



About RPL - How you can have your existing skills and experience recognised?

Recognition of Prior Learning (RPL), Skills Recognition* and Credit Transfer are terms used to describe the process of recognising and assessing your existing skills or competence.

You can gain RPL, Skills Recognition or Credit Transfer for what you have already achieved through life or work experience, by formal coursework at other recognised institutions or by attending workshops and training activities. You can then prepare a case for recognition with our Tocal College Course Coordinator, who will collect and submit your evidence for accreditation, using the RPL assessment Toolkit.

The following steps set out how the recognition process can enable you to fully recognise your existing skills and also help meet the requirements of the qualification you are seeking. Please Note: For any qualification you need to achieve a set number of competencies.

The steps to RPL using the RPL Assessment Toolkit

Step 1

Read this information sheet and talk to the Tocal College Course Coordinator about the qualification and units of competency that best match your skills and experience. Complete and lodge the **Candidate Information Form**.

Step 2

The Tocal College Course Coordinator or trainer will contact you and organise an initial interview and planning session. During this session you and the Tocal College Course Coordinator or trainer can decide on the qualification and units and fill out the **RPL Assessment Plan**. The Plan will depend on your existing skills, experience and supporting documents, and the number and type of units for which you are seeking recognition. It will set out the proposed schedule, the next steps and a time frame for completing the full RPL process.

Step 3

Complete and submit a **Candidate Self-evaluation Tool and Third Party Report**. Make sure your workplace supervisor/representative contributes to these where it is required. Also provide any relevant supporting documents or evidence, such as training records, awards, job descriptions, workplace documentation, and photos/videos. Please make sure that you provide original or certified copies of any transcripts of qualifications you have.

Step 4

Attend an interview with a TOCAL Assessor to discuss your application. Answer the questions the Assessor will ask you so that they can complete the **Competency Conversation Recording Tool**. A separate Competency Conversation may be required for each specific unit of competency being attempted. It may also be combined with the Workplace Assessment in Step 5 if appropriate. The Assessor will give feedback on the next steps.

Step 5

At this stage, you will typically have another session with your Assessor at your workplace, who will observe you completing tasks. The Assessor will complete the **Workplace Assessment Tasks: Observation Tool** and will discuss the next steps. The Assessor will give you information before the workplace visit (Workplace assessment tasks: Instructions to candidates) and confirm a suitable date.

If more information is needed a 'To Do' list will be left with you to complete.

Step 6

The Tocal College Assessor will consider your case and when finalised will record the result on the **Assessment Outcome Form**. You will be informed of the decision.

If you have been successful, you will be issued with a transcript listing the units you have achieved.

If you have not been able to gain recognition for any of your selected units, you can discuss with your assessor how to:

- submit further information for assessment
- appeal the assessment decision
- complete the relevant units via training

Cost

If RPL is being undertaken as part of a fulltime course at Tocal College, there will be no additional fees. In fact your fees may be adjusted and reduced under specific government funded programs.

If during the application process you are considered eligible for RPL of a full qualification, you will be directed to our external Skills Recognition program. Please refer to the Skills Recognition Handbooks and website for fees.

* Please Note: RPL is sometimes referred to as Skills Recognition by Tocal when it is applied to Skills Sets or entire qualifications. Candidates in these circumstances usually have significant industry experience.