

# How to prepare for RPL Assessment

To have skills formally recognised in the national system, assessors must make sure 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:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any industry related shops/offices/facilities you have worked in.
3. 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?
4. 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.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in the industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms.

## Steps in the RPL Assessment Process

### Step 1 - Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in your chosen industry 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 work history which could include:

- any licences
- brief CV or work history
- certificates/results of assessment
- tickets held eg forklift, crane, etc
- photographs of work undertaken
- diaries/task sheets/job sheets/log books
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience

## **Step 2 - Submit your application**

Submit your application along with copies of your evidence. You may submit JP certified copies of your evidence or uncertified copies as long as you bring originals to be sighted at your interview. Please do not send original documents as they will not be returned.

Send to:

TAFE Queensland North RPL Application  
PMB 1, Townsville Queensland 4810

## **Step 3 - Interview with an Assessor**

An Assessor will ring you to make an appointment for an interview and will discuss how your skills and knowledge can be 'assessed'. This might involve interviews, observation and questioning, formal trade tests, work samples, third party references or presenting other documentation. Generally a combination of assessment types will be used. An RPL Assessment and Training Plan will be formulated and you will be advised of enrolment and payment procedures.

## **Step 4 - RPL Assessment**

The Assessor will negotiate assessment opportunities and processes with you. The RPL assessment will be conducted and any required training will be negotiated and timetabled. Once assessed, results will be entered and you will be issued with results and/or an award as eligible.

## **Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

## **More information?**

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