



Recognition of Prior Learning (RPL)

Part 1

- Candidate Information -

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Continuous Improvement

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Amendments to this document will include changes that are required as a result of:

- Feedback from stakeholders;
- Changes to legislative requirements;
- Changes to College of Electrical Training (CET) policies and procedures.

Validation

This document will undergo validation every 12 months. Validation will be facilitated by the CET Development Team. Upon completion of the validation process, amendments will be made to the document or a new version of the document will be produced.

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Feedback

We value your opinion and welcome suggestions on how we could improve this document.

Send your comment(s) and/or suggestion(s) to:

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1. Introduction

Welcome to the College of Electrical Training's Recognition of Prior Learning (RPL) Assessment Toolkit. The RPL Assessment Toolkit contains two functional parts in conjunction with the individual Unit Guide(s) for which RPL is being sought;

Part 1 – Contains information common to all Units of Competency for which RPL is requested (this part);
and

Part 2 – Contains material specific to each Unit of Competency for which RPL is sought.

Each part includes a covering set of instructions at the front of each document, as well as covering instructions for each step of the process for both the Training Manager and the candidate.

What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities. RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

Why you should apply for RPL

If you apply for RPL and your application is successful you could:

- reduce or eliminate the need for any training in skills and knowledge you already have;
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work;
- save money because you will not have to buy textbooks and other learning material;
- complete your qualification in a shorter time; and/or
- advance to a higher level qualification in a shorter time if desired.

Terminology you need to understand

It is important that you understand the following term to assist you with your RPL application.

Competence

Competence is the demonstration of skills and knowledge that you have gained through life and work experiences as well as any training that you have successfully completed that can be matched against a set of industry performance standards referred to as **Unit(s) of Competency**. These units are grouped together to form a specific industry qualification, within the Australian Quality Framework (AQF). Each unit of competency is divided into elements (a set of activities that lead to an overall achievement or demonstration of competence). Each of these elements is further broken down into a set of performance criteria which give a more detailed description of the skills and knowledge you need to be able to demonstrate.

Matching your evidence against each of the elements/performance criteria will help you to reach your qualification more quickly.

How to prepare for your RPL assessment

In order for your skills to be formally recognised as part of a national qualification, Assessors must make sure that you (the candidate) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

You must be involved in the RPL process so that all the experience, skills and knowledge you have gained over time can be correctly identified and where necessary suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier for you.

1. Think about your work roles and your employment history and include in your application any work you have done in the past (paid or unpaid) and where this took place.
2. If you have certificates from any training courses you have completed, bring the originals to the interview with the Training Manager and they can make a copy of them.
3. Include in your application any other documentation that you think would support your claim that you have done this work over time.

The following is a list of some of the documents you can provide as examples of your work history:

- brief CV;
- certificates/results of assessment;
- any licences;
- tickets held, eg forklift, crane;
- photographs of work undertaken;
- diaries/task sheets/job sheets/logbooks;
- site training records;
- site competencies held record;
- membership of relevant professional associations;
- hobbies/interests/special skills outside work;
- references/letters from previous employers/supervisors;
- industry awards; and
- any other documentation that may demonstrate your trade or industry experience or support your claim.

Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Training Manager will work with you during the assessment process.

4. Think about who you would consider to be your workplace contact or referee.
Is your employer happy to support your aim to become qualified?
Would you feel comfortable if the Training Manager contacted your current workplace or previous workplace(s) to validate your skills and spoke to your supervisor(s) or employer(s)?
5. You will need to supply the contact details of work referees who can confirm your skills in the industry. Think about who the best person to confirm your skill level would be.
Think about current or recent supervisors or employers who have observed your work and who would be able to confirm your previous work skills and experience. The Training Manager will need to contact them.
6. You can speak with your Training Manager about other ways you can show your skills for the trade or industry in which you are seeking recognition. These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentiality issues – see below) or any other relevant documents.

Confidentiality issues

It is important that sensitive information is not included as part of your Supporting Documentation (as identified in Section 6 and any other documentation you wish to use as evidence). You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted and financial figures or other personal details should be blacked out and made unidentifiable.

Access & Equity Policy

The aim of The College of Electrical Training's *Access & Equity Policy* is to provide the opportunity for individuals to fulfill their training aspirations regardless of age, culture, gender, location or whether they have a disability or are disadvantaged in some way.

Please see The College of Electrical Training's *Access and Equity Policy* for more information.

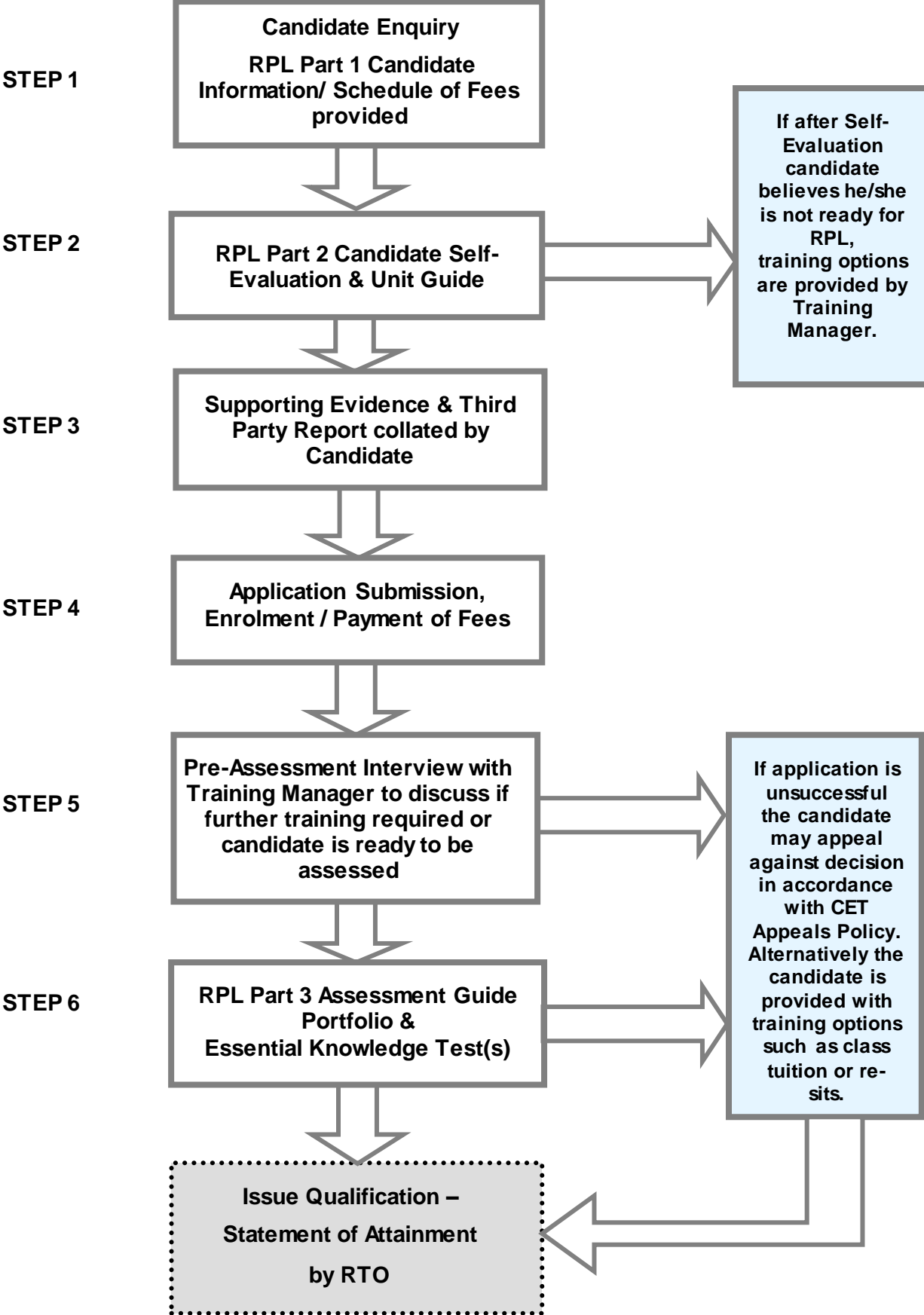
2. Recognition of Prior Learning (RPL) Assessment

This RPL Assessment Toolkit has been developed by the College of Electrical Training (CET) in consultation with delivery staff and industry as a resource to streamline and simplify recognition processes for prospective candidates and can be used to conduct whole of qualification RPL.

3. Explanation of RPL documents contained in the Toolkit

- a) **Candidate Information and Self-Evaluation Forms:** These documents are for the candidate to assess their suitability for the RPL process, by asking them to consider each of the points and assessing their ability against the task. It can be broken into smaller skill groups, clustering like activities together to enable ease of completion. It is then reinforced by the candidate's supervisor's comments, both against tasks and as a summary for each group. This serves as third party validation of the candidate's claims.
- b) **Third Party Report and Supporting Documentation:** The third party verification report is provided for referees, for example the supervisor, to confirm the candidate's skills and experience in the qualification/occupation. This is particularly useful in addressing Employability Skill requirements. It is important to note that third party reports are not always available and that Assessors are recommended to use their professional judgement to determine if this is a requirement.

4. Overview of the Recognition Process



5. Steps in the RPL Assessment Process

Once the College of Electrical Training (CET) has provided you with the RPL information, it is important to follow the steps shown below in order to complete the assessment process.

<p>Step 1 – RPL Part 1 Candidate Information & Schedule of Fees</p>	<p>Before you decide to apply for RPL, you need to assess your current competence for the unit(s) of competency you are considering to apply against. Complete the Candidate Information Form and the Employment History Form. Provide as much information of your previous work experience as you can. If you are currently enrolled in a training course relating to the qualification, it is important that you inform your Trainer that you intend to apply for RPL. Following this, nominate the unit(s) you have selected for RPL so that the required documentation can be processed and your application can go ahead. To check whether you can demonstrate the required skills and knowledge obtain the Unit Guide for the unit(s) of competency you intend to claim against. You must be able to provide evidence against all of the criteria for the relevant unit(s) of competency selected. It is not enough to simply state that you possess the skills and knowledge required. You must be able to demonstrate competence. This is your opportunity to provide as much proof as you can of the variety of experience you have. You should supply examples of your work history if you have any. Note: <i>It is possible to gain RPL for an entire qualification.</i></p>
<p>Step 2 – RPL Part 2 Candidate Self- Evaluation & Unit Guide</p>	<p>Complete the Candidate Self Evaluation & Self-Assessment Forms for each individual unit of competency you intend to claim against. Documentation is attached to the RPL Part 2 Candidate Self Evaluation & Unit Guide.</p> <p>By asking your supervisor to complete their part of your self-evaluation, they will be providing valuable evidence confirming the work experience, skills and knowledge you have demonstrated in the performance of your work duties.</p> <p>If after your self-evaluation you feel you are not ready for RPL discuss your training options with the Training Manager.</p>
<p>Step 3 – Supporting Evidence & Third Party Report</p>	<p>Complete the Third Party Report (Referee testimonial). You may need to give your selected workplace referees or previous employers the Third Party report to complete. Authentication of these reports will be required and you need to supply the contact details of the referee(s) to the Training Manager. If you have other suitable evidence to support your claim for RPL then you are encouraged to include this with your application.</p>
<p>Step 4 – Application Submission, Enrolment & Payment of Fees</p>	<p>Once you have completed the self-evaluation and provided further supporting evidence and made the decision that you would like to continue with the RPL process, submit your application. Enrol and pay the schedule fees and make an appointment for a Pre-Assessment Interview with the Training Manager.</p>

<p>Step 5 – Pre-Assessment Interview with Training Manager</p>	<p>During your interview the Training Manager will review your application and supporting documentation and match your skills to the unit(s) in the qualification. The Training Manager will decide if you require further training or if you are ready to be assessed.</p>
<p>Step 6 – Formal RPL Part 3 Assessment Guide Portfolio & Essential Knowledge Test(s)</p>	<p>The Formal RPL assessment is your opportunity to demonstrate your competence at both knowledge and practical levels. The assessment(s) will focus on the performance criteria and knowledge and skills required by the unit(s) in the qualification in which you are applying for recognition. The RPL process will require you to complete a selection of Essential Knowledge and Associated Skills (EKAS) Activity Questions, a Simulated Work Performance Task and an Essential Knowledge Test(s). A delegated assessor will conduct your formal RPL assessment.</p>

After the assessment

Following your RPL assessment, the Training Manager will advise you of the qualification or unit(s) of competency you have successfully completed. The Training Manager will also inform you if any knowledge or skill gaps have been identified during the recognition process. If you have any knowledge or skill gaps, the Training Manager will advise you how these can be addressed.

If you have any questions during the RPL process, please contact the relevant Campus Training Manager on 9417 8166 (Jandakot) or 9301 1560 (Joondalup).

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6. Candidate Information Forms

Candidates must be provided with this information before applying for RPL.

Candidate Information Form

*(You may find it easier to provide the information for the following by attaching a **résumé**.)*

Personal details		
Surname		
First name/s		
Any other name/s used		
Home address		
Postal address <i>(if different from above)</i>		
Telephone numbers	Home:	Work:
	Mobile:	Fax:
Email address		
Are you a permanent resident of Australia?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you need an interpreter to help you with an interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a disability which we should be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you need special aids if you are required to undertake a practical assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide details of special needs so that we can assist you if required.		
Current employment		
Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'yes', in which occupation are you currently employed?		
What is your current job title?		
Who is your current employer?		
How long have you worked in this job approximately?	year/s	month/s
Is this occupation in the same industry as the industry in which you are applying for recognition?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'no', go to the next page.

Qualification for which you are seeking recognition.

Unit Code	Unit Title
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

List some of the main tasks you normally perform as part of your work that you think are relevant to your RPL application.

If you have further recent industry experience relevant to your application, please attach another sheet or your current résumé.

Rate your knowledge and skills against the qualification/industry relevant to your RPL application.			
Industry area: Electrotechnology	Yes	No	Possibly
I think my experience is of a high level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think I am skilled to do this job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to do the work tasks really well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can explain my experience and provide documentary evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken much of this work without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further training			
I have attended further training courses in this area of work.	<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes', what training did you undertake? Include date training completed (month, year).			
Is there any further information you wish to give in support of your application?			

Professional referees (relevant to work situation if not already listed on your résumé)	
Referee 1	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Email address	
Referee 2	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Email address	

Candidate Employment History Form

(You may attach a current *résumé* in place of completing this section.)

Name, address and phone number of employer(s)	Period of employment		Position(s) held	Full / Part-time / Casual	Description of major duties
	From	To			
1.					
2.					
3.					
4.					
5.					

Attach additional sheet if required.

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate's signature		Date	
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7. RPL Self-Evaluation Documentation

The following documents are samples of the forms that must be provided to the Training Manager for each unit of competency you are claiming RPL for. The Training Manager will review the documentation to determine the candidate's readiness for assessment.

These RPL documents can be downloaded from CET's website www.cet.asn.au under the tab Assessment Services (RPL Part 2 Candidate Self-Evaluation & Unit Guide).

Candidate's Self-Evaluation & Self-Assessment

Completion instructions

The purpose of completing the Self-Evaluation Form is to enable candidates who believe that they already possess the competencies, to assess their skills and knowledge against the qualification.

Complete the following pages and identify your capacity to perform the tasks described. Be honest in your appraisal. By completing this self-evaluation you will be identifying the areas where you may be able to apply for recognition.

NB: If this self-evaluation is being used as evidence, your supervisor must evaluate your ability to perform the work tasks. Your supervisor is also asked to comment on your ability to perform these work tasks and verify this by signing each section.

If this self-evaluation is being used only so that you and your Assessor can decide if you should proceed, then it doesn't have to be verified.

Identify your level of experience in performing each competency/task by using the following:

- not well – I do the task but not well.
- well – I do the task well.
- very well – I do the task really well.

See example below.

Competency/Task	I have performed these tasks			Supervisor's Evaluation	Evidence to support claim <small>(Number and name the document you are providing for easy reference.)</small>	
	Frequently	Never	Sometimes		Doc No.	Documentation provided
Using a computer to enter or change work information or data.			Not Well	Not Well		
Using personal protective equipment as appropriate to conduct my work safely and in accordance with site and legal requirements.	Well			Well	1	<i>Copy of Company Personal Protective Equipment Requirements for my job role.</i>

Candidate's Self-Evaluation

Candidate's name		Date completed				
Unit(s) of competency	UEENEEE101A Apply Occupational Health and Safety Regulations, Codes and Practices in the Workplace					
Competency/Task	I have performed these tasks			Supervisor's Evaluation	Evidence to support claim <small>(Number and name of the document you are providing for easy reference)</small>	
	Frequently	Never	Sometimes		Doc No.	Documentation provided
1. Preparing to enter the workplace including, the use of work permits, clearances and isolation permissions.						
▪ Understanding and following risk control safe work methods.						
▪ Applying work procedures and instructions as they apply to risk control measures.						
▪ Dealing with accidents and emergencies.						
▪ Participation in consultation processes, identifying hazards, implementing and monitoring control measures.						
▪ Dealing with unplanned events.						
▪ Using relevant Occupational Health and Safety legislation, regulations and codes of practice related to hazards present in industry and particular workplace.						
Supervisor's comments <i>(Please provide a comment on the candidate's ability to perform the above work task/s.)</i>						
Supervisor's name				Position		
Supervisor's signature				Date		

Candidate's Self-Assessment: Essential Knowledge & Associated Skills

Unit(s) of Competency	Code	Title
	UEENEEE101A	Apply Occupational Health and Safety Regulations, Codes and Practices in the Workplace
Instructions to Candidate	<ul style="list-style-type: none"> The questions and/or exercises detailed below will provide an opportunity to assess your understanding of a representative range of essential knowledge contained in the Unit of Competency. Whilst it is not compulsory to complete these exercises it will assist you in determining your readiness to complete the relevant EKAS Activity questions and Essential Knowledge Test(s). In order to complete the sample questions and exercises access to the textbook: Electrotechnology Practice 3rd Edition, J. Hampson and S. Hanssen will be required. The answers you provide for each question can be checked against the answers provided in the recommended text(s). 	
Topic	Text(s) Referenced	Page Number(s)
WHS Fundamentals	Electrotechnology Practice, 3 rd Edition, J. Hampson and S. Hanssen	5
The Work Environment		7
Work Environment Safety Signs		9
Fires		10
Workplace Emergencies		11
Risk Management		61
Manual Handling		13
Chemicals in the Workplace		15
Material Safety Data Sheets		16
Storage Procedures		16
Working at Heights		20
Confined Spaces		21
Physical and Physiological Hazards		25
Working with Electricity		28
Protective Measures		29
Common Electrical Hazards		32
Coherent Optical Hazards		67
Rescue from a Live Situation		33
Life Support		34
Legal and Ethical Issues		35
First Aid Information (CPR)	37	

Third Party Report (Referee Testimonial)

All people who verify your work are to complete the details below to ensure validity. (You may need multiple copies of this form.)

Candidate's name	
Referee's name <i>(Name of person providing this evidence)</i>	
Position/Title	
Licence/Registration N°	
Workplace	
Workplace address	
Telephone numbers	
Email address	
This report was completed	via interview by Assessor <input type="checkbox"/> independently by referee <input type="checkbox"/>
Interview conducted by <i>(if applicable)</i>	
Date of interview	
Instructions	<p>As part of the assessment for _____, the candidate requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the candidate's skills and experience.</p> <p>A letter of support from the organisation validating a range of tasks performed by the candidate over a period of time is useful in identifying competence.</p>

To whom it may concern

Re: _____ who is a _____.

I certify that the above-named person has worked at _____ for a period of _____.

They have regularly completed the following activities to an acceptable workplace/industry standard within this organisation:

Declaration	Yes	No
I understand the evidence/tasks the candidate has performed on which I am required to comment.	<input type="checkbox"/>	<input type="checkbox"/>
I am willing to be contacted if further verification of my statements is required.	<input type="checkbox"/>	<input type="checkbox"/>

If you would like further information or would like to discuss any of the above, I can be contacted on _____

Yours sincerely,

Signature: _____ Date: _____

Other Supporting Information

The following table provides a guide of additional evidence sources to support your claim for Recognition of Prior Learning. If you have any other evidence you are encouraged to provide this to your Assessor.

If you do not have other evidence you are not excluded from applying for recognition and you should discuss options with your Assessor.

If you are providing other documents as evidence then it is a good idea to number each document for easy identification. Place the number of the relevant document against the evidence listed below.

Other documentary evidence	Document number
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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