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**THE SERVICE TRADES COLLEGE**

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A U S T R A L I A

**Recognition of prior learning  
Application Guide**

**EAHL Licence Class 6  
Skills Set plus Pre-Requisites**

## The RPL Process

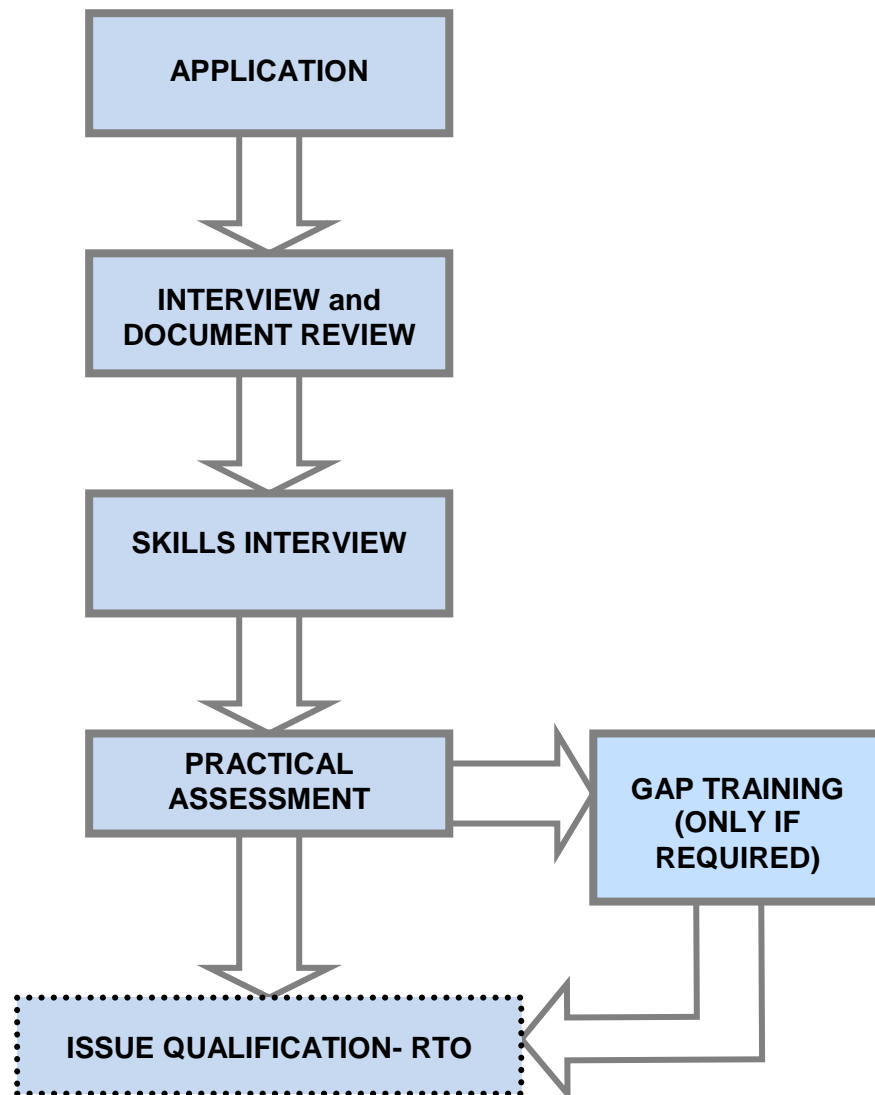
Firstly, congratulations on your enrolment with The Service Trades College Australia and taking the opportunity to apply for recognition of your existing skills and knowledge.

You will already have made contact with one of our friendly administrative staff and perhaps one of our trainers/assessors or accessed information on our courses through our website.

RPL is the formal recognition of the skills and knowledge you have acquired regardless of how or where they have been attained, this could have been through:

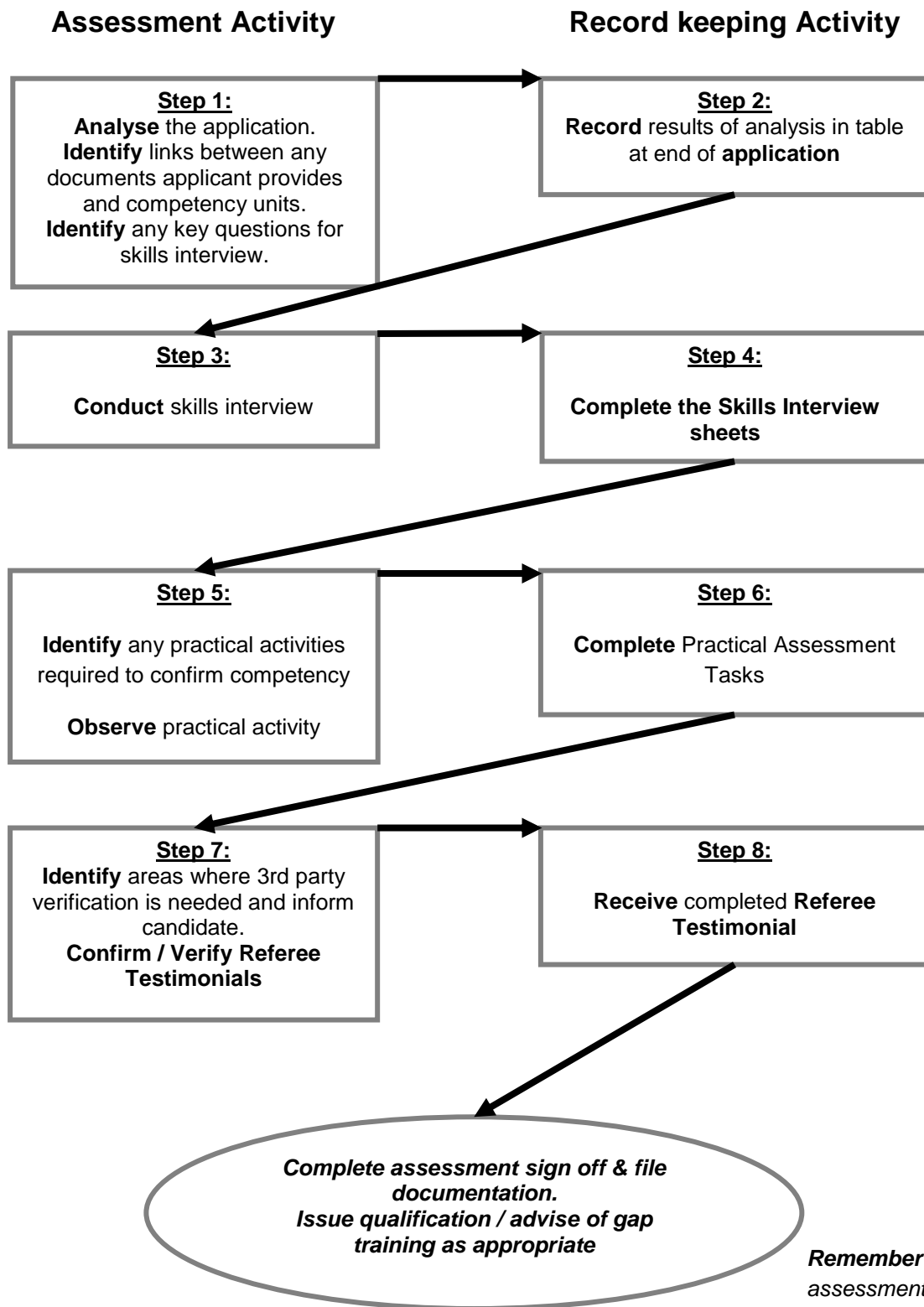
- Previous formal or informal training/education (at a registered training organisation (RTO), training facility or place of work)
- Work experience (paid or unpaid work)
- Voluntary work
- Life experience

RPL can be achieved in a single unit of competency, unit of study, several units or an entire qualification without having to attend formal training. Below is a brief overview of the The Service Trades College Australia approach to RPL.



## RPL ASSESSMENT PROCESS FLOWCHART

The flowchart below depicts how your assessor may carry out your RPL process



*Remember RPL assessment is an accumulative process of collecting evidence.*

## Steps in the RPL process

### Complete the application and self-assessment

You will need to complete the application forms and self-assessment contained in this kit. It is important you provide as much information and documentary evidence of your previous experience in the plumbing industry as is available.

Documents that may be available include but are not limited to:

- CV or work history (**MUST BE SUPPLIED WITH YOUR APPLICATION**)
- any licences
- certificates/results of assessment
- indentures/trade papers
- certificates/results of assessment – interstate/overseas
- vendor training courses
- results/statement of attendance/ certificates – in house courses, workshops, seminars, symposiums
- 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
- any other documentation that may demonstrate industry experience

You will also need to provide contact details for at least two referees who can verify and confirm their industry skills in context and over time. This is to enable your assessment to determine that your skills meet current industry standards.

To have skills formally recognised under the Australian Qualifications Framework, you must ensure the candidate's skills meet industry standards.

Upon receipt of your application, your assessment will conduct a review of the evidence that you have submitted and make a determination on the amount of RPL that may be granted prior to establishing a time for a formal interview process to occur. There may be instances where you have little, or no, documentary information of industry experience. This is **not** a barrier to gaining recognition. This will just require your assessor to rely on the questioning, practical assessment and referee validation phases of the RPL process.

### Skills interview

Following the initial review of the evidence that you have submitted, your assessor will contact to arrange a time for a formal interview. During this interview you will be required to respond to a number of open questions regarding your skills, knowledge, experience and background.

The bank of questions asked by your assessor includes 'key points' to look for in your responses. Your assessor may contextualise the question to suit your specific workplace situation and will record your responses accordingly.

It is not intended that every question for all competencies is asked, only those competencies where your documentary evidence has failed to **fully** address.

**Practical assessment tasks**

Where sufficient evidence is not collected through the documentary process or the skills interview process, your assessor may ask you to undertake one or more practical assessment tasks.

This is a further opportunity for you to demonstrate competence. It is expected the practical assessment will comprise **only those competencies** where you are still unable to demonstrate knowledge/experience in after documentary review and questioning have been applied. These assessments contain the practical skills and application of knowledge for the qualification. Your assessor will then decide if the responses to the questions and the practical assessment tasks fulfil the requirements of the standard and may choose to pursue more evidence for a determination to be made.

Please remember that this assessment process is not an exam and your assessor will assist you to provide suitable responses and performance standards toward the relevant issues.

Gap training

RPL is an assessment process designed to show areas of competence and to identify **IF** you have gaps in skills and knowledge against a unit of competency or a whole qualification.

Not all candidates will have skill/knowledge gaps. If it is identified that you do have skills gaps, a pathway to complete training in the outstanding units can be negotiated to assist you to gain the unit of competency or full qualification.

## Recognition of prior learning application form

### 1. Occupation you are seeking recognition in

### 2 Personal Details

Surname

Preferred Title (Mr, Mrs, Ms, Miss)

First Name/s

Any other name used

Home Address

Post code:

Postal address if different from above

Post code

Telephone Numbers

Home:

Work:

Mobile:

Fax:

Date of Birth

/ /

Gender

MALE

FEMALE

Age

Are you a permanent Resident of Australia

YES

NO

### 3 Current Employment

Are you currently employed?

YES

NO

If Yes, in which occupation are you currently employed?

Who is your current employer?

### Further Training

Have you undertaken any training courses related to the occupation applied for?

YES

NO

### If Yes

What occupation were you trained in?

Training completion Date (month, year)

Country where you trained

Name of course and institution (if

applicable)

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**6. Is there any further information you wish to give in support of your application**

**Professional Referees- relevant to trade**

Name:

Position:

Organisation:

Contact number:

Email:

Name:

Position:

Organisation:

Contact number:

Email:

I hereby certify that the information provided in this application is true and correct and that all documents attached are genuine.

Signature:

Date:

**Office use only**

**Date**

**Signature**

Application received:

Sent to assessor for analysis

**SELF ASSESSMENT QUESTIONNAIRE**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please identify your level of experience in each competency. Remember you are comparing your skills with the tradesperson level. There is no benefit to be gained by claiming competency in areas you cannot verify

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
<b>CORE UNITS</b>				
UEENEEE102A	Fabricate, dismantle, assemble of utilities industry components			
UEENEEE105A	Fix and secure electrotechnology equipment			
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications			
UEENEEH161A	Position and terminate fire detection and warning system apparatus			
UEENEEH162A	Verify compliance and functionality of fire protection installations			
UEENEEH163A	Enter and verify programs in preparation for commissioning fire protection systems			
UEENEEH164A	Commission large fire protection systems			
UEENEEH165A	Troubleshoot fire protection systems			

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**DOCUMENTARY EVIDENCE**

Please list the documents that you are submitting in support of your application. Nominate the unit of competency code that your documentary evidence is supporting and number each document consecutively. Write this number in the reference column. This will assist the assessor to analyse each document

Document type	Alignment to (unit of competency code)	Reference

*(add more lines if needed)*

## REFEREE TESTIMONIALS

Provide a copy of the following third party verification forms to at least two of your supervisors to complete and submit with your evidence and your application.

**REFEREE TESTIMONIAL**

(Date)

To whom it may concern,

RE: \_\_\_\_\_ skills in/as \_\_\_\_\_  
(insert candidate name) (insert industry/job title)

I certify that the above named person has:

worked at \_\_\_\_\_ for a period of \_ years and

regularly undertaken the following activities within the workplace since commencing employment with this organisation:

- *Initial those skills/ competencies (below) that the candidate has or can successfully perform in the workplace*
  - acted in accordance with Workplace Health & Safety regulations
  - follows occupational health and safety requirements including workplace risk assessments
  - prepares worksite for work
  - interprets plans for job specifications and prepares installation quotes
  - calculates and competently sources materials/parts for installation
  - works safely with electricity in the conduct of electrotechnology work
  - implements OHS safety and incident control measures prior to commencing work
  - efficiently and accurately locates, diagnoses and rectifies faults
  - complies with scheduled and preventative maintenance programs
  - lays, installs and maintains cabling (ELV circuits) and solves problems in multiple path ELV circuits
  - confidently uses engineering applications and software
  - works with team to provide instruction on electrotechnology apparatus
  - maintains a clean and safe work area and clears work area according to workplace procedures

If you would like any further information or would like to discuss any of the above, I can be contacted on \_\_\_\_\_

Yours sincerely

**Print Name and Position  
License Number**

(NOTE this verification must be completed by the licensed responsible person who provided supervision for the applicant)

**REFEREE TESTIMONIAL**

(Date)

To whom it may concern,

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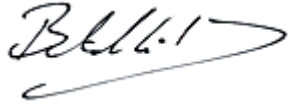
**Print Name and Position  
License Number**

(NOTE this verification must be completed by the licensed responsible person who provided supervision for the applicant)

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If you would like any further information or would like to discuss any of the above, please contact The Services Trades College on 07 3255 5698

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brent Mills', with a long horizontal flourish extending to the right.

Brent Mills

RTO Operations Manager