

Evidence gathering

Types of evidence

The RPL assessor works with you to generate or gather relevant evidence in support of your application.

The types of evidence that could be used are:

- CV/resume (not evidence but a valuable tool to remind yourself and your assessor)
- position descriptions (need to be signed by workplace supervisor as a real workplace document)
- statements of attainment from previous studies, both formal and informal
- records of workplace training
- samples of work documents, reports, projects
- scenarios of workplace activities or workplace observations
- emails
- verified photos of work done
- log books/job sheets
- references/third party reports from supervisors
- records of activity such as diary or journal entries
- reports on projects you have worked on
- written documents
- minutes of meetings
- volunteer work (for example, SES, sporting clubs)
- assessment assignment from previous studies
- business plans or marketing plans you have developed
- performance appraisal reports.

Evidence generating

- If more evidence is required, the RPL assessor helps you to generate that evidence by any of the following methods.
- **Professional Conversation**, (interview/questions) with the Assessor using their professional judgement.
- **Workplace visit and assessment**. The assessor will come to see you in your own workplace.
- **Observation** in a simulated environment.
- **Up-front assessment** You may be required to complete an up-front assessment. Your RPL assessor will discuss this with you if required.

Assessment of evidence

After generating/gathering the evidence, the RPL assessor evaluates it to make sure it is:

- **valid (or relevant)**. The evidence must focus on the broad range of knowledge and skills specified in the units of competency or modules of the course.
- **sufficient**. Enough evidence must be collected and/or generated to satisfy assessors that you are competent across all aspects of the units of competency or modules.
- **current**. The RPL assessor must be satisfied that your skills and knowledge are up-to-date.
- **authentic**. The RPL assessor must be satisfied that the evidence collected actually relates to you. Your manager, or reliable third parties, should verify any evidence you submit to ensure that your evidence is authentic.

Fees and charges

Wodonga TAFE is committed to providing a cost-effective skills recognition service to current and prospective students.

For those eligible for a government-funded place, there may only be a small administration fee. For fee-for-service courses (i.e. not government funded), the RPL fee is set by individual departments. For further information on these fees contact the relevant department or refer to the website for current fees and charges.

For further information

Skills Recognition Service

Wodonga TAFE
Building A (rear of the cafeteria)

Phone 02 6055 6692

Email skillsrecognition@wodongatafe.edu.au

Web www.wodongatafe.edu.au

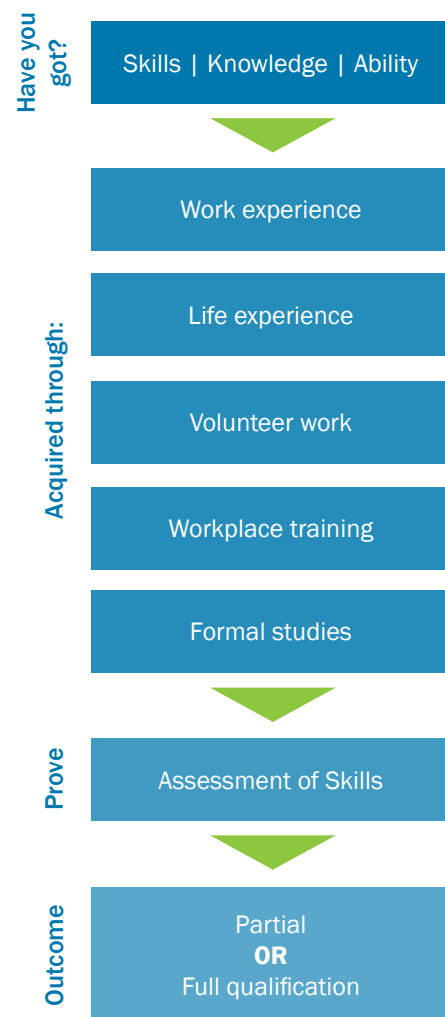
Skills recognition

Have the skills already... ?





Skills recognition



Be recognised...

Skills Recognition means you do not have to undertake training in areas where you can prove you already have the skills or equivalent training.

This can be through **Credit Transfer (CT)** or through **Recognition of Prior Learning (RPL)**.

What is Credit transfer (CT)?

CT recognises equivalent formal study that you have completed through a school, TAFE, university or other training organisation.

No extra training or assessment is required.

To apply for CT you will need to follow these steps.

- Complete Wodonga TAFE's application for Credit Transfer form if required.
- Provide certified true copies of any supporting documentation, for example, statements of attainment (not required if those units were studied at Wodonga TAFE).

What is Recognition of Prior Learning (RPL)?

RPL recognises any prior knowledge and skills gained through work and life experience and measures it against units in a specific qualification.

You may not need to complete all of a training program if you already possess and can demonstrate, the skills and knowledge required? These will be assessed against units in a qualification.

RPL has many benefits:

- students can finish their courses earlier
- study loads and costs are reduced
- the student can take on additional study leading to further qualifications
- by identifying existing skills, RPL can effectively target gap training requirements

The RPL process...

After you decide to go ahead with the RPL process, you need to follow these steps under the guidance of your assessor.

1. An initial meeting with your recognition assessor so you have the opportunity to 'tell your story'.
2. A plan will be determined on how best to proceed with the skills recognition application. What will be RPL, what will be CT and what gap training is required.
3. Complete RPL application, CT application and enrolment forms as required.
4. Gather together appropriate evidence (see overleaf for types of evidence).
5. Generate further evidence with your assessor (see overleaf).
6. The evidence will be assessed by your assessor and a result determined.
7. The assessor gives you the outcome of your RPL application, including units where you have successfully gained RPL as well as units where you have been unsuccessful in gaining RPL.
8. If gaps in your skills are identified, a training plan is developed. The plan may recommend further evidence for the RPL, and may also include a training and assessment pathway.
9. You are entitled to one re-submission of your application without payment of additional fees or enrolment.
10. If you do not agree with the result of your application, you should discuss this with the assessor. If a resolution cannot be reached, you will be referred to Wodonga TAFE's student grievance/appeals procedure.

The RPL flowchart...

