

smartRPL™ Overview

This document is provided to candidates who have applied for Recognition of Prior Learning (RPL) with Plenty Training. It summarises our RPL process and the types of evidence you may be asked to provide.

Our smartRPL™ process

By successfully completing the preliminary RPL assessment kit, we already have a fair idea that your knowledge, experience and background are suited to the chosen qualification, and we know which selection of units is most consistent with your skills.

Your assessor will call you to introduce themselves and discuss the process from here. A mutually convenient time will also be determined to hold your 1–2 hour RPL interview where you verbally prove to us that you possess all the required knowledge specified in the units you selected earlier in the process. (We will send you a list of these items ahead of the interview, so rest assured there won't be any surprises on the day!)

During this interview your assessor will also discuss with you specific performance items – for which you must provide some forms of evidence. He/she will discuss with you what evidence you have available and help decide what types should be submitted to conclude the assessment process.

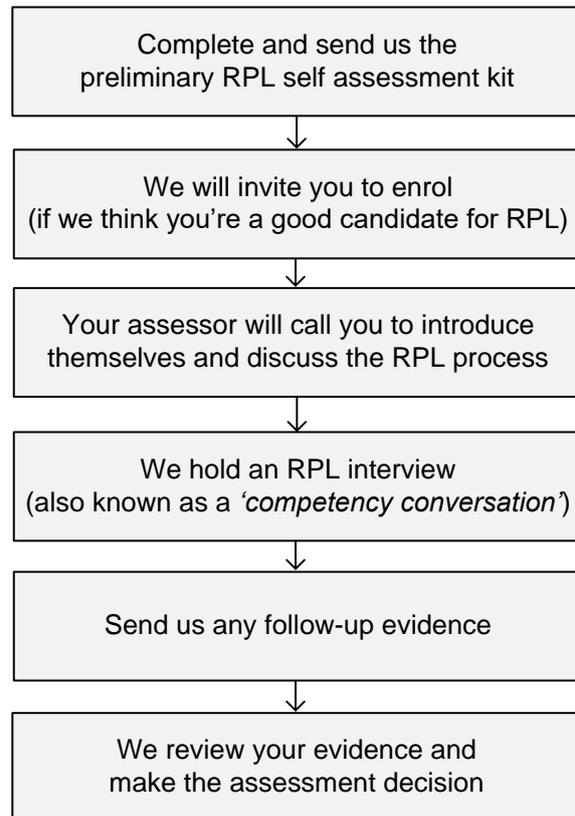
After the RPL interview, you will be emailed a list summarising each evidence item agreed to be provided. You can then email these items to rpl@plenty.edu.au or mail these items direct to Plenty Training, PO Box 258, Varsity Lakes, QLD, 4227.

Once you have been assessed and deemed competent, your Certificate or Diploma will be mailed out within a few days.

Types of evidence

The RPL evidence you provide will be discussed and determined during your RPL interview. Your assessor will work with you to determine what evidence you have available and exactly what evidence should be submitted. There is an almost unlimited number of different evidence types suitable to support an RPL assessment. A few of the more common ones include:

- **Third-party certification:** Referees such as current or former supervisor or employers are useful in confirming your skills and experience undertaking relevant tasks.
- **Work samples:** These include policies, reports, budgets or plans you have developed, or emails indicating your role in developing the documents.
- **Job descriptions and resumes:** These often confirm the duties, responsibilities and standards which were part of your job role.
- **Log sheets or diaries:** These can substantiate requirements such as times, locations, number of hours, or performance of tasks.



- **Transcripts:** If your certificates or transcripts are older than two years, your assessor will need to substantiate you still have the current skills and knowledge to perform to a competent level e.g. evidence that you undertake these tasks on a regular basis, your resume, proof of professional development undertaken to retain competency, etc.

And if your name is not on a document you provide to us, a third party certification can be used to verify its authenticity.

Rules of evidence

All evidence that you submit to us must be:

- **Valid** – the presented evidence must demonstrate that you have the skills, knowledge and attributes as described in the unit of competency and assessment requirements.
- **Sufficient** – the qualitative, quantitative and relevant evidence presented by you must be sufficient to enable a judgment to be made of your competency.
- **Authentic** – the evidence presented for assessment must be your own work.
- **Current** – the evidence must be from within the past year or two.

Identity and authenticity declaration

After you have submitted all evidence items to us, you will be asked to return a statutory declaration (which we provide) attesting that:

- All information that you provided to our assessors in support of your academic assessment is true and accurate.
- All copies of certification, statements of attainment or other academic results are true and correct copies of originals.
- You were personally interviewed by telephone for the RPL competency interview. This is to prove that it really was you that we interviewed!

Reasonable adjustment

Let your assessor know if you believe any reasonable adjustments need to be made during the assessment process. Reasonable adjustment may take into account:

- Language, literacy or numeracy challenges.
- Use of adaptive technology or special equipment.
- Flexible assessment sessions to allow for fatigue or administering of medication.
- Adjustment of assessment materials.
- Adjustments to the physical environment or venue.
- Considerations relating to age or gender.
- Considerations relating to cultural beliefs, traditional practices and religious observance.

Inability to provide required evidence

If you are unable to provide the required evidence for a specific unit in your qualification, you will be permitted to complete an assessment workbook for this unit via our Virtual+ training option. This will be free of charge. If you have more than one unit for which you are unable to provide the required evidence for, there is a fee payable of \$295 per unit to complete these units via our Virtual+ training option.