

## RPL frequently asked questions

### CHC33015 Certificate III in Individual Support (Disability)

**1. What is the purpose of the Recognition of Prior Learning (RPL) process?**

The purpose of RPL is to recognise and acknowledge an individual's skills, knowledge, and experience acquired through non-formal or informal learning. It allows individuals to gain credit or formal qualifications for their existing competencies, which can help in career advancement or further education.

**2. What types of evidence are accepted to support my RPL?**

Evidence can include documents such as certificates, transcripts, work samples, portfolios, references, testimonials, and even demonstrations of practical skills.

**3. What qualifications or certifications can be obtained through the RPL process?**

Successful completion of the RPL assessment can result in the award of partial or full qualifications, depending on the assessed competencies.

**4. How long does the RPL assessment process usually take?**

The RPL Program will run over 6 weeks.

The first 5 weeks will be 1 x 2-hour team session over each week.

During the 6<sup>th</sup> week you will be completing your 4-hour observation. Your trainer will shadow you during this time and will not affect your work schedule.

**5. What are the criteria used to assess my prior learning and experience?**

The criteria used to assess prior learning may involve comparing existing competencies against the learning outcomes of the qualification sought.

**6. Is there a specific format or template for submitting evidence to support my RPL?**

The RTO will provide a specific assessment workbook and instructions for the RPL process.

**7. Who will be involved in assessing my RPL, and what are their qualifications?**

Your Trainer & Assessor. METS Trainers & Assessors are qualified TAE trainers with current currency and qualifications. They are experienced professionals within the Disability Sector.

**8. Can I receive partial RPL credit if I don't meet all the requirements for a specific qualification?**

Yes, it's possible to receive partial credit for competencies that are met even if all requirements for a qualification are not fulfilled.

**9. How will the RPL outcome be communicated to me?**

The RPL outcome is usually communicated in writing, and the individual will be notified if they were successful in gaining credit or the qualification. Feedback will be provided when you submit your assessment.

**10. What are my options if I do not meet all required competencies of RPL?**

If any competency gaps are identified through the RPL process, the individual will be provided with feedback on areas that needs further training. METS will discuss with you further training options.

**11. Does the RPL process require any additional assessments or training?**

Depending on the assessment outcome, additional training or assessments may be required to meet the qualification's full requirements.

**12. What happens if my prior learning is not directly relevant to the qualifications I am seeking?**

Even if prior learning isn't directly relevant to the qualification, there may be recognition of transferable skills or knowledge.

**13. Can I appeal the RPL assessment decision if I believe it was not fair or accurate?**

Applicants have the right to appeal the RPL assessment decision if they believe it was not fair or accurate.

**14. How is the RPL process different from credit transfer or recognition of credit from previous formal education?**

RPL is different from credit transfer as it focuses on assessing non-formal or informal learning experiences, while credit transfer deals with formal course credits.

**15. Is RPL recognised and accepted by employers and other educational institutions?**

RPL is a recognition or prior learning for Cert III Individual Support and is a national qualification recognised and accepted by employers, educational institutions, and industry bodies. However, it's essential to verify recognition with specific organisations.

**16. Will my employer pay for the time associated with RPL process?**

Verbalisations

You are expected to commit 11 hours of personal time to the RPL process, which you can schedule with your trainer to work around your schedule. 1 hour online short information session (this will be conducted before the course starts)

- I. 5 x 2-hour online team sessions over 5 weeks (two hours per week required)

Observations

4 hours of observations will be completed during your rostered shift and will be paid to you as you are on shift.

**17. Will I need to pay any fees with RPL Process?**

This course is fully funded through NSW Smart and Skilled Funding, and so you are not required to pay any fees.

**18. What is involved in the process of RPL?**

After the enrolment process is completed, you and your manager will be provided with a toolkit outlining the process of RPL. Usually, you both would be required to complete collecting the evidence documentation known as a portfolio and provide your trainer with this pack to assess any gaps in skills. After the assessment of skills, you will need to book in time to conduct discussions with your assigned trainer and assessor via teams or in person where your responses will be recorded as evidence of discussion. This process can take an average of 2-3 hrs per cluster. After the discussion step is completed, you will need to book in time to complete the Workplace observations which will be conducted in person and the time to complete this depends on number of clients and observations that are required to be completed.

**19. What is a cluster?**

A cluster is a group of units which have similar requirement to be completed and can reduce your effort to complete the units.

**20. How many units do I need to complete for RPL? What are the units I will be completing?**

A unit or a unit of competency is like a subject or a module with the course. For Certificate III in Individual support, you will need to complete 13 units. 12 of these will be completed via RPL and 13th one being a Credit transfer of valid First Aid HLTAID011 which you will need to provide us with at the beginning of the course. If you do not have a valid first aid certificate, you will need to either renew you certificate or complete the RPL with another unit of competency.

**21. I only work evening/ nights. Will this affect the RPL process?**

The assessments at this stage can be completed during business hours 7am to 8pm. You may need to organise this with your manager/supervisor to accommodate your education.

**22. How much involvement would be required from my manager/supervisor?**

Your supervisor/manager will be involved during the whole process from supplying documentation, rostering, observations, third party signatures and declaration to being updated on your progress and completion.

**23. I work with clients with that may have specific requirements and cannot have anyone unknown to the client around. How will observations be conducted in such situation?**

Observations are crucial part of the process and RPL process cannot be completed without the observations. You will need to work with your supervisor to manage the situations where you may need to work with other clients who could accommodate your education. Please note managing behaviours will be a part of your course observations if observing this in not putting the wellbeing of anyone involved.

**24. I work with only 1 client. Will this be an issue?**

To be able to conduct the observations, we would require you to work with at least 3 clients. You can organise with your supervisor/manager to work with more clients on the day/ week of observations as this is an assessment of your skills with various clients and NOT an assessment of your skills with your regular clients.

**25. Do I need to prepare for the discussion?**

Usually, you would not need to prepare for the discussion as this would be an assessment of your day-to-day skills however you will be provided with a copy of candidate assessments in advance so you could prepare for it if you need to.

**26. Can I write the answers and send this to the trainer and assessor?**

Ideally you do not need to write any answers as your trainer and assessor will record your discussion as this is your RPL of skills and the best way is the discussion with your trainer and assessor. Your assessor will inform you of the recording options.