



**RECOGNITION  
OF  
PRIOR  
LEARNING**

*and*

**MUTUAL  
RECOGNITION**

**GUIDELINES**

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# RPL APPLICATION GUIDELINES

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## INTRODUCTION

The Recognition of Prior Learning or Recognition of Skills (RPL/ROS) is a process that acknowledges the skills and knowledge that a person already has, whether it is gained from life, work, community involvement, home or formal training and study.

This process identifies those skills and knowledge and matches them against competencies and elements or learning outcomes of a course.

The advantages of RPL/ROS include:

- Recognition for skills already held
- Saves time when completing formal studies
- Cost effective
- Creates pathways between work and life experiences and formal training
- Makes entry into formal training more attractive

RPL's can be performed a number of ways, for example:

- participation in the same, or modified versions, of the assessment used as part of the full course
- assessment based on a portfolio of evidence
- direct observation of skill
- reflective papers, journals or portfolios that relate past learning to the outcomes of the current course
- examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence;
- testimonials of learning, skill or competence; and
- combinations of any of the above.

# RPL APPLICATION GUIDELINES

## STEPS OF RPL/ROS PROCESS

1. Lennon Training Consultant personnel to discuss with their students whether they may be eligible for recognition of prior learning
2. Student advise the instructor if they wish to make a claim for RPL
3. RPL assessor explains the process to the student, advises what information the student has to supply, and ensures that the student has a copy of the relevant module descriptors/competency standards
4. Student checks the learning outcomes for each module for which they are claiming exemptions, and organises evidence to prove that they have achieved all the learning outcomes of those modules
5. Support for RPL claims are submitted by students to Lennon Training Consultants' staff, either by interview or in writing. Feedback is then provided to the student.
6. The student may appeal a decision by written submission to Lennon Training. Appeals must be received within one week of the result being given to the student. Lennon Training will appoint a suitably qualified staff member who was not involved in the original assessment. They will re-examine the evidence and report their decision to Lennon Training's Manager who will then advise the student of the outcome
7. To conduct an RPL assessment, an enrolment fee is payable.
8. On successful completion, the student will be provided with the relevant qualification.

# RPL APPLICATION GUIDELINES

## EVIDENCE

*The following types of evidence may be considered:*

### **FORMAL QUALIFICATIONS –**

- List all that you have indicating the date, level of study, details of study and results.
- Have you been involved in any other courses? (e.g. Staff development programs or "on the job" course conducted by employers).

Evidence may include a list of the outcomes or copies of the qualification e.g. Statement of Attainment, Statement of Attendance, Certificate.

*Note: Students can be given credit for AQF qualifications and Statements of Attainment issued by any other RTO, upon verification.*

### **WORK EXPERIENCE -**

- Company, address, contact, phone, period of employment, position held
- Type of work
- Additional work experience that may be relevant

Evidence may include references, report from Supervisor, videotape of work tasks, observation of work tasks, simulated exercises, role play.

### **NON-WORKPLACE EXPERIENCE -**

- Relevant skills that may be linked to the skills of the RPL subject
- Membership of workplace organisations

Evidence may include community and volunteer work, associations and/or club membership, interests and hobbies, home duties, licences/permits.

### **ACCESS AND EQUITY ISSUES**

- Indicate if Language Assistance is needed and to what level

## MUTUAL RECOGNITION/CREDIT TRANSFER APPLICATION GUIDELINES

Lennon Training Consultants agree to recognise the AQF qualifications and Statements of Attainment issued by other RTO's, upon verification. This ensures the mutual acceptance throughout Australia of AQF qualifications and Statements of Attainment.

### **STEPS OF MUTUAL RECOGNITION/CREDIT TRANSFER PROCESS**

1. Lennon Training Consultant personnel discusses with their students whether they may be eligible for mutual recognition.
2. Student advises the instructor if they wish to make a claim for mutual recognition.
3. Support evidence for mutual recognition claims are submitted by students to Lennon Training Consultants' staff, either by interview or in writing. This evidence is to include a certified copy of the qualification or the original for sighting by the Lennon Training manager.
4. To issue a Qualification or Statement of Attainment under the mutual recognition process, an enrolment fee is payable.

# RPL or MUTUAL RECOGNITION APPLICATION

## APPLICATION

Please present your application in whatever format you deem appropriate. The following should be incorporated in your application.

- Applicant's name, address, telephone number
- Units of Competency you are applying for
- Evidence

Please return all required information to:

Lennon Training  
P O Box 1470  
EMERALD QLD 4720

If you need any assistance with your RPL application please do not hesitate to contact us on:

Ph: (07) 4982 0188  
E-mail: [admin@lennontraining.com](mailto:admin@lennontraining.com)

This can be located:

- Quality Manual, 11 Kyle St, Emerald, Q, 4720
- [www.lennontraining.com/policies](http://www.lennontraining.com/policies)