

**A Guide to
Recognition of Prior Learning Assessment**





Contact Information

Head Office	Unit 5, 87 President Street Welshpool WA 6106
Phone	08 9470 4999
Fax	08 9470 4666
Email	training@railtrain.com.au
Website	www.railtrain.com.au
HO Hours	08:00am to 04:30pm WST
RTO Code	52221

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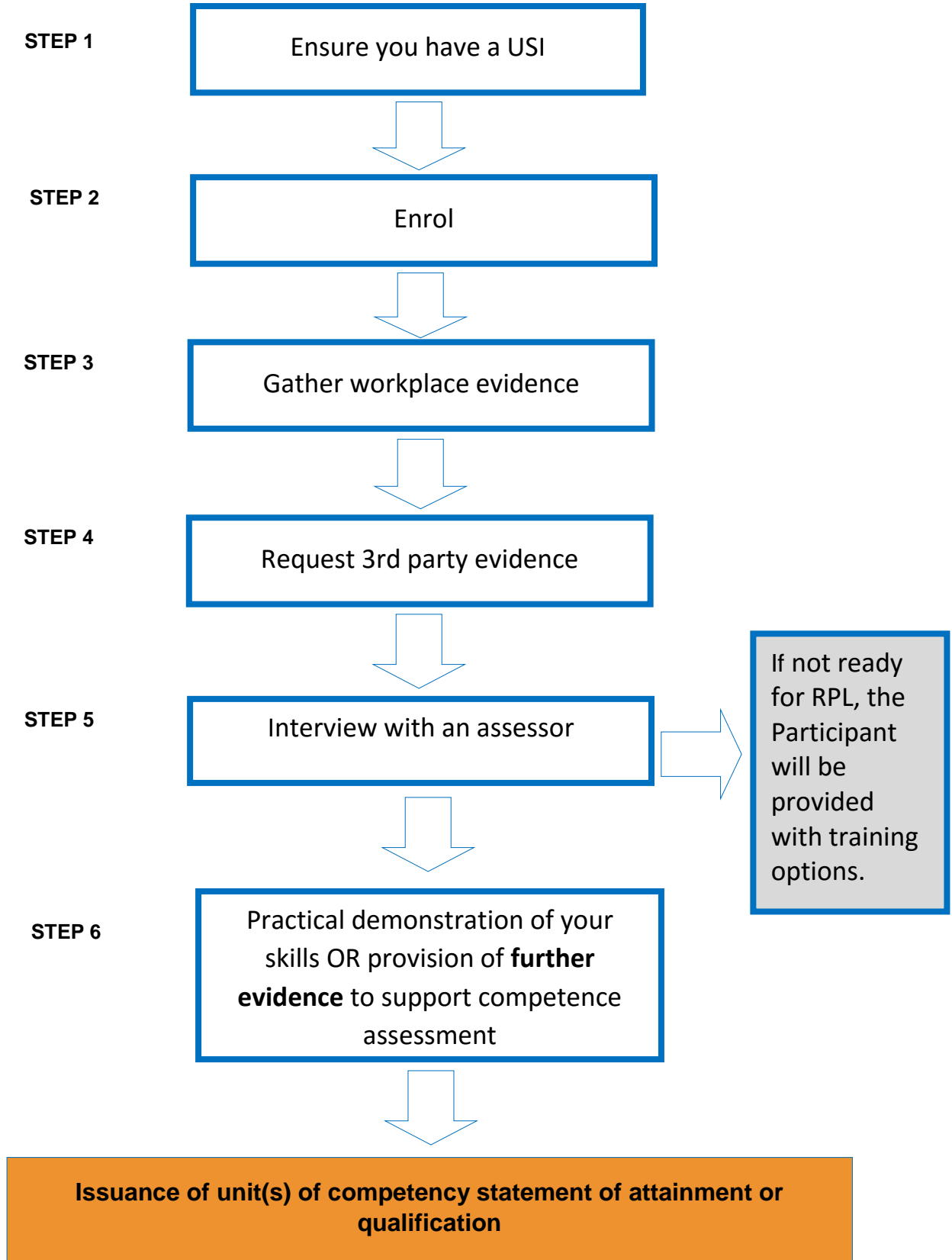
Please read this guide to understand what is required of you when applying for RPL Assessment

What is RPL Assessment?	Who can apply?	How can I apply?
<p>RPL is a form of assessment to determine if you are competent against the competency standards.</p> <p>If you are not competent you will be required to attend training to develop the competencies before being assessed again.</p>	<p>Anyone who feels that they currently possess, and will be able to provide evidence of, the existing skills/knowledge required to achieve units of competency or a full qualification.</p>	<p>You can apply for RPL on your enrolment form. You will receive an easy to follow RPL Application which includes your assessment interview, practical activities and other required documents.</p>

How am I assessed?	When am I assessed?	Where am I assessed?
<p>You will be assessed by a qualified and experienced assessor using different assessment methods. These will include an interview with the assessor to determine your suitability.</p> <p>Following that you will complete knowledge based assessment, task related activities where you are observed and/or evidence portfolio.</p>	<p>An assessor or your employer will liaise with you to determine a mutually suitable time and day.</p>	<p>You may be assessed at a Railtrain facility or at your work location. The location will be determined by your employer, Railtrain and the qualification you are seeking to achieve.</p>

Why do I need evidence?	How long will it take?	What is the benefit?
<p>You will be assessed against a criterion. That criteria requires evidence to demonstrate to the assessor that you have performed the tasks over a period of time and in different environments.</p> <p>The assessor will base their decision on the evidence provided and skills and knowledge demonstrated.</p> <p><i>see evidence explained on page 6</i></p>	<p>You will have up to 6 months to complete your assessment. Time extensions are available on request.</p> <p>The duration of the actual assessment depends on the unit or units being assessed. It can be half a day, a full day or two days.</p>	<p>You can gain formal recognition for your skills, knowledge and experience.</p> <p>Reduces and/or removes training.</p> <p>Achieve a qualification in a shorter period of time.</p>

Overview of the Recognition of Prior Learning (RPL) Process



Evidence Explained

Evidence is the information that you are asked to provide to demonstrate your competency. The assessor will review the evidence to ensure that your skills and knowledge meet the requirements of each unit/s of competency that you are being assessed.

Types of evidence **can** include:

Workplace documents

- Work diaries or Logs (e.g. Driver diary, Shunt log books weld log/lists, task sheets etc.)
- Train register
- Route assessments
- Site Inductions
- HSE training certificates
- Equipment tags
- Pre-start briefs or Safe start briefs
- Verification of competency assessments (VOCs)
- Internal company training certificates
- Rosters or Job descriptions from previous employers
- Copies of performance reviews
- JHAs you have signed on to
- Take 5s or similar
- Track access cards
- Site specific induction card/s
- Security card / pass
- Personal ID cards.

Qualifications (must be certified as a true copy of the original)

- Formal qualifications (doesn't matter how old – all qualification should be submitted)
- Certificates of completion and attendance
- Statements of attainment
- Informal training – certificate of completion

Workplace assessment

- Direct observation of workplace tasks by an assessor
- Photo/Audio visual of you demonstrating your skills

Third party reference

- You will be asked to contact a former supervisor or employer's representative to provide you with a reference against relevant duties/tasks within a former workplace.

Assessment

Preparing for your RPL assessment

In order for your skills to be formally recognised as part of a national qualification, assessors must make sure that you (the Participant) has the required skills and knowledge to meet the industry standard as specified in the relevant AQF 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.

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. Refresh your memory by recalling applicable projects. Recall why, how, where and when you used such skills and knowledge. You may like to write some notes to help you remember.
2. Provide original or certified copies of previous certificates or statements of attainment.
3. Start collecting work evidence where applicable to add to your evidence portfolio

After the RPL Assessment

After the RPL assessment your assessor will advise you of the units of competency you have successfully completed. If you do have skill gaps, these may be addressed through additional training or you may be able to provide additional evidence to close the gap.

You can appeal any assessment decision via our appeals process. The appeals process is located on our website at www.railtrain.com.au or you can request a copy via email training@railtrain.com.au

If you have any further questions about the RPL process, please contact us to discuss.