



RPL Student Guide

8 Simple Steps to gain the skills recognition you have been looking for.

Call our RPL help line at HIA on 1300 776 728 to discuss your RPL.

What is RPL? Recognition of Prior Learning.

It's as simple as gathering evidence to prove you have the necessary skills and knowledge through work and life experiences.

Skills Recognition through 8 steps

Recognition of Prior Learning (RPL) – Application guide

Application guide

Welcome to HIA RPL

Welcome to the Hospitality Institute of Australasia. If you are reading about RPL then you are confident you may already have some of the necessary skills and knowledge to obtain credit for part of the course (in the training industry we call this competence). You can apply for recognition in any part of the course you believe you may already have the necessary skills and knowledge.

Applying for recognition through an RPL does not mean you are excluded from these parts of the course. We are here to engage you, challenge you and make you think in our training sessions. So if you obtain RPL on part of the course you still have the option of attending these training sessions or not.

So what is RPL?

RPL is a process to obtain formal recognition of competencies, skills and knowledge you have acquired. Some people have worked successfully for years in occupations but have no formal qualifications for that occupation - despite having all the required skills and knowledge.

If you are one of those people, you can benefit from the recognition process.

In assessing the skills and knowledge you already have, we may consider:

- paid or unpaid work
- part-time, full-time or casual work
- experience in Australia and overseas
- on-the-job training
- work experience in occupations not directly related to the qualification you are seeking

You may also have developed valuable skills by working for a community or voluntary organisation or through other life experiences such as hobbies, sport and leisure activities. Life experience gained through these different areas may be recognised as meeting some of your course assessment requirements.

How much recognition?

You can apply for up to and including 100% of a qualification or a course.

What are the benefits of recognition?

- You will be recognised for what you already know, and may complete training in a shorter period of time.
- You don't have to undertake training where you can prove you already have the skills and knowledge to do the job.
- You can apply for 100% recognition if you already have the skills and knowledge that you would learn from an entire course.
- The qualification you gain through recognition has the same value as those gained through normal course work at another Registered Training Organisation.
- You have the ability to update your existing qualification to ensure that you can obtain formal recognition for your current competence.

How do I find out?

When you enrol in a course/qualification you should ask the enrolment officer to tell you about the recognition processes.

They will give you details of the units of competence and other information that will assist you to make a decision about whether or not to apply for recognition.

You might be asked to undertake a self-assessment that will help you to decide your readiness to undertake the recognition process.

How to prepare for your RPL assessment

In order for your skills to be formally recognised as part of a national qualification, your Trainer (Assessor) must make sure that you (the student) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

You must be involved in the RPL process so that all the experience, skills and knowledge you have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier for you.

1. Your Assessor will ask you to talk about your work roles and your employment history.

Bring a copy of your résumé. You might like to write down any work you have done in the past (paid or unpaid) and where this took place.
2. If you have certificates from any training courses you have completed, bring along either certified copies or the originals to the interview with the Assessor and they can make a copy of them.
3. Bring along any other documentation that you think would support your claim that you have done this work over time.

The following is a list of some of the documents you can provide as examples of your work history:

- brief CV
- certificates/results of assessment
- any licences
- tickets held, e.g. forklift, crane
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate your trade or industry experience to support your claim.

Depending on where you have worked, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process.

4. Think about who you would consider to be your workplace contact or referee.

Is your employer happy to support your aim to become qualified?

Would you feel comfortable if the Assessor contacted your current workplace or previous workplace/s to validate your skills and spoke to your supervisor/s or employer/s?

5. You will need to supply the contact details of work referees who can confirm your skills in the industry.

Think about who would be the best person to confirm your skill level.

Think about current or recent supervisors or employers who have observed your work and who would be able to confirm your previous work skills and experience. The Assessor will need to contact them.
6. You can speak with your Assessor about other ways you can show your skills for the trade or industry in which you are seeking recognition.
7. These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentially issues) or any other relevant documents.

The four steps in the RPL assessment process

Once you have been provided with the information you need to apply for RPL, you then need to follow these four steps, outlined below in order to complete the RPL process.

Step 1 – Self-Evaluation

Before you decide to apply for RPL you need to assess your current competence for one or several units of competency.

Complete the trainee/student information and review the RPL assessment guides to decide if you have the information and/or experience to satisfy all the assessment requirements.

This will allow for an initial assessment of your experience and a check to see whether you can demonstrate the required skills and knowledge. You can discuss this with an RPL Assessor if you want.

You must be able to provide evidence against the elements/performance criteria for the relevant unit/s of competency.

It is not enough to simply state that you possess the skills and knowledge required. You must be able to **demonstrate** competence.

This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any. (See Tip 3 above.)

Depending on the trade or industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL, as your Assessor will work with you throughout the RPL process.

You will also need to supply the contact details of work referees who can confirm your skills in the industry.

You will also be provided with a list of suggested evidence that you could use to demonstrate that you are competent in a particular unit or units of competency. This list is a guide only. If you have other suitable evidence to support your claim for RPL then you are encouraged to share this with your Assessor.

If you do not believe that you have any suitable evidence, then you should discuss your options with your Assessor.

Once you have completed the self-evaluation and made the decision that you would like to continue with the RPL process, make an appointment for an interview and enrol for RPL.

Note: It is possible to gain RPL for an entire qualification.

Step 2 – Enrolment and interview with the Assessor

An interview with an Assessor who understands your industry will be organised for you. They will review – usually with you – the information and supporting documentation you have provided and match up your skills to the units/subjects in the qualification.

During your RPL interview, your Assessor will review and discuss your self-evaluation and any evidence you have provided.

It is at this point that you will be able to identify any previous work experience and discuss this with your Assessor.

During this conversation, you will be required to answer questions relating to your work experience. This questioning forms part of the assessment, as it will identify your current knowledge and skills regarding the area of industry in which you are applying for recognition.

You will also be questioned on a knowledge sheet for each cluster of competencies. If you cannot answer all the questions on the day you can take the knowledge assessment home to complete.

If you are currently enrolled in a training course relating to this qualification, it is important that you let your assessor know that you intend to apply for RPL, then nominate the units you have selected for RPL so that the required documentation can be processed and your application can go ahead.

It is at this stage that a decision will be made whether you are able to proceed to the next step or whether you need to undergo gap training.

Step 3 – Practical demonstration of your skills

Depending upon the course you are applying for RPL you can demonstrate your skills by:

- Having a trainer/assessor visit your workplace and conduct an appropriate skills assessment.
- Sit form a simulated assessment via telephone, Skype or other platform.
- Provide video and pictures as evidence.
- Obtaining letters of support from supervisors, customers, etc.

Step 4 – Provision of further supporting evidence

Your Assessor will need to confirm your previous work experience with someone (such as your supervisor or employer) who can vouch for your skills over a period of time.

They will contact the referees you have provided as part of the trainee/student information.

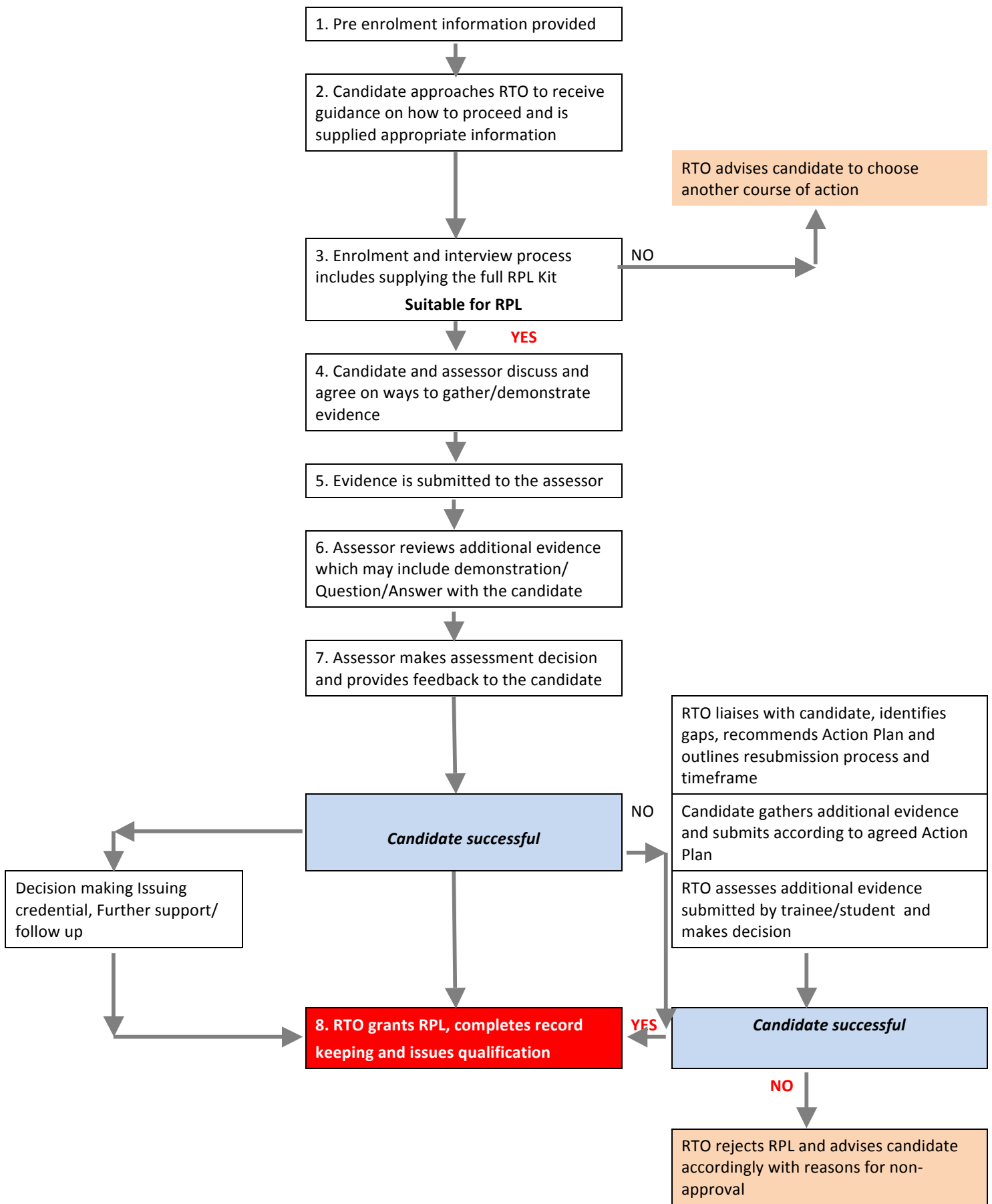
Your Assessor may ask you to give your selected workplace contacts or previous employers the Third Party report to complete. Authentication of these reports by the Assessor would then be required.

After the assessment

After the assessment, your Assessor will advise you of the units of competency you have successfully completed. You will also be advised whether you have gained the full qualification or if gaps have been identified during the recognition process. If you do have skill gaps, these may be addressed through additional training.

If you have any questions during the RPL process, you should contact your Assessor.

RPL (Recognition of Prior Learning) Flow Chart



Request for RPL

**Mail to: HIA
RPL Manager
PO Box 738
Newcastle NSW**

Notes on completing this form:

1. By completing this form you understand the processes involved in an RPL which will include written information to cover each element of competency and possible completion of additional assignments which must be completed within the next 30 days if you have enrolled in a course and are applying for part of the course as an RPL.
2. The evidence you will be required to supply may include but is not limited to; homework assignments; testimonials from current and previous employers; interviews and demonstration of skills with the course trainer; previous training course, certificates and statements of attainment.
3. This will also require the course assessor to be supplied with your home address contact information and you may be called by the assessor at home. Note: the course assessor will attempt to contact you at work in the first instance.

Course or Qualification your are enrolling in:	
Trainee/Student Name:	
Facility Name:	
Trainee/Student Address:	
Home Phone or Mobile.	
I request to be assessed in the following competencies:	
1	
2	
3	
4	
5	
6	
7	

Attach additional pages if required

Work & Life Experiences

Explain below the details of any work or life experience that you feel has given you skills and knowledge relevant to this application (this can include paid or voluntary work)

Work details		
Employer name and dates	Contact person & phone	What type of work was done?
Life experience		
Skills gained	Knowledge gained	How were these gained?

Previous Training

Explain any training that you have already attended which may be relevant to this unit(s) of competency (please attach a copy of your training records).

Date (approx)	Name of training course	What did you learn?

Documentary Evidence

Any documentary evidence you are providing as part of your RPL should be summarised below.

This may include letters from employers, letters from clients, copies of certificates for courses you may have attended, letters from your current employer, internal training courses with your employer; or any other evidence you believe will assist in your RPL application.

If you provide copies of certificates for previous courses please summarise the topics covered in the course. For example if you attended an Occupational Health and Safety; the topics covered may have included legislation and legal implications for employers and employees, risk assessments, workplace hazards etc.

If you are supplying information on internal courses provided by your employer, please have your workplace supervisor sign the information.

Trainee/ Student Name:		
Competency Unit:		
#	Briefly description of evidence	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		