

# Recognition of prior learning – Applicant's information guide

Contact the Institute RPL Coordinator today. Phone (07) 3244 5386 or email at [sbit.rplcoordinator@deta.qld.gov.au](mailto:sbit.rplcoordinator@deta.qld.gov.au)

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## The RPL Process

Welcome to recognition of prior learning with the Southbank Institute of Technology (SBIT).

You will already have made contact with a Student Services Officer or the RPL Coordinator at SBIT, which is how you received this information booklet.

RPL is a process to obtain formal recognition of competencies, skills and knowledge you have acquired through:

- Previous informal training/education (at a registered training organisation (RTO), training facility or place of work)
- Work experience (paid or unpaid work)
- Life experience (voluntary work etc)

These may be used to demonstrate achievement in a unit of competency (s) without having to attend formal training.

Below is a brief outline of the process aligned to undertaking RPL and SBIT.

### Step 1

Contact is made with the RPL Coordinator to arrange an interview, either by phone or in person. Phone number (07) 3244 5386 or email [sbit.rplcoordinator@deta.qld.gov.au](mailto:sbit.rplcoordinator@deta.qld.gov.au).

### Step 2

Attend the interview, at which time you will:

- Receive a Candidate Guide (Self Assessment kit)
- Receive third party guides
- Identify which courses (units) you wish to RPL
- Use this as a guide when your application is forwarded to the assessor who will contact you to arrange an assessment interview
- Be required to complete an enrolment form and personal details form to initiate enrolment into the agreed units. If your employer is paying you will need to have an authorised person complete the "Sponsor's Request to Invoice" (QF025) form and return to the RPL Coordinator.

At this initial interview, be prepared to talk about your current job role, responsibilities and employment history. Please ensure you bring the following along with you:

- Resume/Curriculum vitae
- Position description (if available – if not please detail your duties etc)
- Any documentation from the last few years relating to work performed within the organisation/s you have worked
- Certified copies of certificates from "in-house" training
- Certified copies of licences or formal training you may have undertaken

### Step 3

You will be required to complete the Candidate Guide and have another person (employer perhaps) complete the third party section. These will assist in your effort to provide evidence and verification of your skills and knowledge for your chosen courses.

### Step 4

You will need to gather supporting evidence for the courses being sought for RPL. You do not need to supply multiple copies if this is aligned across more than one course, instead, reference the evidence detailing which courses it links to.

Step 5 Submit your application to the RPL Coordinator, which must include:

- RPL application
- Candidate Guide and Third Party evidence
- Further evidence as you see fit (don't forget to get certified copies of any certificate and formal documents)

Note: for your application to be accepted you must be enrolled and have paid the associated fee.

### **Step 6**

Your application will be forwarded to the content specialist for assessment.

### **Step 7**

You will be advised whether your application is successful or otherwise. You may be asked to provide further information, attend a further interview (question process), and undertake workplace assessment/observation or a challenge/skills test. Please be aware you may be required to undertake some or all of these depending on the evidence you provide and responses to the questions.

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## **Outcomes**

You will be provided with a Result of Assessment within 21 days of the RPL application being assessed by our content specialist.

If you wish to complete the remaining units of your qualification or if you were unsuccessful with your RPL application, please contact the faculty to obtain details when this training can be undertaken and an enrolment form.

You have a right to appeal if you believe your assessment is incorrect, please refer to the TAFE Queensland student rules, Academic Appeals.

Evidence:

There are a number of criteria underpinning an assessment of current competence or decision-making in the RPL process. These include:

- Currency – are your skills current; do you still use these skills regularly in this employment; is your evidence recent?
- Relevance – is the evidence you collected relevant to the course you're claiming; are your previously acquired skills relevant to your current workplace?
- Authenticity/Validity – Can you prove that you actually have these skills and knowledge; can you obtain verification of these skills?
- Quality – are you able to perform these skills to industry standards; is there sufficient evidence to prove you are competent?

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## **Types of evidence**

There are numerous types of evidence you can provide to successfully gain RPL. Four such categories are:

- 1 Direct evidence – questions undertaken with our assessor, observations in the workplace by our assessor.
- 2 Indirect evidence – statements by your employer regarding your work performance (written or verbal); samples of work; performance appraisals
- 3 Personal statements – details outlining the functions you undertake and work activities
- 4 Supplementary evidence – any further information you provide

Please be aware that if the evidence you supply is not sufficient or current you may be asked to undertake a skills assessment to prove you have the skills and knowledge to gain the RPL.

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**For further information**

Phone the RPL Coordinator on (07) 3244 5386 or email at [sbit.rplcoordinator@deta.qld.gov.au](mailto:sbit.rplcoordinator@deta.qld.gov.au).



## RPL application form

This form must accompany your RPL application. The RPL application form has 2 Parts. Part 1 is a cover sheet that you complete once only. Part 2 must be completed for each subject you want to RPL. Example. If you are applying for 3 subjects to be RPLed you complete Part 1 once and complete Part 2 three times, once for each subject documenting the evidence you are submitting for that subject.

Refer to RPL Student Information Guide

<http://www.southbank.edu.au/site/downloads/RPLinfoGuide.pdf> for assistance to complete this form.

### PART 1

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#### Student information

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Student no: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (work) \_\_\_\_\_

Phone: (home) \_\_\_\_\_

Phone: (mobile) \_\_\_\_\_

Qualification/Program code: \_\_\_\_\_

e.g. BSB50101

Qualification/Program name: \_\_\_\_\_

e.g. Diploma of Business

I hereby certify that the information provided and the documentation attached are true and correct

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Office use only

Faculty admin contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date received from student: \_\_\_\_\_

Date returned by assessor: \_\_\_\_\_

RPL registration no: \_\_\_\_\_

(as per faculty RPL Register)



**Office use only**

**Assessor information**

Application must be registered with Faculty Administration before processing

Evidence	Evidence meets requirements (if "unsatisfactory", reason must be documented)		
	Satisfactory/ Unsatisfactory	Evidence Used	Comment
Element 1			
Element 2			
Element 3			
Element 4			
Element 5			
Element 6			
Critical Aspects of knowledge & skills			
Essential Knowledge			
Essential Skills			

RPL result: J / M

Class no:

Assessor recommendation

PLA:  Yes  No

Student feedback given:  Yes  No

Assessor name:

Assessor comments:

(Overall comments to Student must be documented)

Assessor Signature:

Date:

Student signature:

Date:

(After receiving teacher feedback)