

## RPL application guide and form (individual subjects)

Contact the Institute RPL Coordinator today. Phone (07) 3244 5386 or Email:  
[rplcoordinator@southbank.edu.au](mailto:rplcoordinator@southbank.edu.au)

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### The RPL Process

Welcome to recognition of prior learning with the Southbank Institute of Technology (SBIT).

You will already have made contact with a Student Services Officer, the RPL Coordinator at SBIT, or accessed this form through the Southbank website which is how you received this information guide.

RPL is the formal recognition of the skills and knowledge you have acquired regardless of how or where they have been attained

- Previous formal or informal training/education (at a registered training organisation (RTO), training facility or place of work)
- Work experience (paid or unpaid work)
- Voluntary work
- Life experience

RPL can be achieved in a unit/s of competency or an entire qualification without having to attend formal training.

Below is a brief outline of the process aligned to undertaking RPL and SBIT.

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#### Step 1

Contact is made with the RPL Coordinator (details above) to discuss the process, either by phone or in person. At this stage you will be advised on the process including evidence collection, enrolment and assessment and issued a Candidate Guide and application forms.

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#### Step 2

Complete the self assessment, identify the units you wish to gain Recognition (RPL) for, gather your evidence and complete the application forms.

Evidence recommended to support an application could include:

- Any licences
- Resume
- Certificates/results of assessment
- Indentures/trade papers
- Results/statement of attendance/certificates – in house courses, workshops, seminars
- Results/statements of attendance/ certificates – club courses e.g. first aid, officials, surf life saving, etc
- Endorsed photographs of work undertaken or produced
- Work examples
- Diaries/task sheets/job sheets/log books
- Membership of relevant professional associations
- Hobbies/interests/special skills outside work
- References/letters from previous employers/supervisors
- Industry awards
- Any other documentation that may demonstrate industry experience related to units applied for
- Third party verifications

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### Step 3

Contact the Coordinator to arrange a pre-assessment interview and evaluation.

Complete an enrolment form and personal details form to initiate enrolment into the units you are seeking recognition for. If your employer is paying you will need to have an authorised person complete the "Sponsor's Request to Invoice" (QF025) form and submit with your enrolment.

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### Step 4

At the interview\* be prepared to submit your application so you will need your documentation completed and your evidence ready to submit. The Coordinator may suggest you gather further supplementary evidence to support your application.

\*The interview may be done face to face by phone or electronically.

Note: for your application to be accepted you must be enrolled and have paid the associated fee.

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### Step 5

Your application will be recorded and sent through to the appropriate faculty.

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### Step 6

Your application will then be forwarded to the content specialist for assessment.

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### Step 7

The assessor will contact you for an interview and advise on RPL, Credit Transfer or Gap Training. You may be asked to provide further information/evidence, attend further interviews (question process), complete written assessment, and undertake workplace assessment/observation or a challenge/skills test. Please be aware you may be required to undertake some or all of these depending on the evidence you provide, the qualification being applied for and responses to the questions.

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### Step 8

You will be provided with a Result of Assessment within 21 days of the RPL application being assessed by our content specialist.

If you wish to complete the remaining units of your qualification or if you were unsuccessful with your RPL application, please contact the faculty to obtain details when this training can be undertaken and an enrolment form.

You have a right to appeal if you believe your assessment is incorrect, please refer to the TAFE Queensland student rules, Academic Appeals.

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## Credit Transfer

You may be entitled to Credit Transfers if you have completed training at another Registered Training Organisation and have Statements of Attainment for competencies that are equivalent to Units of Competency contained within the course you are seeking Recognition in. Credit transfer will also be given where there has been some determination by a qualified assessor that equivalence exists against the vocational outcomes of the current program under the institutes QA process.

A qualification cannot be attained entirely through credit transfer you must be enrolled in at least one unit from the course you are applying for RPL in.

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## Outcomes

Evidence:

There are a number of criteria underpinning an assessment of current competence or decision-making in the RPL process. These include:

- Currency – are your skills current; do you still use these skills regularly in this employment; is your evidence recent?
- Relevance – is the evidence you collected relevant to the course you're claiming; are your previously acquired skills relevant to your current workplace?
- Authenticity/Validity – Can you prove that you actually have these skills and knowledge; can you obtain verification of these skills?
- Quality – are you able to perform these skills to industry standards; is there sufficient evidence to prove you are competent?

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## Types of evidence

There are numerous types of evidence you can provide to successfully gain RPL. Four such categories are:

- 1 Direct evidence – questions undertaken with our assessor, observations in the workplace by our assessor.
- 2 Indirect evidence – statements by your employer regarding your work performance (written or verbal); samples of work; performance appraisals
- 3 Personal statements – details outlining the functions you undertake and work activities
- 4 Supplementary evidence – any further information you provide

Please be aware that if the evidence you supply is not sufficient or current you may be asked to undertake a skills assessment to prove you have the skills and knowledge to gain the RPL.

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## For further information

Contact the RPL Coordinator phone: (07) 3244 5386 or Email: [rplcoordinator@southbank.edu.au](mailto:rplcoordinator@southbank.edu.au)



## Recognition of prior learning application form (individual subjects)

This form must accompany your RPL application. The RPL application form has 2 Parts. Part 1 is a cover sheet that you complete once only. Part 2 must be completed for each subject you want to RPL. Example: If you are applying for 3 subjects to be RPLed you complete Part 1 once and complete Part 2 three times, once for each subject documenting the evidence you are submitting for that subject.

Refer to the RPL Applicant Guide for assistance to complete this form.

### PART 1

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#### Student information

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Student no: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (work) \_\_\_\_\_

Phone: (home) \_\_\_\_\_

Phone: (mobile) \_\_\_\_\_

Qualification/Program code: \_\_\_\_\_

e.g. BSB50101

Qualification/Program name: \_\_\_\_\_

e.g. Diploma of Business

I hereby certify that the information provided and the documentation attached are true and correct

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Office use only

Faculty admin contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date received from student: \_\_\_\_\_

Date returned by assessor: \_\_\_\_\_

RPL registration no: \_\_\_\_\_

(as per faculty RPL Register)



**Office use only**

**Assessor information**

Application must be registered with Faculty Administration before processing

Evidence	Evidence meets requirements (if "unsatisfactory", reason must be documented)		
	Satisfactory/ Unsatisfactory	Evidence Used	Comment
Element 1			
Element 2			
Element 3			
Element 4			
Element 5			
Element 6			
Critical Aspects of knowledge & skills			
Essential Knowledge			
Essential Skills			

RPL result: J / M

Class no:

Assessor recommendation

Student feedback given:  Yes  No

Assessor name:

Assessor comments:

(Overall comments to Student must be documented)

Assessor Signature:

Date:

Student signature:

Date:

(After receiving teacher feedback)