

Recognition of Prior Learning

What is Recognition:

Recognition of Prior Learning is an acknowledgement of your current skills and knowledge that you have obtained through formal training, work experience and life experience. RPL is not an examination; it is an opportunity for you to demonstrate your competency.

If you consider you are already competent in specific units of competency from your chosen course you may be eligible to be granted an exemption if:

- Your prior learning and experience is relevant to this course?
- You are able to supply proof of subject-relevant formal training (Conducted by industry or educational institutions in Australia), or work experience.
- Submission of authenticated documents or samples of work demonstrating relevance and currency
- Participation in an interview to ascertain current skills and knowledge.

Do you have relevant work experience?

If you have been working in an occupation that is the same or similar to the nationally accredited qualification, which you wish to study for then you have probably developed skills and knowledge that can be assessed for credit towards the qualification. If you have completed on-the-job training this can also be assessed.

Do you have relevant qualifications?

You may be able to apply for recognition towards the qualification that you wish to study for based on previous studies.

Mutual recognition requires Safetynet Management Solutions to recognise and accept Australian Qualifications Training Framework (AQTF) qualifications issued by other private registered training organisations or TAFE around Australia.

Your previous studies will be recognized and credited towards your current qualification.

What are the benefits of Recognition?

The benefits of recognition of prior learning mean:

- Less time studying
- No need to study the same thing twice
- Recognition may help you meet the entry requirements for higher level qualifications
- Qualifications gained through recognition have the same value as those gained through course work at Safetynet Management Solutions.
- Up to 100% of recognition of your qualification may be granted.

Cost of Recognition of Prior Learning:

The cost of recognition of prior learning will cover the following:-

- The initial consultation (via phone/email/client visit*) and relevant qualification self assessment worksheet (Please download from the appropriate web page).

- Assessor support contact (via email/phone) whilst putting evidence together within the portfolio.
- The Assessor time for assessing the portfolio by a qualified assessor.
- Assessor Feedback Report (all units will be outlined and either an acceptance of the evidence provided for the unit or gap analysis training information of further evidence to be submitted or recommended training.
- Re-submission of further evidence and assessment**
- Issuance of a nationally accredited qualification

Fee:

Certificate IV Qualifications - \$1,100 (GST exempt)

Diploma Qualifications - \$2,100 (GST exempt)

Advanced Diploma Qualifications - \$2,900 (GST exempt)

The Recognition fee shall not exceed the full course fee.

**Certain conditions apply to number of re-submissions

Types of Evidence:

There are several types of evidence you can collect to show your skills experience and attributes for assessment against the unit of competency.

- Certificates (Formal and Information Qualifications)
- Diary/Journal (record of what you do)
- Email Evidence (email communication)
- Letters of Evidence (Letters of reference)
- Documents (documents, job descriptions, photos)
- Records of workplace activities (Relevant evidence)
- Resume/work history (Information regarding your career)

Recognition Tools:

From the recognition process detailed in the following diagram, the process of self assessment is the first important step.

Self assessment is a valuable technique within the process. It involves comparing your skills, qualifications and experiences with the competencies gained in the qualification that you have requested as RPL. Using the recognition tool, identify which units you feel you have sufficient evidence to prove competency and the evidence you could provide.

Once you have decided which units of competency you can match, you need to collect the evidence of prior learning and compile within a reference portfolio, detailing which piece of evidence covers which unit and performance criteria.

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When do I apply for recognition:

You should apply for recognition at the time of course enrolment.



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What happens if I only get unit recognition and not a full qualification recognition:

Safetynet Management Solutions can offer training through flexible delivery for those units that you do not receive recognition for or do not have sufficient evidence. We will ensure that you course complete your qualification through either recognition of prior learning or flexible delivery gap training. Your Assessor will provide further information if you require the service.

What do I do now?

Download the appropriate recognition of prior learning tool from the web site.

Review through the Recognition Tool and self assess your evidence to meet the performance criteria within the units.

Decide from the self assessment which process suits your needs ie. full recognition or partial (unit) recognition.

If you find you only have partial recognition, the Recognition Fee will be charged and the units that you will need to complete through distance learning will be charged at the extra cost.

Once we have received:-

- Completed Registration Form
- Payment for Recognition Service
- Electronic/hardcopy of your self assessment

Your assessor will contact you to go through to the next step.

Contact Details:

For more information, please contact:-



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