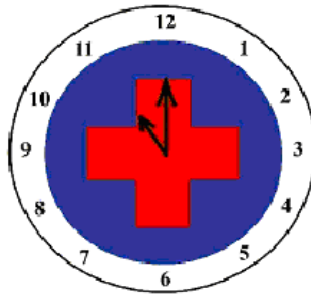


NURSES AROUND THE CLOCK PTY. LTD.

RTO: 90973



Recognition of Prior Learning Information Kit

ABOUT THIS KIT

This RPL Kit is designed as a self assessment tool to determine whether you are able to provide evidence sufficient for judgements of competence against individual units / full qualification to be undertaken.

The evidence you provide must meet the following Rules of Evidence.

1. Valid
2. Sufficient
3. Authentic
4. Current

This Kit provides assistance to not only confirm which units of competency may be required, but also the basis upon which you should collect evidence for each unit of competency chosen. It does not provide full detail on each unit of competency, or the qualification.

WHAT IS RPL?

Recognition of Prior Learning (RPL) under the Australian National Training Quality Framework is a formal process whereby a person's skills and knowledge acquired through formal/informal training, work, or life experience may be used to grant recognition of competencies currently held.

As part of the RPL process you will be required to provide evidence to verify your knowledge, skills and experience. In order to grant recognition of prior learning/current competency our assessor must be confident that you are currently competent against the endorsed industry competency standards.

If recognition is granted, you will be credited with either partial units of the course (statement of attainment), or the entire qualification (certificate).

FIVE EASY STEPS TO RPL

1. Read this RPL Assessment Kit and complete the Application form.
2. The assessor will explain the RPL process and gather information of your background e.g. education, training, work experience.
3. Prepare your Portfolio of Evidence ensuring it complies with the 4 rules of evidence and meets the required competency standards for that unit.
4. The assessor will review your evidence and conduct the necessary assessments to confirm your level of competency in the unit/s.
5. The assessor will decide if competency is achieved and full recognition / partial recognition will be granted.

TYPES OF EVIDENCE FOR RPL

In order to be found competent in a unit you must provide sufficient evidence for judgement by one of our qualified assessors. This Kit suggests three forms of evidence which may be collected.

1. Qualifications

This evidence is the most unambiguous and easy to present. It represents the provision of formal qualifications issued by a Registered Training Provider (RTO). Qualifications may be for the complete qualification (Certificate), or for units of competency gained, that credit towards a qualification (Statement of Attainment)

Other training providers such as in-house, community and various unaccredited providers may also grant awards that the applicant may present as evidence.

2. Observation in the workplace

This evidence requires the presentation of an independent report by a qualified assessor confirming the applicant has individually or collectively achieved the competency outcomes, performance criteria, skills and knowledge of this competency standard to be demonstrated. Such reports hold greater validity when they come from independent individuals with the verified expertise to make such judgements (i.e. A person who has Certificate IV in Training and Assessment).

3. Written testimonial or report

This requires the submission of written evidence to demonstrate the applicant's knowledge. Such written reports confirm how work and life experience have contributed to such competency being attained. They may also be research or academic papers that confirm the applicant's knowledge on the subject matter.

EVIDENCE CHECKLIST FOR RPL

Evidence is information gathered that proves competency. When gathering evidence remember that our assessors will be focusing on the quality of evidence provided rather than the quantity of evidence.

The evidence you provide must meet the following Rules of Evidence.
Evidence must be: -

1. Valid – evidence must satisfy the competency standards for the relevant unit
2. Sufficient – you must provide enough evidence to demonstrate competency
3. Authentic – you must verify that the evidence provided is your own
4. Current – the evidence must prove recent competency (within the past 2 years)

Use the following checklist (sample below) as a guideline when gathering evidence for your Portfolio. The tick boxes will help you in ensuring you provide quality evidence to assist the assessor in making an accurate judgment of competency.

This is available on our website or by request from the Office Administrator.

Evidence	Valid	Sufficient	Authentic	Current
Certificates or Statements of Attainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace training/education documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other educational awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer references or testimonials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of validation from employer/client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verified job descriptions/duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Samples of work completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On the job assessment reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace performance reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statements of community involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statutory Declaration confirming competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREPARING A PORTFOLIO

As you work through the relevant unit of competency you must collect documentation or work samples that 'prove' your knowledge and skills.

You should include a Portfolio Cover Sheet for each unit of competency you are applying for (sample below).

This is available on our website or by request from the Office Administrator.

Applicant's Name: _____	Date submitted: _____
I declare this evidence to have been produced by the undersigned. _____	
Applicant's Signature	
Evidence submitted for Unit of Competency: _____	
List evidence in order: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
Assessor to confirm - Evidence is: Valid Sufficient Authentic Current <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Assessor's Signature: _____	
Dated: _____/_____/_____	

SUBMISSION OF EVIDENCE

How to lodge your application

Presentation of evidence is important. Remember, you are trying to convince your assessor of your competency. Your portfolio of evidence should:

- Be typed or clearly hand written
- Be sorted into correct sequencing relating to the units of competency applied for.
- Give clear references (if external information sources are used)
- Include your contact details for confirmation of receipt of your application.
- Be mailed in hard copy or provided in electronic form (email or digital storage device) wherever possible.

Presenting your evidence

Evidence provided should:

- Be relevant to the unit of competency
- Be unambiguously associated with the applicant, not another person
- Be current (within past 2 years)
- Be valid
- Be authentic and verifiable if requested by assessor
- Focus only on the set performance criteria and associated elements of the unit of competency
- Be copied and placed with each relevant unit of competency and clearly labelled if one piece of evidence applies to more than one unit of competency.

NAC will be sensitive as to how RPL information is handled and all materials will be returned to you upon completion. Copies of all evidence and assessment records will be kept by NAC in your file.

EVIDENCE REVIEW

For all units of competency the collection of quality evidence requires that assessment must address the scope of the respective unit and reflect all components of the unit i.e. the elements, performance criteria, range statement, evidence requirements and key competencies:

- A range of appropriate assessment methods/evidence gathering techniques is used to determine competency
- Evidence must be gathered in the workplace whenever possible. Where no workplace is available, a simulated workplace will be provided
- The evidence collected must relate to a number of performances assessed at different points in time and in a learning and assessment pathway these must be separated by further learning and practice
- Evidence meets the Rules of Evidence
- Assessment processes meet the Principles of Assessment

RPL ASSESSMENT PROCESS

Once our assessor is satisfied with your evidence the following assessments will take place to confirm your level of competency –

- Oral Questions – the assessor will ask you some questions relating to the specific elements and performance criteria to determine your level of understanding in the unit of competency
- Third Party Assessment – the assessor will assess your competence in demonstrating all elements and performance criteria in the workplace.
- Workplace Skills Assessment – the assessor will assess your competence on specific technical and observational skills in the workplace or in a simulated environment.

RPL ASSESSMENT RESULT

A judgement of competency will only be made when the assessor is confident that the required outcomes of the unit have been achieved and that consistent performance has been demonstrated. In some situations the assessor may decide that you have not displayed full competency against the required standards. The assessor will explain the decision and provide you with feedback of the results. The assessor will complete the RPL Notification of Results outlining which units have been granted recognition. If partial recognition is granted you will be issued a statement of attainment or given the opportunity to attend a structured learning program for the units where competency was not achieved.