

# Recognition of Prior Learning (RPL) Handbook



**Col Joy Training Services**  
our experience is your success








*Your guide to  
everything you need to  
know*



## What is RPL?

Recognition of Prior Learning (RPL) is the process of gaining a qualification, or part qualification, by recognising your existing skills and knowledge gained through prior work and experience. Perhaps you have a qualification gained overseas that is not recognised in Australia or have years of practical experience. Through this process, we can recognise your existing skills and help you gain a nationally recognised qualification.

### What are the benefits?

-  Col Joy Training Services (CJTS) has a structured, streamlined process in place
-  You will have a dedicated RPL assessor to help you through the journey
-  Be recognised for your current skills and knowledge with an industry qualification
-  Use of free self-assessment to gauge if you qualify
-  Do two qualifications that may match and save \$\$\$\$
-  Once you have completed the process, you will receive your qualification in less than 10 days
-  Payment options available.



## How does it work?



### Establish the context

This is about the industry you work in and what qualification is relevant to you.



### Provide information

This is where we provide information to you in relation to the qualification and the process.



### Gather evidence

This is where you build your portfolio using the Student Application Kit providing proof of competence.



### Conduct competency conversation

This is where the assessor will conduct a competency conversation and confirm your competence using your experience as a base for the conversation



### Seek out referee report or practical tasks

Seek out referee reports from previous or current employers using our template to confirm performance in the workplace or the assessor may observe these tasks



### Challenge Test

You will be required to respond to a series of questions to confirm your industry knowledge.



### Make an assessment decision

Once all of the evidence is collected and measured, the assessor will make a decision about competence.



### Issue the credential

Plan the next steps or gap training if additional evidence is required.



## What are the types of evidence to submit?

Sometimes it is challenging to understand what evidence can be used as part of your portfolio of evidence and ensure it will meet competency.

CJTS will provide evidence tables for each unit of competency with recommendations of types of evidence to submit. You will find this evidence table in the Student Application Kit. The submission will be treated with strict confidentiality.

### Typical evidence could look like the following:

- Brief CV or work history
- Certificates or results of assessment
- Results, statement of attendance or certificates from in house courses, workshops, seminars,
- Results, statements of attendance or certificates from courses
- Work plans or project plans
- Position descriptions, KPI's, goals and objectives
- Presentations used for internal or external purposes
- Meeting minutes, toolbox talks
- Policies/ procedures
- Diaries, task sheets, job sheets, logbooks
- Membership of relevant professional associations
- Hobbies, interests or special skills outside work
- Industry awards
- Induction information
- Any examples of training provided or delivered
- Any other documentation that may demonstrate industry experience



### Competency conversation

This will be conducted by your CJTS assessor and will generally take ½ hour to 1hour. depending on your evidence submission and may take multiple sessions depending upon your availability.

The time is negotiated between the two parties at a time convenient to you. You can break your conversation into multiple sessions depending on your social and work life.

The conversations led by your assessor are specific to the units of competency and CJTS provides a template of questions to be asked that have been mapped against the qualification to ensure the standards have been met.



### Practical Assessments

For some qualifications, a practical assessment may be required whereby you need to demonstrate a certain level of skills acquisition. Your assessor, if applicable may be able to visit you on the job or alternatively we can do a zoom meeting, or you can take photo evidence of you undertaking the required skill activities to demonstrate competency. If this is required, the evidence kit will specify the minimum requirements. In some instances, we conduct the practical assessment onsite at CJTs as we have the appropriate equipment



### Referee or supervisors report

To also confirm competency, CJTS will provide a template for you to seek 3rd party verification of your competence.

We have listed the skills and knowledge required within the qualification and all you need to do is seek out your Employer, previous Supervisor or Manager to confirm your competency.

### What if i do not achieve competency against all of the units of competency?

You can purchase any remaining gap training units of competency to achieve your qualification and we can provide further advise on study options or we can issue a statement of attainment for units assessed as competent.

When you have had a great experience with Col Joy Training Services Recognition of Prior Learning (RPL) process, tell all of your friends.

Make sure they let us know you referred them.

