

# National Recognition and Recognition of Prior Learning (RPL) Information Guide - for Applicants



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St John operates as a Registered Training Organisation under the code no. 0392

Web: [training.gov.au - 0392 - St John Ambulance \(Western Australia\) Ltd](#)

### Modification History

| Version No. | New Version Date | Changes   |
|-------------|------------------|---|
| Version 5   | July 2022        | Review and update to reflect current processes            |
| Version 4   | January 2018     | TAC information removed ASQA information included         |
| Version 3   | June 2017        | LMS RPL Changes   |
| Version 2   | March 2016       | In line with TAC Fact Sheet "Credit, Equivalence and RPL" |
| Version 1   | July 2015        | Created   |

[G:\04. RTO Compliance\2021-22\RPL Process](#)

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## WELCOME

Thank you for taking the first step towards formal recognition of your existing skills and knowledge.

This information guide has been developed to assist you in seeking recognition of your prior learning, skills, experience and knowledge.

It will guide you through the process of submitting an application, collecting evidence and undertaking challenge testing (if required) as part of a Recognition of Prior Learning (RPL) assessment process in order to minimise time, effort and expense when undertaking a course with St John.

We are confident that St John will provide an exciting learning experience for you and look forward to assisting you in learning and developing new skills and knowledge to achieve your training outcomes.

**Images used in this guide are for education purposes only.**

## 1. ABOUT ST JOHN REGISTERED TRAINING ORGANISATION

St John Ambulance Western Australia Ltd (St John) operates as a Registered Training Organisation (RTO) under the code no.0392.

St John RTO is registered with the National Vocational Education and Training regulator – Australian Skills Quality Authority (ASQA).

St John RTO adheres to:

1. [Standards for Registered Training Organisation \(RTOs\) 2015](#)
2. [National Vocational Education and Training Regulator Act 2011](#)
3. [Vocational Education and Training \(General\) Regulations 2009](#)
4. [Department of Education and Training Guidelines and Requirements](#)
5. [Australian Qualification Framework \(AQF\)](#)
6. [Training Package Requirements](#)

Full details of St John RTO's Scope of Registration can be accessed on:

<http://training.gov.au/Organisation/Details/0392>

## 2. NATIONAL (MUTUAL) RECOGNITION

National (mutual) recognition refers to the ability of all Australian Registered Training Organisations (RTOs) to recognise and accept each other's Australian Qualification Framework (AQF) certifications. This means that any nationally recognised training you have done will be recognised by all RTOs in Australia.



National recognition comes in form of **Credit**. Credit is the recognition of an already awarded unit of competency or module by another RTO.

1

Provide your certification...



2

...when enrolling into a  
St John Course



3

...to reduce the study time of  
your new course!



St John recognises your previous achievements such as qualifications and statements of attainment which have been awarded to you by other RTOs.




Please note - St John can only accept certification for the units of competency or qualification that form St John's [scope of registration](#).



## 2.1 Credit

Credit is recognition of an already awarded unit of competency or module. You are not required to repeat training and assessment for the units of competency which are equal by code, title and education outcomes. St John will simply transfer these units towards your new qualification that you have just enrolled into. Please note, Credit is only awarded on the basis of certification documentation provided by you to St John.

Let's say you have decided to enrol into a St John qualification course and some of the units of competency listed on the St John website are identical units that you have already obtained certification for while studying with either St John previously (a different course) or with another RTO.

| <b>Example</b> |   |   |
|----------------|---|---|
| <b>1</b>       |    | You have successfully obtained HLT31220 Certificate III in Basic Healthcare certificate with another RTO.   |
| <b>2</b>       |  | Now you would like to enrol into HLT41120 Certificate IV in Health Care with St John.   |
| <b>3</b>       |  | <p>You realise that two of the units that form part of HLT41120 Certificate IV in Health Care, have already been obtained when you completed your HLT31220 Certificate III in Basic Healthcare with another RTO:</p> <ul style="list-style-type: none"> <li>• <b>CHCDIV001 Work with diverse people</b></li> <li>• <b>HLTWHS002 Follow safe work practices for direct client care</b></li> </ul> <p><b>YOUR BENEFIT:</b></p> <p>With Credit you will not need to undergo training and assessment for these units of competency. St John will give you credit by transferring these units of competency toward your HLT41120 Certificate IV in Health Care, saving you time towards completion of your new qualification.</p> <p><b>IMPORTANT:</b></p> <p>If the unit does not match it cannot be recognised for Credit. If the units are not identical, you will need to go through a formal Recognition of Prior Learning (RPL) process.</p> |

**Please note:**

If you are successful in completing your qualification with St John, the units of competency for which you have obtained credit will appear on the record of results that is provided with the qualification certificate.

However, if you partially complete your qualification course, the units of competency for which you have obtained credit will not appear on your statement of attainment.



## 2.2 How to Apply for Credit

Credit is not an assessment but a simple process of transferring your academic records toward your new qualification.

You are required to:

1. Apply by contacting our Customer Service Call Centre for an application form on (08) 9334 1233 or [firstaid@stjohnambulance.com.au](mailto:firstaid@stjohnambulance.com.au)
2. Provide supporting evidence in the form of certificates and/or statements of attainment

You must present your certificates and/or statements of attainment as either original documents or certified copies. The original documents need to be sighted prior to attending the course. Original certificates can be sighted and verified at Belmont Head Office or St John Regional Offices during our business hours of 8.30 -16.30. Original documents will be returned to the applicant.

Certified copies need to be appropriately signed by either a Justice of the Peace, or Commissioner of Declarations; however St John will still need to sight the original documentation.



### 3. RECOGNITION OF PRIOR LEARNING (RPL)

Unlike Credit, Recognition of Prior Learning (RPL) is an assessment process. It is a method of recognising that you have gained the skills, experience and knowledge through your work, education, or social interactions which are relevant to your chosen course or qualification.


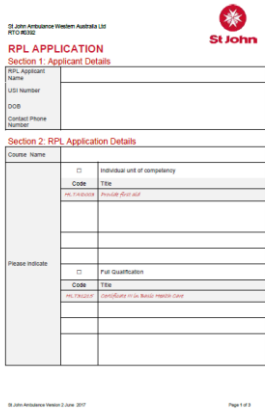

Vocational Education and Training (VET) competency based training is based on the concept that people can learn transferable skills and most training is transferable. This means that you may be able to demonstrate your competency without undertaking training.


For you to be assessed as competent, you need to demonstrate the ability to perform tasks and duties to the standard expected in the workplace. RPL allows you to forego training and move directly to having your competencies assessed, thus avoiding the need for unnecessary training and the costs associated with it.




The Standards for Registered Training Organisations (RTOs) 2015 provide definitions of formal learning, non-formal learning and informal learning as follows:





- a) **Formal learning** refers to learning that takes place through a structured program of instruction and is linked to the attainment of an Australian Qualification Framework (AQF) qualification or statement of attainment (for example, a certificate, diploma or university degree)
- b) **Non-formal learning** refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business)
- c) **Informal learning** refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative)



## 3.1 RPL – Preparation and Application

|  |   |   |
|--|---|---|
| <p style="font-size: 2em; color: red; text-align: center;">1</p> |    | <p><b>READ THIS GUIDE.</b></p> <p>Firstly, you will need to read through this document and familiarise yourself with the RPL process. The better you understand the RPL process the easier the whole experience becomes.</p> <p>If you have any questions, please do not hesitate to contact us on (08) 9334 1233 or <a href="mailto:firstaid@stjohnambulance.com.au">firstaid@stjohnambulance.com.au</a></p>   |
| <p style="font-size: 2em; color: red; text-align: center;">2</p> |   | <p><b>CONTACT ST JOHN TO REQUEST YOUR RPL APPLICATION FORM.</b></p> <p>The sooner you start your application, collection and sorting of your RPL evidence, the sooner you will finish it.</p> <p>An RPL application form can be requested by contacting us on (08) 9334 1233 or <a href="mailto:firstaid@stjohnambulance.com.au">firstaid@stjohnambulance.com.au</a></p> <p>St John will email you the required documentation so you can start your application straight away.</p>  |
| <p style="font-size: 2em; color: red; text-align: center;">3</p> |  | <p><b>RESEARCH.</b></p> <p>Now that you have some idea of what is required of you, you will need to do a bit of a research.</p> <p>Start by accessing the following website:<br/> <a href="http://www.training.gov.au">www.training.gov.au</a></p> <p>This is the place where all accredited units of competency are held, including those that you will be applying for.</p> <p>The “units of competency” are your RPL application, and later the challenge testing benchmark.</p> <p>The units of competency are normally split into two downloadable documents:</p> <ol style="list-style-type: none"> <li>1. Unit of competency</li> <li>2. Assessment requirements</li> </ol> <p>Read the unit of competency documents. They may appear to be complex at first glance, but once you start reading you will realise that the content may be very familiar. For each</p> |

|          |   |  |
|----------|---|--|
|          |   | <p>performance and knowledge statement ask yourself the following questions:</p> <ul style="list-style-type: none"><li>• Do I know what this is?</li><li>• Can I do it?</li><li>• What is the evidence of my knowledge?</li><li>• What is the evidence that I can do it (my skills)?</li></ul> <p><i>Note:</i></p> <p>To be deemed competent in a unit of competency an applicant must meet the requirements outlined in the entire unit of competency documents.</p> <p>If you do not have evidence to prove your skills, you will need to demonstrate it in challenge testing to your Assessor.</p>  |
| <p>4</p> |  | <p><b>COLLECT YOUR EVIDENCE.</b></p> <p>It's now time to collect your supporting evidence to demonstrate that you have the required knowledge and skills as outlined in the unit of competency that you are seeking recognition for.</p> <p>The term "evidence" applies to anything you produce to verify your skills, knowledge and experience.</p> <p>Evidence can take many forms including:</p> <ul style="list-style-type: none"><li>✓ Resume, job description and performance appraisals documentation</li><li>✓ Membership of relevant professional associations</li><li>✓ Samples, photographs or videos of your performance or work tasks</li><li>✓ Certified certificates and qualifications from previous study that may be relevant</li><li>✓ Letters of validation from your employer</li><li>✓ A portfolio of workplace documents</li><li>✓ Video of your demonstration e.g. in the workplace.</li></ul> <p>Your St John RTO Assessor will be looking at the quality of evidence submitted.</p> <p>Remember the Assessor must be confident you have the required skills and knowledge based on the evidence in</p> |

|                             |   |   |
|-----------------------------|---|---|
|                             |   | <p>front of them.</p> <p>Your RPL evidence MUST be:</p> <ol style="list-style-type: none"> <li>1. CURRENT – How old is your evidence? Is it recent or very old? You need to be current in your skills and knowledge.</li> <li>2. VALID (RELEVANT) – Does the evidence relate to the unit of competency you are seeking recognition for?</li> <li>3. AUTHENTIC – Can you prove that you actually have these skills and knowledge? Can you obtain verification of these skills?</li> <li>4. SUFFICIENT – Do you have enough evidence to demonstrate your competence?</li> </ol> |
| 5                           |   | <p><b>MAKE A DECISION, APPLY, PAY RPL FEE AND SUBMIT YOUR EVIDENCE.</b></p> <p>At this point, you will have a good idea of whether or not to go ahead with your RPL application. If you do, you will need to contact our office and arrange submission of your:</p> <ul style="list-style-type: none"> <li>• RPL application form</li> <li>• Supporting evidence</li> <li>• Payment of the RPL fee.</li> </ul>  |
| 6                           |  | <p><b>PREPARE FOR THE CHALLENGE TESTING (IF REQUIRED)</b></p> <p>Challenge testing is a form of assessment activity which is used to confirm your competency and evidence towards RPL. You may be asked to go through this as part of your RPL application.</p> <p>Challenge testing is explained in more detail in chapter 3.2 step 5.</p>   |
| <b>3.2 RPL – Assessment</b> |   |   |
| 1                           |  | <p><b>WE WILL GET IN TOUCH WITH YOU.</b></p> <p>St John will assign a Lead Assessor to your application who will arrange a suitable time with you for an interview and challenge testing (if required).</p>   |
| 2                           |   | <p><b>WHAT TO BRING TO YOUR MEETING WITH ST JOHN?</b></p> <p>You will need to bring photographic proof of identity with you (e.g. drivers licence).</p>   |

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|                 |  <p><b>USI</b></p> | <p>If you have any additional evidence of your competency, please bring it with you to discuss with your Assessor.</p> <p>You will need to register for the Unique Student Identifier (USI). For more information about the USI system please see the USI website:<br/> <a href="http://www.usi.gov.au/Pages/default.aspx">http://www.usi.gov.au/Pages/default.aspx</a></p>  |
| <p><b>3</b></p> |                    | <p><b>ATTEND A MEETING WITH ST JOHN.</b></p> <p>Your Assessor will arrange a meeting with you.</p> <p>By now, your Assessor will have reviewed the evidence you submitted, measured it against the unit(s) of competency and validated it against the rules of the assessment evidence (validity, sufficiency, authenticity and currency).</p> <p>Your Assessor will inform you about the process of recognition, context, principles of assessment and rules of assessment evidence.</p>  |
| <p><b>4</b></p> |                  | <p><b>NEGOTIATE AN ASSESSMENT PLAN.</b></p> <p>If you are required to undergo challenge testing, your Assessor will explain what will be expected of you and what you will be required to do prior to the test.</p> <p>Once you both agree on the course of RPL action, you will sign an assessment plan confirming your agreeance.</p>  |
| <p><b>5</b></p> |                  | <p><b>UNDERGO CHALLENGE TESTING (IF REQUIRED).</b></p> <p>Challenge testing will be in form of:</p> <ul style="list-style-type: none"> <li>• Theory questioning</li> <li>• Demonstration of your skills.</li> </ul> <p>During challenge testing, the Assessor will ask verbal questions to further explore the extent of your knowledge, seek clarification about your evidence items and to ensure that the dimensions of competency are demonstrated, valid, sufficient, current and authentic.</p> <p>You may be required to demonstrate a range of skills to demonstrate your currency. Your demonstration will be in a workplace context as outlined in the unit of competency.</p> |

|  |  |   |
|--|--|---|
| <p>6</p>    |  | <p><b>OBTAIN RESULTS OF CHALLENGE TESTING.</b></p> <p>Once all evidence is collected in the RPL kit and measured, the Assessor will make a decision about your competence, and this will be communicated to you at the end of the challenge testing.</p> <p><b>Successful RPL</b></p> <p>If you meet all the requirements, you would gain full credit for that unit(s) of competency which would then be transferred to your new course/qualification. Your Assessor will arrange for certification which will indicate your RPL outcome.</p> <p><b>Unsuccessful RPL</b></p> <p>If you are unsuccessful, the Assessor will explain the next step for you. It may include “gap” training and other training options available to you.</p> <p>You may also receive partial credit for the performance criteria/elements you were deemed Requirement Not Met. You will not need to undergo training for the parts of the unit/s you received credit for.</p> |
| <p>7</p>  |  | <p><b>GET AND GIVE FEEDBACK.</b></p> <p>The assessor will give you feedback on your performance, knowledge and evidence portfolios.</p> <p>This is also an excellent opportunity for you to give feedback to your Assessor.</p> <p>If you wish to appeal your RPL decision, please access the RTO Complaints and Appeals Policy on our website for information on our appeals process.</p> <p><a href="https://stjohnwa.com.au/first-aid-training/participant-information">https://stjohnwa.com.au/first-aid-training/participant-information</a></p>   |





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