

Information about Recognition of Prior Learning (RPL)

Certificate 3 in Scaffolding BCG30903

What is RPL?

This kit has been designed to assist construction industry workers who are seeking recognition towards competencies in the national Certificate 3 in Scaffolding. You may be an experienced scaffolder with the skills and on-the-job knowledge to be doing your job well yet lack formal qualifications.

In the past the only way to get a qualification was to complete a course or sit an exam. Now there is an alternative! The recognition process is a pathway for you, if you are experienced and competent, to obtain part or full qualifications through an assessment of your current abilities regardless of how, when or where you may have acquired your knowledge or achieved your skills. Formal training and education, work experience and general life experience may all have contributed to your current levels of competence. They can all play a part in your application for recognition.

What are the benefits?

Activity in the construction industry is currently high across the country. In today's increasingly mobile and competitive world the advantages to workers of gaining formal recognition are many. Benefits include:

- Confirming existing strengths and competence in the scaffolding industry
- Receiving formal qualifications – valid anywhere in Australia
- Improving career opportunities through selection into a job or promotion
- Identifying 'gaps' which can fine tune any training still needed to gain the full Certificate qualification
- Opening up further course/training program possibilities

How does the RPL assessment process work?

Once you have decided to seek formal recognition for your current industry skills your first step is to contact a Training Organization to register your wish for a formal assessment. You can then access the application form which needs to be completed to get the process started. (See Preparing your Application below for details).

In order to gain recognition for your skills it is important that you gather as much reliable evidence as you can to demonstrate the skills and experience you have in the relevant areas of work or knowledge. In so doing you are supporting your claim for recognition. Once you have completed the application form an assessment with a qualified assessor (or assessment team) will be arranged with

you by your training organization. Your assessor will have expertise in the subject matter you are dealing with. Together with the assessor, who may also use a range of other techniques to accurately assess your competence, you will have the opportunity to discuss your experience and knowledge in detail. A decision on the granting of recognition will follow. Even if you are granted only part of the Certificate the way is then open for you to look further at ways of getting the training or experience you still require to gain the full certificate.

What evidence do I need to provide?

The written evidence (documentation) will be collected and provided by you. You need to bring this evidence with you *on the day* of your assessment together with adequate personal ID.

Examples of evidence could include:

- A recognised existing Australian national licence/ticket
- A logbook signed off by someone who has the appropriate licence
- Letters from existing or past employers highlighting your work experience
- Letters from licenced workmates
- Course certificates – eg. OHS&W induction/ First Aid
- Records of workplace training
- Previous qualifications or courses of study
- Statutory declarations which may be accepted at the discretion of the assessor

Where your written evidence is insufficient your assessor will assist you. On the day of your assessment you will be asked questions on topics relevant to all core and elective standards contained in the Certificate 3 in Scaffolding. You may also be required to undertake practical demonstration. This way your assessor can observe your knowledge and skills first hand.

It is important to check that your evidence covers a period of time, that it reflects a variety of work situations and that it shows consistent performance according to workplace standards. Your skills and knowledge need to be up to date and your evidence needs to clearly show that the work is your own.

How do I prepare my application?

You have a choice in getting the forms you need:

- If you have access to a computer and a printer you can complete your forms online and print them out **OR**
- You can ask for a hard copy of the forms to be sent to you by your training organisation and neatly handwrite your information

You then need to complete the general application form and, if possible, the self-assessment questionnaire attached to the back of the application form. If you need help with the questionnaire you can arrange for your training organization to assist you. Once you have given as much information as you are able, you will need to forward your forms by post, email or hand delivery to the training organization. Your training provider will then contact you to make a time to conduct the formal assessment at an agreed time and place. Remember to bring your written evidence (licences, certificates, etc) and your personal ID only on the actual day of the assessment.