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## BRIEF OVERVIEW OF SKILLS RECOGNITION – RECOGNITION OF PRIOR LEARNING

### Introduction:

MEGT Institute recognises that knowledge, skills and competencies can be gained in a variety of ways; through formal education as well as training, workplace experience or general life experience.

### What is Skills Recognition?

Skills Recognition is the process through which students can gain entry to, or credit in, nationally recognised qualification courses based on competencies gained through formal, non-formal and informal learning.

The two most common methods for gaining skills recognition are:

1. Credit Transfer (CT)
2. Recognition of Prior Learning (RPL)

**Credit Transfer** or CT assesses the initial course, subject or unit of competence that an individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. Units to be considered for credit transfer will correspond substantially in content, objectives and standard to equivalent units in the Institute course.

**Recognition of Prior Learning** or RPL is a form of assessment which is the process of recognising a person's skills and knowledge which they have acquired through previous training, education, work and/or general life experience. The benefits of RPL may be the reduced time a student has to spend attending class, undertaking assessments or relearning what they already know. The evidence the applicant provides must be authentic (something they have prepared, produced or has been written about them by a relevant third party), and must be sufficient to demonstrate competence against the unit/s of competence. The applicant must also be able to demonstrate that this evidence is still current and relevant. This may be through a variety of means such as a portfolio of evidence, questions and discussions, written answers, or a practical demonstration.

The evidence of these skills and knowledge may be used to grant credit for a subject, module, course or qualification.

In order to grant RPL the assessor must be confident that the client is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework accredited courses.

Your assessor will assess your application/evidence based on the following:

### Is it Authentic?

- is the evidence your own work?
- are the qualifications, references and licences presented by you; authentic documents?

### Is it Current?

- does the evidence show that you can currently perform the competence while working?
- does the evidence demonstrate that through professional development, experience or continued employment that your skills and knowledge are current?

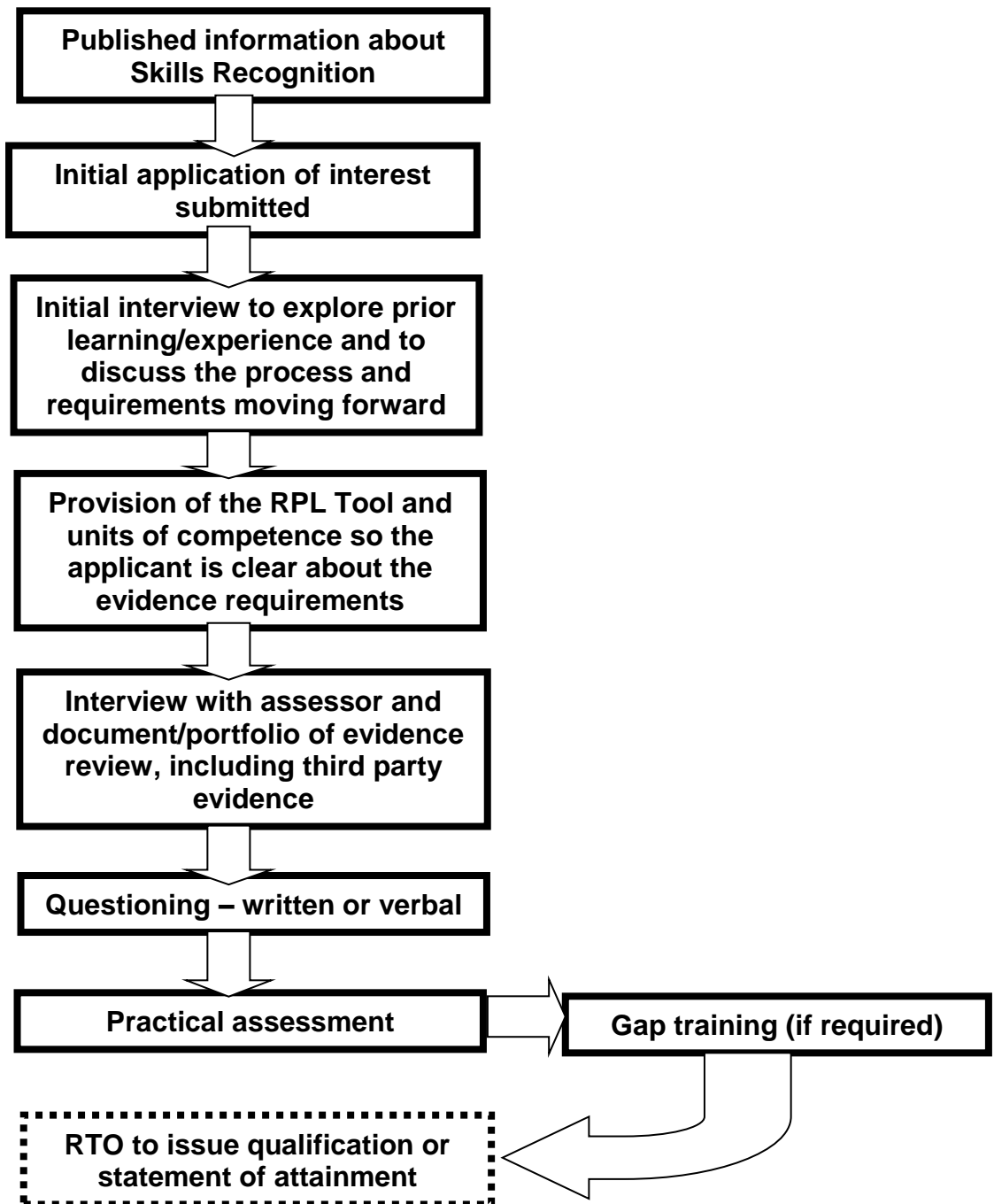
### Is it Sufficient?

- does the evidence cover the full range of performance identified in the unit of competency?
- does the evidence show competence over a period of time?
- does the evidence show competence in a range of contexts?

### Is it Valid?

- does the evidence relate to a unit of competence?
- does the evidence reflect the four dimensions of competency?
- does the evidence address the key competencies?

Here is a snapshot overview of the recognition of prior learning.



## Recognition of Prior Learning Application Form

LAST NAME:

FIRST NAME:

OTHER NAMES:

**ADDRESS**

STREET:

SUBURB:

POSTCODE:

TELEPHONE No: Home:  Mobile:

EMAIL ADDRESS: Personal:

Work:

DATE of BIRTH:     
Day Month Year

### Employment and Work Experience

Indicate in the space below any work experience, either full time or part time. Include any voluntary or unpaid work. Start with the most recent job. If your resume contains the information requested below, please attach your resume to the back of this form and do not complete this page.

Resume / CV attached

Employer	Description of work relating to this RPL application.	Dates employed / engaged
1. Company: <hr/> <hr/> Role: <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	From:  To:
2. Company: <hr/> <hr/> Role: <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	From:  To:

<p>3. Company:</p> <hr/> <hr/> <p>Role:</p> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<p>From:</p> <p>To:</p>
<p>4. Company:</p> <hr/> <hr/> <p>Role:</p> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<p>From:</p> <p>To:</p>

**Work Experience:**

Please provide information of any additional work experience, etc. that you think might be relevant. Attach additional pages if necessary.

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**Other Interests or skills which relate to work skills or the competencies for which you are requesting Skills Recognition**

List any other things that have helped you to gain skills to support your application. For example, being a parent, involvement in school committees, organising a family business, accounts, and involvement in any hobby groups, team, club, society, association or community organisations.

Briefly describe your involvement including official positions.

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**Education and Training**

What is the highest level of formal schooling achieved? \_\_\_\_\_

When was this completed? \_\_\_\_\_

Where was this completed? \_\_\_\_\_

Additional studies (studies you have undertaken since leaving school):

Dates	Level of Study (eg. Apprenticeship, certificate, industry course, etc.)	Details of study (e. Title of trade, name of course, etc.)	Results (eg. Pass)

Have you been involved in any other courses such as staff development programs, OH&S training, short courses, etc.? Please provide details below.

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Indicate the ways in which you believe your prior and current experience relates to the course for which you are applying for Recognition of Prior Learning.

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