



BEDFORD COLLEGE

**RECOGNITION OF PRIOR LEARNING (RPL)
RECOGNITION OF CURRENT COMPETENCY (RCC)**

**Part A
CANDIDATE INFORMATION**

**TAE50116
DIPLOMA OF VOCATIONAL EDUCATION AND TRAINING**

AND /OR

**TAE50216
DIPLOMA OF TRAINING DESIGN AND DEVELOPMENT**

www.bedford.edu.au

Make your application either:
By mail: Bedford College, Private Bag 8, GLEBE NSW 2037 OR
By email to: info@bedford.edu.au

Or telephone: 1300 174 174

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WELCOME MESSAGE

This Recognition of Prior Learning (RPL) /Recognition of Current Competency (RCC) Information is designed to provide you with the information you will need to help you to decide if you wish to apply for recognition to achieve the qualification of Diploma of Vocational Education and Training (TAE50116) and/or the Diploma of Training Design and Development (TAE50216). This is a formal process that is based on a portfolio of evidence submitted by you (the candidate).

You should read this document carefully and consider whether you are able to provide the required evidence to support your claim for:

- **Recognition of Current Competency (RCC)** - (exemption from study) for some units of competency in this qualification because you have already obtained that same unit with the same Unit Code and Unit Title. Sometimes called Credit Transfer.
- **Recognition of Prior Learning (RPL)** - study may not be required for some units of competency in this qualification because through evidence of prior training and qualifications and/or evidence of current competency, you are able to demonstrate that you already possess the required skills and knowledge and other evidentiary requirements of the Unit.

‘Recognition of Current Competency’ (RCC) pathway

The RCC pathway is based on submission of the original transcript (certified copy required) showing the unit names and numbers of the equivalent unit and the issue date.

Note: Applicants should be aware that if the original qualification is not current i.e. more than 2 years old, a notation will be made on the new transcript indicating the date that the original qualification was issued.

‘Recognition of Prior Learning’ (RPL) pathway

The ‘recognition’ pathway is based on the compilation and assessment of relevant evidence. This process is designed for experienced facilitators, trainers and assessors and those responsible for managing learning and development in an enterprise, a registered training organisation or other organisation. You may be eligible for some, but not all, of the units that make up the qualification. So, it is possible that you may be mixing the recognition process with additional formal learning.

You build a portfolio of evidence

The Diploma of Training and Assessment and the Diploma of Design and Development are nationally recognised training qualifications which reflect the role of individuals working as trainers and assessors in a range of enterprise and industry contexts. To obtain RPL for this unit you will need to collate and submit a portfolio of evidence that persuasively demonstrates you already possess the skills and knowledge as specified in the Units of Competency.

Quality portfolio preparation takes time

We appreciate that evidence gathering and portfolio preparation takes time to prepare and the evidentiary requirements can sometimes be difficult to obtain. However, it is important to understand that individuals who obtain a qualification through the RPL process have the same level of skills and knowledge as learners who undertake the training by completing the course. This ensures that a qualification achieved through RPL is valuable, relevant and provides a true indication of the holder’s skills, knowledge and competence. RPL is not designed to be a ‘quick and easy answer to achieving your qualification’.

Authenticity

You need supporting evidence to authenticate that the products and processes you are submitting are indeed your work. Third party letters will be needed to support your portfolio.

Recent evidence is required

The assessor is looking for currency of competence so use recent projects as evidence. As a rule of thumb, evidence from the last two years is preferable and evidence that is more than five years old is of very limited value.

To have skills formally recognised in the national system, we 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 the unit/s or qualification/s for which you can receive recognition.

You may have other training and assessment skills that can be used to gain recognition in additional units towards a Diploma of Vocational Education and Training: e.g. you may have skills in training advisory services; language, literacy and numeracy practice; auditing; or in management, research, or marketing areas.

RPL applications for other Units which can be used as an Elective for TAE50116 and/or TAE50216 may be considered, however RPL guidance is not currently available for those Units. Visit www.training.gov.au for the full list of electives. If you choose different electives, please be aware that there are specific and detailed packaging rules related to which Units can be used to obtain the qualification.

STEPS IN THE RPL ASSESSMENT PROCESS

Bedford College has provided this RPL Tool to make applying for RPL as straightforward as possible. However, you should be aware that RPL applications can be time-consuming and demanding to prepare and assess. Follow the steps below to complete your application:

Step 1 – Read Part A (this part) of this RPL Tool carefully

It is imperative that you work through Part A of this RPL Assessment Tool prior to commencing Part B. Part A describes how the process will work, the evidence that you will need, suggestions to assist you with your submission, and FAQ that will answer many of the questions that you may have regarding the RPL/RCC process.

Step 2 - Prepare information and documents verifying your skills and experience

This is almost always the most important part of the evidence collection for RPL. Review the General Evidence Suggestions and the unit evidence requirements for the Units of Competency in which you are seeking RPL (see the General Evidence Suggestions on page 7 of Part A of this RPL Tool). Provide as much information as you can about your experiences in training and assessment. This is your opportunity to provide proof of your variety and depth of experience.

Step 3 – Knowledge evidence

For each unit of competency outlined in the evidence guide section you will find knowledge assessment questions for you to complete. The knowledge assessment is targeted specifically at the knowledge requirements of each unit and are designed to gather critical evidence to support your RPL application. On receipt of your submission, Bedford's TAE Course Coordinator will review the information you have provided and match up your skills and knowledge against the Units of Competency in the qualification.

Step 4 – Third-Party (Reviewer) Reports

You are required to nominate up to two Third-Party Reviewers to confirm your skills as a trainer and/or assessor. You should provide copies of the Third-Party Reports (located at the back of Part B of this RPL Tool) to your reviewers to complete. These reports will be used to help substantiate your competency and MUST be submitted to the College by the Reviewer(s) themselves.

Step 5 – Other Evidence Sources (when required)

There may be an opportunity for you to submit an alternative source of evidence that helps to substantiate your claim of competency; you should discuss this with the Course Coordinator. Bedford College will consider creative options that support any evidence that is valid, current and authentic if it contributes to you providing sufficient evidence to be granted RPL. However, it is at the complete discretion of the Course Coordinator to decide what evidence will be accepted by the College (see Tips and Hints on page 6 of this document).

Step 6 – Complete the Enrolment Application Form

Download and complete all of the questions on the Bedford College Enrolment Application Form. The Enrolment Application Form includes all of the necessary details (including mandatory information required by the government) for Bedford College to accept your enrolment. The Enrolment Form can be downloaded from the website <https://www.bedford.edu.au/courses/TrainingandAssessment>

Further steps

The Course Coordinator may request additional information if the information you have provided is considered to be insufficient or incomplete. After assessing your submission, the Course Coordinator will contact you and advise on what skills have been recognised and whether you have gained the full qualification or individual units. This information will be provided to you via email.

If you have skill gaps in your application, they may be addressed through your participation in Bedford College's Online Classrooms. The Course Coordinator will advise you on the next steps. And you can then decide on how you will proceed on achieving your qualification.

TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

Be prepared to detail your job roles and your work history. Have a current résumé and note where you have worked (either paid or unpaid) and what you did there. Ensure that you include the name and contact details of your employer/supervisor on the résumé. Remember that evidence of this information is required and verification of information provided will be carried out by the College.

Provide your position description and any performance appraisals you have that show your contribution to training and assessment in your workplace.

Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work within the past 2 years and who will be able to confirm your skills (in writing). You may want to collect evidence from them to provide to your assessor. You may also have community contacts or even clients themselves who can also similarly vouch for your skill level.

Collect work samples that show the quality of your work as a trainer and assessor and send them to Bedford College. Normally, variety is more valuable than supplying multiples of the same type of work samples.

Provide any certificates or statements from in-house training or formal training you have done in the past.

COURSE STRUCTURE – TAE50116 Diploma of Vocational Education and Training

6 core units + 4 elective units = Total of 10 Units of Competency.

Unit code	Unit Title
CORE UNITS (ALL <u>6</u> ARE REQUIRED TO COMPLETE TAE50116)	
TAEASS501	Provide advanced assessment practice
TAEASS502	Design and develop assessment tools
TAEDEL502	Provide advanced facilitation practice
TAEDES501	Design and develop learning strategies
TAELLN501	Support the development of adult language literacy and numeracy skills
TAEPDD501	Maintain and enhance professional practice
ELECTIVE UNITS (CHOOSE <u>4</u> ONLY)	
TAEASS503	Lead assessment validation processes
TAEASS504	Develop and implement recognition strategies
TAEDEL501	Facilitate e-learning
TAEDES502	Design and develop learning resources
TAEDES503	Design and develop e-learning resources
TAEDES504	Research and develop units of competency
TAEDES505	Evaluate a training program
TAEICR501	Work in partnership with industry, enterprises and community groups
TAELLN411	Address adult language, literacy and numeracy skills
TAELLN412	Access resources and support to address foundation skills
TAELLN413	Integrate foundation skills into vocational training delivery
TAETAS501	Undertake organisational training needs analysis
TAERES501	Apply research to training and assessment practice
TAESUS501	Analyse and apply sustainability skills to learning programs
TAESUS502	Identify and apply current sustainability education principles and practice to learning programs

COURSE STRUCTURE - TAE50216 Diploma of Training Design and Development

5 core units + 5 elective units = Total of 10 Units of Competency.

Unit code	Unit Title
CORE UNITS (ALL <u>5</u> ARE REQUIRED TO COMPLETE TAE50116)	
TAEDES502	Design and develop learning resources
TAEDES501	Design and develop learning strategies
TAEDES505	Evaluate a training program
TAETAS501	Undertake organisational training needs analysis
TAEASS502	Design and develop assessment tools
ELECTIVE UNITS (CHOOSE <u>5</u> ONLY)	
TAEASS503	Lead assessment validation processes
TAEASS504	Develop and implement recognition strategies
TAEDEL502	Provide advanced facilitation practice
TAEDEL501	Facilitate e-learning
TAEASS501	Provide advanced assessment practice
TAEDES503	Design and develop e-learning resources
TAEDES504	Research and develop units of competency
TAELLN501	Support the development of adult language literacy and numeracy skills
TAEICR501	Work in partnership with industry, enterprises and community groups
TAELLN411	Address adult language, literacy and numeracy skills
TAELLN412	Access resources and support to address foundation skills
TAELLN413	Integrate foundation skills into vocational training delivery
TAEPDD501	Maintain and enhance professional practice
TAERES501	Apply research to training and assessment practice
TAESUS501	Analyse and apply sustainability skills to learning programs
TAESUS502	Identify and apply current sustainability education principles and practice to learning programs

GENERAL EVIDENCE SUGGESTIONS

Below is a list of general evidence that can be provided by you to help demonstrate competency towards the TAE50116 and / or TAE50216 Units. Read through this list carefully and include the relevant evidence that you can access. The Bedford College, TAE Course Coordinator will match the competencies to the evidence you provide and will contact you if additional evidence needs to be provided.

It is not necessary or expected for you to provide all of the items that are on this list to gain the qualification. Also, do not hesitate to include additional evidence that you think might be relevant. (Remember that evidence must be current i.e. preferably within the last two years).

<input type="checkbox"/> Résumé or work history (must be current)
<input type="checkbox"/> Certificates and Transcripts of Results for VET both Nationally Recognised and In-House, Higher Education and/or overseas qualifications (MUST BE CERTIFIED COPIES)
<input type="checkbox"/> Results/statement of attendance/ certificates – workshops, seminars, symposiums, etc.
<input type="checkbox"/> Position description/s or contracts of engagement
<input type="checkbox"/> Industry awards
<input type="checkbox"/> Membership of relevant professional associations
<input type="checkbox"/> Learning programs
<input type="checkbox"/> Learning and assessment strategies
<input type="checkbox"/> Training session plans
<input type="checkbox"/> Learning resources (including electronic forms, videos, MP4s, DVD etc.)
<input type="checkbox"/> Assessment tools and marking guides
<input type="checkbox"/> Completed assessment reports
<input type="checkbox"/> Minutes of moderation and validation meetings
<input type="checkbox"/> Minutes of industry network meetings
<input type="checkbox"/> Quality system documents
<input type="checkbox"/> Audit reports and documents
<input type="checkbox"/> Marketing information
<input type="checkbox"/> Diaries/task sheets/job sheets/log books
<input type="checkbox"/> Feedback forms and comments
<input type="checkbox"/> References/letters from previous employers/supervisors
<input type="checkbox"/> Hobbies/interests/special skills outside work

FREQUENTLY ASKED QUESTIONS

Why does physical evidence need to be provided to gain competency?

Evidence needs to be provided in a range of ways to ensure that it is valid, authentic, current and sufficient. To substantiate this, evidence typically needs to be provided in both documented and observed (by a qualified third party) and all appropriate forms must be included in your submission. This is why RPL cannot be granted from a telephone conversation alone.

What is the Bedford College TAE Course Coordinator looking for in their assessment of your portfolio?

The Bedford College, TAE Course Coordinator will take an integrated and holistic approach to assessment and is looking for:

- Evidence of the specific evidence requirements for each unit of competency.
- Evidence of valid, current products that align to the units of competency, the performance criteria and assessment requirements, which can be authenticated as the work of the candidate.
- Evidence of the application of required skills and key competencies.

Does everyone succeed in their RPL application?

No. There are many types of pathways in which clients may gain recognition for their skills. Some clients are able to provide all of the evidence required in a submission or portfolio. Others may need to provide different forms of evidence and in some instances, undergo gap training. Bedford College recommends that only people with relevant leadership and management experience apply for RPL in this qualification. If you decide that it will not be possible or time-efficient for you to submit the evidence required to support a recognition assessment, then please contact Bedford College on 1300 174 174 and we will explain the alternative arrangements for you to complete your course.

What sort of evidence should I provide?

This RPL Tool is designed to help you provide appropriate evidence across each unit of competency. The RPL Tool lists Evidence Suggestions (“General” on page 9).

How should I organise my portfolio?

Bedford College does not mandate a specific way of submitting your evidence. However, we prefer that you organise your evidence into folders for each Unit of Competency for which you are applying for Recognition; and include all of the documentary evidence for that unit within that folder. The Bedford College, TAE Course Coordinator will look at each individual item you submit and check for its relevance to the Unit of Competency.

Please do not supply more than 3 of the same type of evidence. For example, if you want to supply performance appraisal reports you are welcome to supply 2 or 3, but please do not supply more than that because it will not enhance your submission.

What if I don't achieve all competencies by the end of the portfolio appraisal?

On submission of your portfolio, you will receive feedback from the Bedford College, TAE Course Coordinator. If there are gaps in your evidence or a question arising about the quality, authenticity or currency of the evidence, you will be contacted and given the opportunity to supply further evidence. You normally have 3 months from when you apply for the RPL process to complete all RPL

submissions. You will be given additional time to complete your qualification if an alternative mode of study is required.

Do I need to submit everything in the evidence suggestions lists in order to receive RPL?

No. Recognition applications often succeed although the candidate is unable to supply every item specified in the evidence suggestions lists. This is because the TAE Course Coordinator is able to identify evidence from other parts of the candidate's submission which cover the items that are not included. This is something that the TAE Course Coordinator will only be able to reliably determine after they receive your submission. If the Course Coordinator determines that additional evidence is required in order for you to succeed with your application, you will be contacted by Bedford College and given an opportunity to submit this additional evidence.

If I submit everything in the evidence suggestions lists will I automatically receive RPL?

No. The TAE Course Coordinator needs to make judgement decisions about how the quantity and quality of the evidence you submitted matches up against the assessment requirements of each Unit of Competency. Additionally, the Course Coordinator must check that all of the Elements and Performance Criteria are satisfied before they can award competency for any individual Unit of Competency. Your evidence needs to satisfy all four Rules of Evidence: currency, sufficiency, authenticity and validity.

When will the Bedford College TAE Course Coordinator contact me?

From the date Bedford College receives your portfolio of evidence and RPL Submission Cover Sheet you can expect an assessor to contact you **within 10 business days**.

When do I pay for my Recognition Assessment?

On receipt of your Application for Enrolment and your RPL Application, you will be issued with an invoice for the cost of the RPL course. You are required to pay 25% of the course cost prior to enrolment and before your RPL submission is assessed. (The course is paid in four equal monthly instalments payable on the first day of each month).

If you are subsequently unsuccessful in obtaining RPL for all the units identified in your Application and you switch those Units to an alternative learning mode, additional invoice/s will be payable. Individual unit costs are as noted on the College' website <https://www.bedford.edu.au/courses/TrainingandAssessment> However, the cost of RPL courses - including any additional online units required for the qualification - will be capped at the normal cost for the course, no additional costs will apply.

If invoices are not paid promptly then Bedford College reserves the right to cease marking assessments, including reviewing RPL evidence, until after your account is up-to-date. After you have completed all your studies and all your payments have been received a Statement of Attainment indicating partial completion or the Qualification for full completion will be mailed to you.

What is the next step?

After reading this document (Part A) carefully, you will need to download 'PART B Evidence Submission' of this Application, collect and collate your evidence documents and answer the Knowledge Questions. Once your portfolio is complete it can be submitted to the address on the front page of this document. (See Preparing your portfolio above).

Please ensure that your Referee Declaration(s) and Reports are submitted to the College by the Referee themselves – these Reports MUST NOT be included in your submission.