



# Assessment Only – Or Recognition of Prior Learning Pathway

---

Assessment Only – Or Recognition of Prior Learning Pathway is the term used to describe a number of assessment processes resulting in the formal recognition of competencies (skills, knowledge and attitudes) that a person has acquired through formal training, work experience and/or life experience.

*Assessment Only/RPL* provides recognition for the competencies people have already acquired. Through these processes, people are not required to undertake training in areas where they are already competent.

*Assessment Only/RPL* may encompass one or more assessment processes to recognise a person's competencies, for example;

- Recognition of Prior Learning (RPL)
- Recognition of Current Competencies (RCC)
- Credit Transfer (may also be referred to as Advanced Standing or Exemption)
- Overseas Equivalence.

These are then measured against the Units of Competency or full qualifications in which you are enrolling. *Assessment Only/RPL* may only be granted for qualifications listed under AVELING's scope.

## Why apply? What's in it for me?

It is important to apply for *Assessment Only/RPL* if you think you already have the experience relevant to a Unit of Competency or qualification.

The advantages of applying for *Assessment Only/RPL* are:

- You identify where your experience has provided you with knowledge and skills that are similar to that required by the Unit of Competency or qualification
- If you have already achieved the Unit of Competency for a course you will not have to do those programs
- You finish your qualification much earlier and you would have attended fewer days of training
- You don't do programs in which you have proven competence.

## Qualifications

Candidates can achieve *Assessment Only/RPL* qualifications by demonstrating competence using one of the following options;

- Individual Unit of Competency
- Skill Sets (a combination of several Units of Competency), or
- A complete Certificate or Diploma qualification

## Assessment-Only or Recognition of Prior Learning Pathway

Competencies already held by individuals can be formally assessed against the units of competency, and should be recognised regardless of how, when or where they were achieved.

In an assessment-only or Recognition of Prior Learning (RPL) pathway, the applicant provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the applicant and verified by the assessor, such as in the compilation of portfolios; or directed by the assessor, such as through observation of workplace performance and skills application, and oral and/or written assessment. Where the outcomes of this process indicate that the applicant is competent, structured training is not required.

## Combination of Pathways

Where applicants for assessment have gained competencies through work and life experience and gaps in their competence are identified, or where they require training in new areas, a combination of pathways may be appropriate.

In such situations, the applicant may undertake an initial assessment to determine their current competency. Once current competency is identified, a structured learning and assessment program ensures that the applicant acquires the required additional competencies identified as gaps.

### Recognition of Qualifications Issued By Other RTO's

Under the Australian Qualifications Framework (AQF), AVELING recognise and accept the assessment decisions of 'Statement of Attainment' and qualifications issued by any other Registered Training Organisation (RTO). Recognition may only be granted for qualification displaying the Australian National Training Authority (ANTA) logo as shown below.



### Benchmarks for Assessment

Assessment within the National Skills Framework is the process of collecting evidence and making judgements about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

### What Assessment Only/RPL qualifications are available from AVELING?

| Qualifications   | Number of Units per qualification |
|--|-----------------------------------|
| BSB31207 Certificate III in Frontline Management           | 6                                 |
| BSB40807 Certificate IV in Frontline Management            | 10                                |
| BSB51107 Diploma of Management                             | 8                                 |
| BSB30707 Certificate III in Occupational Health and Safety | 12                                |
| MNMMM516A Facilitate the Risk Management Process           | 1                                 |
| MNMC201A Work Safely                                       | 1                                 |
| BSBOHS407A Monitor a Safe Workplace                        | 1                                 |
| PRMPFES05B Use Portable Fire Fighting Equipment            | 1                                 |
| SITHFAB009A Provide Responsible Service of Alcohol         | 1                                 |

### How it works - What happens?

If you decide to apply for Assessment Only/RPL you will be asked to record on an Application Form the specific knowledge, skills and workplace competence you already possess.

You may then be asked to attend an interview with a program expert and a qualified Assessor. The information submitted in the application and interview will determine whether you possess the required competencies.

After the interview, you will be notified of the decision. If your application is successful, you will receive a "Statement of Attainment" or full qualification for the relevant competencies.

All information will be treated in strictest confidence by AVELING.

### **How will I be assessed?**

Some methods used are:

- Interview or structured questioning
- On-the-job assessment
- Documentary evidence (e.g. references from employers, outlines from completed training programs, portfolio of supporting evidence)
- Audio visual evidence (e.g. videos, photographs, tapes)
- Examples of work
- Practical demonstration in a simulated environment
- Practical/theory tests
- Completion of a project.

### **How much does it cost?**

The fee will depend on how many Units of Competency are being undertaken.

The fee will be determined and agreed prior to assessment with each applicant and will be inclusive of the review of documentation, interview (if required), assessment, feedback, final decision and recommendations (if applicable).

### **What should I do next?**

To determine if you might be eligible for Assessment Only/RPL you will need to refer to the relevant Units of Competency. These can be found under the National Training Information Services website [www.ntis.gov.au](http://www.ntis.gov.au) or contact AVELING for a copy.

If you think your competence matches the Unit of Competency and/or full qualification please contact us so we can send an Application Form and Assessment Only/RPL Kit.

**P:** 9379 9999 **F:** 9379 9888 **E:** [training@aveling.com.au](mailto:training@aveling.com.au)

When your application has been submitted for assessment AVELING will then invoice you or your organisation.

## Steps 1 to 5 – Process for Assessment Only/RPL

| <b>Applicant</b>  | → | <b>AVELING</b>  |
|---|---|---|
| <p><b>Step 1<br/>Review Competencies</b></p> <p>Review Unit of Competency(s) or full qualification</p>  | → | <p>Provide Assessment Only/RPL pack and Units of Competency(s) information.</p>   |
| <p><b>Step 2<br/>Collate &amp; Submit Evidence</b></p> <p>Collate evidence and map against each Unit of Competency and forward to AVELING.</p>                        | → | <p>AVELING acknowledge receipt of evidence.</p>   |
| <p><b>Step 3<br/>Assessment</b></p> <p>Attend assessment interview (as required) and provide additional information if requested.</p>                                 | → | <p>Evidence reviewed by Assessor and interview arranged (as required). Request additional evidence if needed.</p>   |
| <p><b>Step 4<br/>Assessment Feedback</b></p> <p>Receive feedback on assessment outcome.</p> <p>Or, appeal decision if not satisfied with the assessment decision.</p> | → | <ul style="list-style-type: none"> <li>• Grant full Recognition and relevant certification</li> <li>• Recognition not granted</li> <li>• Initiate feedback and development plan (partial recognition)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Process Appeal</li> </ul> |
| <p><b>Step 5<br/>Issue Qualification</b></p> <p>“Statement of Attainment” or full qualification granted.</p>  | → | <p>Issue and send out “Statement of Attainment” or full qualification to applicant.</p>   |

## There are Five Steps in the Assessment Only/RPL Process

### Step 1: Review Competencies

At this stage, candidates need to consider how their prior experience relates to the Units of Competency from which they are seeking exemption.

Contact AVELING on (08) 9379 9999 if you have any questions with respect to the competencies and related evidence to support claims for Assessment Only/RPL.

Detail any experience which might be relevant, compile the log book of supporting evidence. If unable to provide written evidence for any reason, please contact the Learning and Development Manager on (08) 9355 0100 regarding alternative methods to submit evidence.

Candidates need to reflect on experiences and the supporting current evidence they have, to demonstrate competence and satisfy the performance criteria. Any evidence that can be provided as proof should be submitted as part of the Evidence Log Book.

### Step 2: Collate and Submit Evidence

At this stage, candidates should work through the relevant unit(s) of competency for which they are seeking RPL and collate evidence clearly highlighting all the documentation which will demonstrate competence and substantiate your claim.

Evidence refers to the various methods of demonstrating the required skills or competencies, these may include:

- Qualifications
- Certificates
- Statement of Attainments
- Work-related simulations
- Test of individual skills
- References
- Work-related projects
- Direct questioning
- Performance appraisals
- Assignments
- Letters of support
- Photographs, videos and reports.

When compiling your evidence, make sure that:

- it is clear which qualification and which competencies are being claimed;
- it is clear which evidence relates to which competencies;
- the application is clear, concise, without errors and the evidence is arranged systematically.

When the application and evidence log book are completed, take a copy for your records and attach all relevant information and send to:

The Assessor  
Aveling  
184A Shepperton Road  
VICTORIA PARK WA 6101

Facsimile: (08) 9355 0558  
E-mail: [training@aveling.com.au](mailto:training@aveling.com.au)

We will send a letter acknowledging receipt of application and advise the Assessor's name. The Assessor will review the application and log book and contact candidates regarding either an interview or the need to forward additional supporting materials.

### **Step 3: Assessment**

The Assessor will determine, through a systematic review of the evidence, whether the competencies have been achieved. If the application supports a claim for Assessment Only/RPL, a qualified Assessor will contact the candidate to discuss the level of skills, knowledge and competencies, and possibly clarify the evidence presented.

If an interview is required, the Assessor will contact the candidate to arrange a convenient time and place. The Assessor will then spend some time discussing the interview process and the way it will operate.

The Assessor(s) are qualified Workplace Assessors and they have the skills to properly assess your current competence / prior learning, and to conduct a fair and relaxed interview.

The role of the Assessor is to help you as much as possible.

During the interview, the Assessor will discuss the application and evidence. One of the main purposes of the interview is to provide an opportunity for candidates to think of any extra information or evidence to support the application.

Candidates will be asked questions about previous work experience, training, education, hobbies and interests. Most of the questions are related to the application form, which has already been completed.

The interview may take anything from 1 hour to 4 hours depending on the number of qualifications and competencies being considered.

If candidates have any questions or concerns, please raise them with the Assessor.

### **Step 4: Assessment Feedback**

At this stage, a decision to grant or not grant recognition will be made and the candidate will be notified of the outcome of the Assessment Only/RPL assessment process.

If a candidate is not satisfied with the assessment, they should discuss the decision with the Assessor to determine which areas are in need of further work.

Alternatively, the candidate can Appeal the decision. A "Request for Appeal Form" can be obtained from AVELING on (08) 9379 9999 and then submitted to:

The Managing Director  
AVELING  
184A Shepperton Road  
VICTORIA PARK WA 6101

Facsimile: (08) 9355 0558

E-mail: [training@aveling.com.au](mailto:training@aveling.com.au)

Candidates should detail the grounds for Appeal and attach all supporting documentation to the Appeal Form.

An independent Assessor would then be appointed to:

- Consider all documentation provided;
- Request further information;
- Ensure at all times, that the principles of Assessment Only/RPL were adhered to;
- Prepare a formal report on the Appeal;
- Prepare formal advice to the applicant; and
- Forward a copy of the applicant's advice to the Managing Director.

If the Appeal is unsuccessful candidates exit the process without refund. An unsuccessful Appeal decision is supported with recommendations for action which can be taken to address the areas in which a person is deemed not yet competent.

Any subsequent application for Assessment Only/RPL made by an applicant, who was unsuccessful in an Appeal, will be treated as a new application and will proceed accordingly.

All Assessment Only/RPL outcomes will be recorded on the applicant's record of assessment.

### **Step 5: Issue Qualification**

At this stage, recognition will be given on the outcome of assessment.

If granted recognition, a Statement of Attainment for the relevant Units of Competency or a full qualification will be issued.