evidence has been reviewed, you are required to meet with your assessor and answer a series of knowledge questions for each unit related to your RPL application. Your assessor will select questions from the knowledge question bank to assist them in making an assessment judgment.

Once submitted, your RPL application will be assessed and you will be notified of the outcome.

Appeal

If you are unhappy with the RPL process and decision, you have the right to appeal. Please contact us by email at: rto.admin@monashcollege.edu.au

How to contact us

During the decision making and preparation of your RPL application you may have questions or require additional advice. You can contact us by email at: rto.admin@monashcollege.edu.au