

RECOGNITION OF PRIOR LEARNING INFORMATION SHEET

What is Recognition of Prior Learning?

Available through Powerline Training Pty Ltd a registered training organisation, RPL assessment enables you to accelerate the process of gaining a qualification or competency and enhancing your career prospects.

Recognition of Prior Learning (RPL) is a process through which you can gain formal recognition for the skills you've acquired in the workplace and through life experience.

This is an alternate way of demonstrating and gaining acknowledgement for the skills you've already attained.

What does Powerline Training Offer?

Powerline Training offers RPL assessment to persons who are employed in the electrical supply industry as Transmission Overhead Powerline Workers.

National Recognition

Powerline Training will recognise Qualifications or Statements of Attainment issued by any other RTO's for the purposes of, **CT** – (*Credit transfer*)

Definitions – (*Source: AQF Handbook 2013*)

Credit transfer (CT): is a process that provides candidates with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.

Recognition of Current Competency (RCC): applies if a candidate has previously successfully completed the requirements for a unit of competency or module and is now required, (i.e. by a licensing authority), to be reassessed to ensure that the competence is being maintained. In this case, no extra skill or competencies are nationally recognised.

Recognition of Prior Learning (RPL): is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit

How Skills and Knowledge Are Recognised

Through learning outcomes and performance criteria applicants for RPL must be able to prove/demonstrate competency in the units.

Who Can Apply

A person may apply for RPL if they think their prior knowledge, skills and experience equip them to display competency in a required competency or qualification

All applicants must satisfy competency requirements. Details of achievements and supporting documentation must be provided before RPL can be approved.

A person currently working in the Electrical Supply Industry (ESI) with a minimum 6 months experience working in the Transmission Powerline sector.

Important Note: if a person has not worked in the Electrical Supply Industry in the past 5 years their RPL application may be refused.

Candidate Portfolio

It is the individual's responsibility when applying for RPL to provide as much evidence as possible as to their work experiences and training, the best option is to develop a personal portfolio which may include the following;

- Up to date Resume`
- Certificates (*Statements of Attainment, Certificates of Attendance, Certificates of Completion, High Risk Licences, WHS cards*) along with record of results or transcripts of academic records.
- Annual training requirements (*refreshers – i.e. height safety, tower or pole top rescue*)
- Current training (*any courses currently enrolled in, identify unit codes and titles*)
- Prior work experience before employment with current employer
- Workplace logbooks or work diaries completed
- Letter from employer in relation to employment (*period of employment and job description*)
- Letters of attestation from supervisors (*these letters identify the individual has completed certain tasks under supervision or working with or alongside a qualified employee or mentor*)
- Workplace images (*any images that show the individual completing tasks working on electrical supply industry network assets*)

☞ **Important Note:** All copies of original certificates must be verified as originals by a Justice of the Peace (JP)

Process of Assessment of Application

The application form and supporting evidence will be reviewed by an assigned assessor, in line with the guidelines below.

1. Review of RPL application and supporting documentation will be conducted to AQF requirements and standards
2. The RTO will complete a gap analysis and the candidate will be informed either in writing or via email regarding the acceptance or rejection of the application
3. The outcome of the gap analysis will determine whether the candidate will need to proceed with the qualification or competency in its entirety or with the qualification or competency in partial form, a meeting may be requested at this stage between the assessor and the candidate to determine the best option for completing any gap training identified.

☞ **Note:** The candidate may be required to demonstrate their expertise in an area. For example, candidates may be required to verbally respond to questions put to them by the assessor. The candidate may also be asked to demonstrate skills related to a competency

4. If a candidate cannot display sufficient skills in the selected tasks, then the candidate will be required to complete a workplace logbook over a designated period
5. The final step in the RPL process is a meeting between the assessor and candidate to confirm that all gaps have been completed and to sign off on the completion of the RPL process.

RPL Flow Chart

This flow chart has been developed to help the candidate applying for RPL better understand the recognition of prior learning process.

It is anticipated that a candidate applying for RPL may have already completed a gap analysis to identify any gaps that may exist between a qualification and or competency.

