

# Recognition of Prior Learning with the Southern Queensland Institute of TAFE

## What is RPL?

Recognition of Prior Learning is the process in which we acknowledge your skills obtained through any previous formal or informal training, work or volunteer experience. We match your previous skills and learning to industry performance standards and provide you with a full or part qualification. If you receive a part qualification, we can then identify the training components you will need to complete to achieve a full qualification. Any qualification offered at Southern Queensland Institute of TAFE is available through RPL.

## Why should you apply for RPL with SQIT?

SQIT offers RPL across our extensive range of courses. This means a greater number of options for you to achieve a full qualification. Our courses cover community services, trades, hospitality, business, retail and many more. Undertaking RPL with SQIT means you can:

- Gain a qualification in less time
- Recognise your valuable skills through our simple process
- Position yourself for future employment
- Avoid repeating learning what you already know
- Increase your career and education options

## Is RPL for me?

Anyone can apply for RPL but not everyone will gain a full qualification. A successful applicant generally has a reasonable amount of experience in the course area; this may mean having worked or volunteered in the industry. If you are a continuing secondary school student or you have limited work experience consider looking at our self assessment form to gain a better idea as to whether you have the evidence required.

## How it works...

### 1. contact us to start the process

Give us a call and we will set you up with an RPL kit. This includes a self-assessment tool which will give you an initial idea as to whether you will be able to demonstrate the required skills and knowledge.

### 2. collect your evidence

You will need to gather evidence of your skills and knowledge to present to an RPL assessor. Types of evidence may include:

Resume, Curriculum Vitae	Training Diary	Promotional material
Job/Position Description	References from previous employers	Handouts/samples
Certificates/Qualifications	Workplace awards, prizes, certificates	Kits/induction tools
Statements of Attainment	Witness testimony or third party reports	Feedback sheets/ surveys
Units of competence	Statements from supervisors/peers	Checklists
Memos (you have drafted)	Witness testimonies	Outline of the organisation that you work for
Letters (you have drafted)	Assessment tools you may have used	Letters of validation
Pro-formas / forms you use	Role plays	Samples of work
Procedures/Policy	Budgets/costing sheets etc	Review of logbooks
Organisational Chart (with names)	Department documents	Team projects (outlining your roles)
Reports you have drafted	Standards used	Notation's made on documents
Schedules	Booking sheets	Minutes of meetings (that involve you doing an action with a result)
Diary entries	Workplace evidence	Bookkeeping/other financial records you have set up/maintain
Email correspondence	Confidential documents / privacy	Video recordings / photographs of you undertaking activities
Copy of daily 'To do list'	Scripts	Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc)
References from supervisor/peers	Records	
Letters of support/appreciation	Team meeting notes	
Completed job cards	Training needs analysis/goals/session plan	
Drawings/plans you have created	Evaluation forms	
Spreadsheets	Forums/meetings/conferences/seminars	
Performance appraisals/review	Brochures/Flyers you have produced	

# RPL

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### 3. assessment interview

An assessor will review and discuss the information you have provided and then work with you to match up your skills to the units/subjects in the qualification. At this point you will have the opportunity to discuss and identify any previous experience and your assessor will conduct a competency conversation with you. This will involve answering questions that allow the assessor to ensure that you have the underpinning knowledge required to meet the performance criteria.

#### How much evidence do I need?

It is more important to provide quality evidence rather than quantity. You may be required to demonstrate your experience across a range of examples.

#### How is my evidence assessed?

The quality of evidence is assessed against the following criteria:

**Authenticity** – your qualifications, certificates, and other documentation authenticated by appropriate authorities.

**Currency** – ensuring your previous skills and knowledge relevant to the current workforce.

**Quality** – the evidence you have provided is at a standard appropriate for current requirements.

**Relevance** – your skills and knowledge are relevant to the particular profession.

**Transferability** – can your skills and knowledge gained elsewhere be transferred to the particular profession.

**Validity** – you are able to demonstrate a skill required for the course.

### 4. results and further evidence or training

After your assessment interview you may be required to provide further evidence or undergo a test to demonstrate your skills in certain areas. Your RPL assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you don't have the entire range of skills and knowledge you'll be accredited for the subjects for which you are eligible and we'll provide you with a series of training options to achieve a full qualification.

### 5. Get your qualification!

#### Apply now!

Contact us today

**Megan Bond – RPL Coordinator**

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Or contact your local campus

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**Chinchilla:** 07 4669 1205

**Dalby:** 07 4669 9999

**Kingaroy:** 07 4160 4400

**Nurunderi:** 07 4169 9999

**Roma:** 07 4620 4200

**Stanthorpe:** 07 4685 5000

**Warwick:** 07 4660 4600

