

ABOUT RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is the formal recognition of a person's current skills and knowledge, no matter how, when or where the learning occurred. This is a more complex process because it requires time, research, varied evidence and comparative studies on the part of an assessor to ensure the appropriate evidence is submitted to inform the judgment.

RPL PROCESS

The following step-by-step process is a **GUIDE ONLY** and steps or requirements may vary depending upon the course undertaken.

1. Applicant completes and returns the Application Form, LLN Assessment, Applicant Portfolio and Referee Background Check.
2. IAME will have the application reviewed by qualified assessor for approval to commence the RPL process.
3. Once approved by a qualified assessor IAME will send student enrolment for student to complete and return to IAME
4. IAME enrolls applicant and sends them the relevant RPL Kit.
5. Applicant prepares an Evidence Portfolio and submits it for assessment within 3 months of receiving the RPL Kit.
6. IAME forwards the completed RPL Kit to a qualified assessor for evaluation.
7. Assessor evaluates the RPL Kit and provides feedback to applicant about the assessment outcome.
 - If the Assessor deems the evidence provided in the portfolio to be insufficient to demonstrate competency, the Applicant will be provided with the opportunity to re-submit additional evidence. If sufficient evidence is still not produced, the Assessor will recommend the candidate attends a Training and Assessment Course.
 - If Applicant is found to be competent by the Assessor, the results will be forwarded to IAME for data entry.
8. If Gap Training is a component of the Training Program it is to be undertaken once the RPL evidence has been approved.
9. IAME issues Statement of Attainment or Qualification within 4 – 6 weeks of receipt of results.

TYPES OF EVIDENCE ACCEPTED

When completing your documentation, you must collect and record evidence that support or confirm the relevant skills you may have.

Typical evidence may include:

- Qualifications you already hold
- Certificates and/or testimonials from courses in which you have participated or completed
- Your current work resume
- Professional development activities or seminars (evidence of attendance must be provided)
- References from employers, managers, supervisors or colleagues
- Proof of employment
- Third party reports
- Job cards or invoices in which you can be identified
- Examples of your work
- Statutory Declarations and/or legal documentation
- Letter of Employment Confirmation

Additional and specific documents that may be applicable include but are not limited to:

- any licences (such as early issued Global ARC Refrigerant handling licence)
- work history
- certificates / results of assessment (interstate/overseas or universities)
- indentures / trade papers
- results / statement of attendance/certificates – vendor training courses, in-house courses, workshops, seminars, symposiums
- results/statements of attendance / certificates – club courses e.g. first aid, inductions, etc.
- tickets held e.g. forklift, crane, etc.
- photographs of work undertaken signed by referee
- work diaries / task sheets / job sheets / log books / training record books
- membership of relevant professional associations (low value)
- hobbies / interests / special skills outside work (low value)
- references / letters from previous employers / supervisors
- industry awards
- any other documentation that may demonstrate industry experience