



Business College Online

RPL (RECOGNITION OF PRIOR LEARNING) **HANDBOOK**

QUALIFICATION INFORMATION

APPROPRIATE EVIDENCE AND THE
PROCESS



Our Pathway to Certification

Obtain the RPL Student Record Books that cover **EVIDENCE** required and **RECOGNITION TOOLS**

List **EVIDENCE** in your record book and attach certified copies to the Record book

RECOGNITION PROCESS Forward this information to our Office, our assessor will look at the information and if it

**Full Qualification Issued
or
Statement of Attainment, whichever is applicable**

What is Recognition?

Recognition is a process where current skills and knowledge are assessed against units of competency. This assessment can occur independent of additional study or training.

The skills and knowledge being assessed may come from a range of sources including previous studies, work experience and life experience

Rules of Evidence

When submitting / reviewing evidence during the recognition process the following points should be remembered and **MUST** be:

VALID

Does it relate to the topic in question?

CURRENT

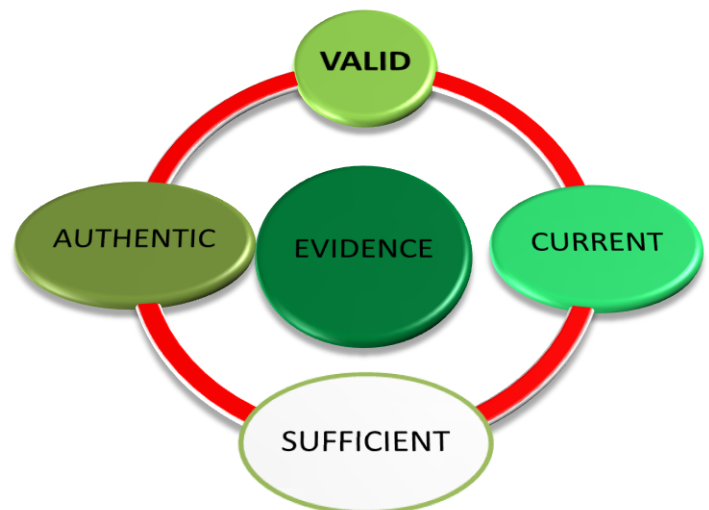
Less than 3 years old?

SUFFICIENT

Is it enough to make a judgment on competence?

AUTHENTIC

Is it your evidence (the applicant)?



Types of Evidence

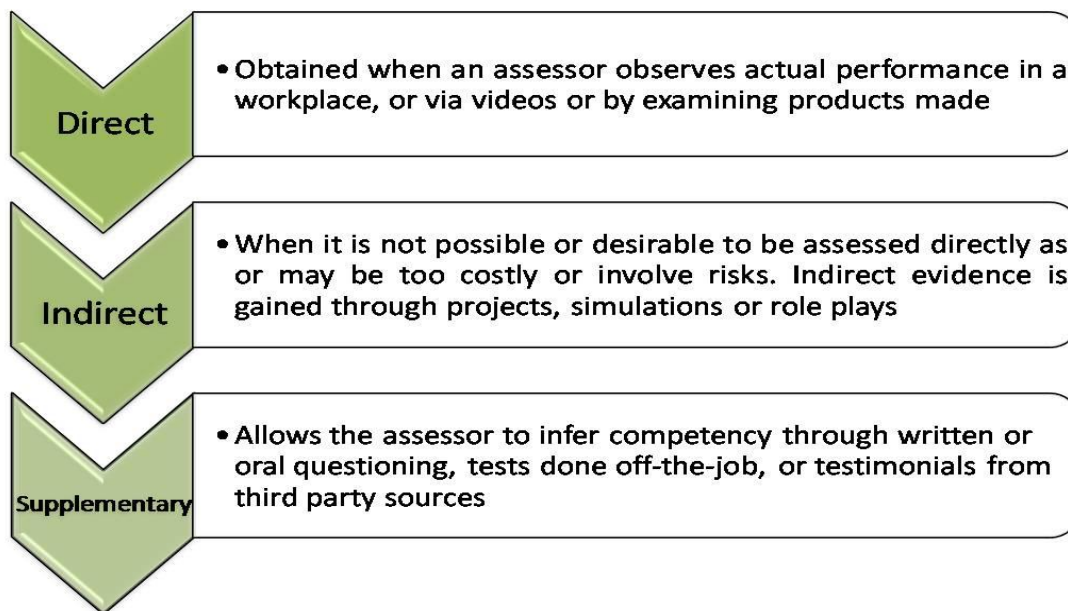
Recognition Tools and Recording Evidence

Recognition tools have been developed which format a unit of competency in such a way as to provide you, the applicant, with guidance regarding evidence requirements for that specific unit of competency

To assist in the Recognition process it is important that you, the applicant, clearly reference **ALL EVIDENCE** by marking in the appropriate place on the Recognition tool AND indexing their portfolio of evidence using the *'Evidence Index'*

How to use the Recognition Tools

Type of Evidence



Read the “RPL Student Record Book/s”. Then either complete the form fill areas of the record book/s or print a hard copy

1. You must complete, with evidence, all the criteria areas and index your evidence accordingly
2. The next section will give you an indication of what is appropriate evidence for the RPL process.
 - a. Note: your resume can be used as part of this evidence, but such things as photo’s, trip plans, Log books, Statutory declarations, Copies of Certificates signed by a Justice of the Peace (JP) as copies of originals, video’s etc
3. Once you have collated your evidence for ease of the process, upload all the information into your on-line portal:

Business College Online
PO Box 749, Windsor NSW 2756
Or Email: admin@businesscollegeonline.com.au

But What If.....?

ISSUES

- I do not have a log book of all my past activities. Do I have to go back now and make one up?
- “How do I prove that I can do it? I know I can as I have been employed to run these activities for the past ?? Years”

SOLUTIONS

- Statutory declarations
- Tesimonials
- Field Assessments
- Copy of Work Rosters
- Photographs, Video’
- And simular form of evidence

Qualifications

- Certificate II in Business
- Certificate III in Business
- Certificate IV in Business
- Certificate IV in Small Business
- Certificate IV in Human Resources
- Certificate IV in Leadership and Management
- Diploma of Business
- Diploma of Business Administration
- Diploma of Human Resources Management
- Diploma of Leadership and Management

