



RPL Information

Adamattrin Pty Ltd as Trustee for Mesaric Family Trust T/A Forme Education

[ABN: 43 288 767 600 ACN: 130 686 001]
[RTO No. 31744]



Start

1. Candidate applies for RPL
50% deposit is payable on application

2. RPL kit is sent to student

3. Education (Forme) contacts candidate for initial interview and discussion on RPL requirements and suitability. Candidate is advised of suitability, as appropriate.

4. Student has **2 business** days to decide if they wish to withdraw.

No

Refund issued, less Administration fee

5. Student uses RPL kit to answer questions and gather documentary evidence portfolio. Evidence to be submitted to Educator.

6. Educator books Competency Conversation

7. Student is charged remaining 50% of RPL fee

8. Educator conducts Competency Conversation with student to determine unit competence or gaps. Further evidence requested as necessary. Educator makes determination on competency and/or gap training requirement.

Yes

No

Student undertakes Gap Training

Certificate or Statement of Attainment issues

Educator assesses student's work and determines competence



RPL Information

We recognise the importance of allowing students the opportunity to demonstrate skills, knowledge and experience they have already gained through years of working. Recognition can be demonstrated at any stage of your life and can provide a fantastic pathway into higher level studies.

The RPL process is easy and supported by your assessor from commencement to completion. You may not have all the skills necessary to demonstrate competency in every area of a particular qualification, but that's not a problem at all. Your assessor will partner with you to deliver what we call 'gap training'. You can complete gap training at your own pace and will substantially reduce the duration of your course.

Tips and Hints for Recognition

To have your skills formally recognised in the national system, assessors must ensure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

- + Be prepared to talk about your role and any work history.
- + Jot down a few points about where you have worked, either paid or unpaid, voluntary roles and life skills relating to the Diploma and what you did there.
- + Have your position description available and any performance appraisals you have from your workplace.
- + Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
- + Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.
- + Collect any certificates from in-house training or formal training you have done in the past.
- + You can speak with a Forme assessor about other ways you can show your skills for the Diploma. These could

be letters from employers, records of your professional development sessions, employers/clients in the industry or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

Steps in the RPL Process

Step 1 – Application for RPL

Candidate applies to complete a qualification via the RPL process. At this point, a 50% deposit of the RPL Fee is charged to the candidate.

Step 2 – RPL Kit sent

Forme Education will send the candidate a copy of the RPL Kit relevant to the qualification. The candidate should review the RPL Kit, the units of competency and evidence requirements, in preparation for their initial discussion with the educator.

Step 3 – Educator discussion

The Educator will arrange for an initial interview with the candidate to discuss the RPL process, the units involved, evidence requirements, and the candidate's suitability to proceed with RPL of the qualification. The Educator advises the candidate of their suitability, or not, for proceeding with the RPL process. In some circumstances, the Educator may need to consult further with the Lead Educator prior to confirming the candidate's suitability. Determining a candidate as suitable does not imply the candidate will achieve RPL

Step 4 – Candidate decides to continue or withdraw

The candidate has two (2) business days to decide whether they wish to continue with or withdraw from the RPL program. If the candidate wishes to withdraw, they are required to advise Forme, in writing, within two (2) business days from the date of the Educator discussion. The candidate will be issued a refund, less an Administration Fee, as per Forme's Charges and Fees, Withdrawal and Refund Policy as outlined on our [Policies and Procedures page on our website](#).

Step 5 - Provide Information of your skills and experience

Complete the forms and questions for each unit of competency included in this Kit and provide as much evidence of your previous experience as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your current or previous work history this could include:

- Certificates/Results of Assessment
- Brief CV or Work History



- Diaries/job sheets/log books
- Results/Statement of Attendance
- Site training records
- Certificates – workshops, seminars, etc.
- Membership of relevant professional associations
- References from previous employers
- Documentation that demonstrate industry experience
- Industry awards

You will also need contact details of work referees who can confirm your skills in the industry. This evidence should be as comprehensive as possible to make your variety of experience very clear to the Educator.

Step 6 – Competency Conversation with your Educator is booked. Final Payment

Your Educator will contact you to organise the Competency Conversation. This may involve more than one session. At this point, you will be charged for the remaining 50% of the RPL Fee.

Step 7- Competency Conversation with Educator

An Educator will review the information you provide to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with an Educator who will understand your industry experience and conduct a competency conversation with you. You will be required to answer industry related questions to help identify your current skills.

Step 7a – Practical Demonstration of your Skills (if necessary)

The Educator may conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This is an opportunity to demonstrate your level of competence. This assessment will focus on skills required in the qualification. Your Educator will identify the skills that he/she will want you to demonstrate.

Further Steps

After the assessment, your Educator will give you information about the skills that have been recognised and if you have gained the full qualification. If you do have skill gaps these may be addressed through flexible training. Not all applicants will have skill/knowledge gaps. If you do have skills gaps, a pathway to complete training in the outstanding units can be negotiated to assist you to gain the full qualification.

Examples of Workplace Documentation

Organisational Documents

- + Procedures/Policy
- + Workplace legislation
- + Organisational Chart (with names and/or positions)
- + Continuous improvement logs
- + Performance appraisals/reviews
- + WHS evidences e.g. reporting, meeting agenda/minutes, risk measures
- + Team projects (outlining your roles)
- + Customer feedback, notes, emails about your performance or service

Forms, Plans & Reports

- + Forms (you may have developed or use regularly)
- + Reports
- + Plans you have created

Awards & In-house Training

- + Training diary
- + Workplace awards, prizes, certificates
- + Evaluation forms

Evidence of Communication

- + Email Correspondence
- + References from peers customers
- + Promotional material
- + Brochures/Flyers you have produced
- + Meetings/conferences/seminars/ events you have helped organise
- + Photographs, videos

Administrative Documents

- + Letters of support/appreciation
- + Rosters
- + Tools such as: budgets/costing sheets etc.
- + Booking sheets
- + Feedback sheets/surveys