

Recognition of prior learning (RPL) process

Overview of the RPL Platform

The **RPL (Recognition of Prior Learning) platform** is a centralised, paperless system designed to simplify and streamline the RPL process. It enables trainers to efficiently manage tasks, track student progress and status, and analyse data—all while eliminating the risk of lost paperwork.

For students, the platform offers a seamless and straightforward application experience.

Part 1: Standard View – Pre-Enrolment and Enrolment Tasks

Part 1 outlines the **mandatory pre-enrolment and enrolment tasks** that must be completed in **Standard Mode** before switching to **RPL Mode** and beginning the Recognition of Prior Learning process.

As shown in the screenshot, there is a toggle between Standard Mode and RPL Mode, which can be activated by the trainer.

*Students begin in **Standard Mode**, where the following steps must be completed:*

1. Mandatory Pre-Enrolment Tasks
2. Course Introduction
3. Mandatory Enrolment Details
4. *(Optional)* LLN Assessment Tool

Note: The screenshot reflects the trainer's view. The student interface will look different.

Part 2: RPL Mode – The RPL Process

Part 2 outlines the RPL process to help you understand what is expected when applying for Recognition of Prior Learning. It includes the following key components:

- **Self-Evaluation**
- **Uploading Supporting Evidence**
- **Quizzes**
- **Competency Knowledge Assessment (CKA)**
- **Workplace Activities**

The platform explains how each of these elements contributes to your overall RPL outcome and whether any **gap training** may be required.

Course Mode: Standard RPL

Tasks					
<input type="checkbox"/>	Task	Date Started	Date Completed	Status	
MANDATORY PRE-ENROLMENT TASKS					
<input checked="" type="checkbox"/>	Introduction to the Victoria licensing course	20 Jun 2025	-	In Progress	<input type="text"/>
<input type="checkbox"/>	Introduction and important information	20 Jun 2025	-	In Progress	<input type="text"/>
<input type="checkbox"/>	Skills assessment	-	-	Not Started	<input type="text"/>
<input type="checkbox"/>	Work history and USI transcript	-	-	Not Started	<input type="text"/>
<input type="checkbox"/>	Pre-enrolment declaration	-	-	Not Started	<input type="text"/>

Introduction and Important Information

Accessing Key Student Policies and Procedures

In this task, you will be introduced to important policies and procedures that may be relevant throughout your course. These resources are available in the **Student Handbook** or can be accessed via our **website**.

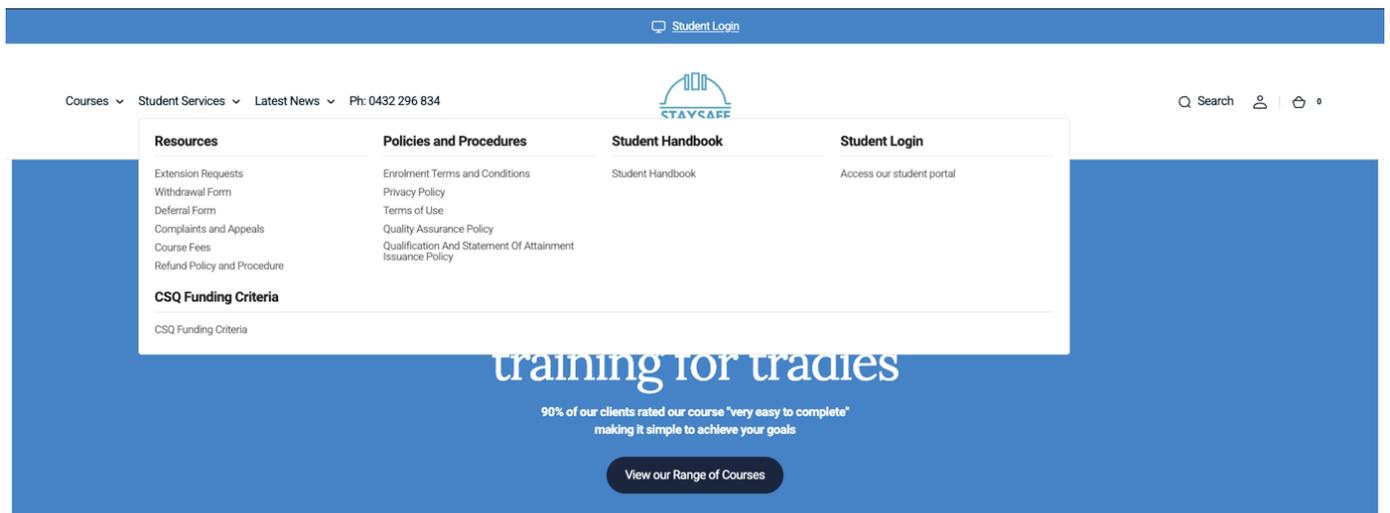
You may need to refer to the following:

- Refunds Policy and Procedure**
- Complaints and Appeals Policy and Procedure**
- Course Extension – Online Form**
- Course Withdrawal and Refund – Online Form**
- Student Wellbeing Assistance**
- Unique Student Identifier (USI)**

To access these documents:

1. Visit our website
2. Click on the **Student Services** link
3. Navigate to the **Resources** and **Student Handbook** tabs

These resources are designed to support you throughout your learning journey.



Skills Assessment Overview

The Skills Assessment is a structured evaluation consists of a set of theory questions against each unit of competency in the course. It is designed to assess your current knowledge, skills, and competencies against a defined set of standards.

This assessment helps your trainer determine whether you:

- Can competently perform the tasks required
- Have the necessary understanding of the job role or unit of competency

Recognition of Prior Learning (RPL) Process

If you choose to apply for **Recognition of Prior Learning (RPL)**, your trainer will transition you to the **RPL assessment pathway** within the Learning Management System. This process includes the following tasks:

- **Introduction to RPL Task** – An overview of what RPL involves
- **Self-Evaluation** – A reflection on your current skills and experience
- **Upload of Supporting Evidence** – Such as work samples, licences, qualifications, job descriptions, or references
- **RPL Quiz** – To confirm your understanding of the process
- **Current Knowledge Assessment (CKA)** – A written task or verbal discussion to confirm your knowledge and skills

Your trainer will:

- Review all submitted evidence
- Conduct an **interview or competency conversation** (if required)
- Make a decision on **RPL outcomes for each unit**

RPL allows you to gain credit for your existing skills, saving time by avoiding the need to complete training in areas where you are already competent.

Credit Transfer Task

Occupational History and USI Transcript

This task gathers information about your experience in the industry, including:

- How long you have worked in the industry
- The type of work you do (residential, commercial, or both)

This information helps your trainer and assessor better understand your background.

You will also have the opportunity to upload your **USI Transcript**, which may be used to identify any eligible **credit transfers**.

*If you are uploading a **Statement of Attainment** or **qualification** instead of a **USI Transcript**, it must be certified by a **Justice of the Peace (JP)**.*

Pre-Enrolment Declaration

This declaration confirms that you have **read and understood** the pre-enrolment process **before** starting your course.

Introduction to the E-Learning System

This task introduces how our e-learning system works through a **short instructional video**.

You can access the course on **any mobile device** (Android or Apple), but for the best experience, we recommend using a **PC or Mac** with **Google Chrome**.

Recording On-Site Activities

The **Workplace Activities Recorder** outlines the practical tasks you are required to complete in your workplace.

As you complete each task:

- Check the corresponding box
- Upload supporting evidence such as photos, videos, PDFs, or other relevant files

This task forms part of your **RPL practical assessment** for each unit of competency.

Workplace Activities Recorder & Third-Party Agreement

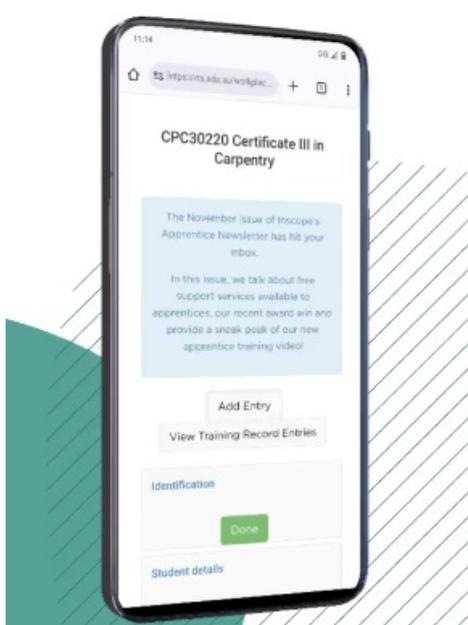
The Workplace Activities Recorder will **automatically convert into a digital Third Party Agreement**, which can be **electronically signed** by a nominated **supervisor or employer** to verify your workplace tasks.

Your responsibilities:

- Nominate a supervisor or employer to sign off on your Third Party Report
- This person will be linked to your student profile
- The system will generate and send the report to them **digitally** via **email or SMS** for review and signature

How to Log a Workplace Activity

Click the **Workplace Activities** button located at the **top of the page** to log your activities and upload evidence.



What You Need to Do:

When completing a **Workplace Activity Record** or **Third-Party Evidence Form**, you must include the following details:

1. Activity Date

- This is **automatically entered** by the system when you log the activity.
- You **do not need to manually enter the date** unless specifically prompted.

2. Site Address

- Enter the **physical location** where the job or task was completed. This may be a client site, business premises, or residential address.

Example:

12 Smith Street, Southport QLD 4215

3. Supervisor Name and Qualifications

- Provide the **full name** of the person supervising your work on-site.
- Include their **qualifications or relevant licences**, such as those related to plumbing, construction, or site supervision.

Examples:

John Peterson – QBCC Plumbing Licence No. 123456

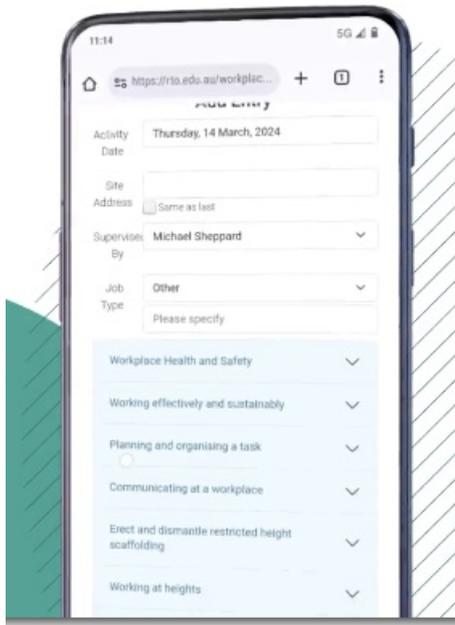
Sarah Clarke – Certificate IV in Plumbing Services, Licensed Gas Fitter

4. Job Description (What the Job Is)

- Clearly describe the **type of job** or task being performed.
- Include enough detail to show how the task relates to the unit of competency.

Examples:

- *Installing a stormwater drainage system for a new residential build, including trenching, pipe laying, and connection to existing infrastructure.*
- *Performing a compliance inspection and pressure test on hot and cold water lines for a bathroom renovation.*



How the Task Tracker Works

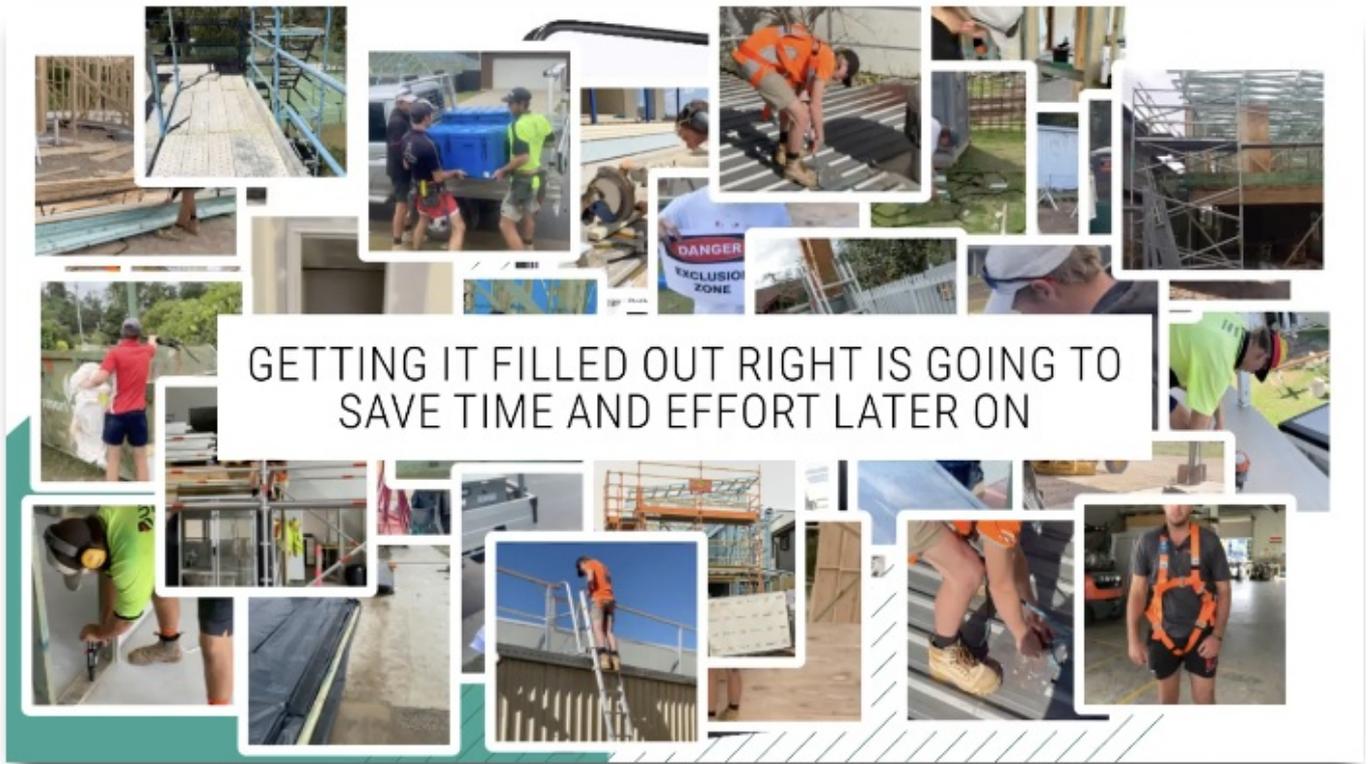
- **Greyed-out tasks** mean they haven't been started yet.
- **Blue tasks** indicate that you've started working on them.

Why This Matters

- The Task Tracker is a great way to **showcase your skills** through real workplace activities.
- Completing it correctly **now** will save you time later when preparing evidence for assessment.

Tip for Success

- Upload your entries **regularly** – ideally after work each day.
- You'll quickly see your **progress build up**.
- Before you know it, you'll have a **complete, professional record** of your work!



How to Complete a Workplace Entry

Viewing Tasks

- You'll see each required task listed in your student portal.
- Click the “i” (**info**) icon next to any task to view:
 - A detailed description of what the task involves
 - The type of evidence you may need to upload (e.g. photos, documents, checklists)

Uploading Evidence

- Click the ‘**Choose File**’ button to upload your evidence
- You can upload any relevant file type:
 - Photos
 - PDFs
 - Word documents

- Checklists, and more
- **Important:** Tick all the boxes that relate to your uploaded evidence — this links your files to the correct task.

Minimum Requirement

- To count as a valid workplace entry, you must:
 - Upload **at least one relevant file**
 - Tick the box that links it to the correct task

Tip for Quality Submissions

- The more detail you include, the **stronger and more complete** your training record will be
- A **thorough entry now** means less work later during assessment!

Research legal obligations relevant to a new plumbing or construction business

The task requires you to upload evidence towards the following tasks

- Identify the business type (e.g. sole trader, company) and relevant legal structure. **i**
- Identify risks related to financial, operational, safety, and regulatory compliance **i**
- Consult with professionals (lawyers, accountants, regulatory bodies) to confirm legal requirements **i**
- Develop a risk management plan covering insurance, contracts, and procedures to manage liabilities **i**
- Document compliance requirements in operational procedures or business policies **i**

Add Evidence (Photos, Videos, PDF, etc)

Choose files No file chosen

Mandatory Enrolment Tasks

As part of the enrolment process, you are required to complete the following tasks:

1. Personal Details

This task collects your enrolment information and is also used to locate or automatically verify your **Unique Student Identifier (USI)**.

2. Identification

You will be asked to upload:

- A clear **profile photo**, and
- Clear images of the **front and back of your driver's licence**

This step ensures that the person enrolled is the same person completing the course.

If we are unable to locate your USI, we will use the details from your licence (e.g. first and last name) to help verify your USI registration.

3. Enrolment Terms and Conditions

You must read and **digitally sign** a declaration confirming that you understand and accept the terms and conditions of enrolment.

Part 2 – RPL Tab

This section guides you through the steps of the **Recognition of Prior Learning (RPL)** process:

1. Introduction to RPL

Provides an overview of what RPL is, how it works, and what is expected of you as a student.

2. Self-Evaluation

Allows you to select the specific units you are seeking RPL for, and reflect on your current skills and experience.

3. Upload Evidence

You can upload relevant **work-related evidence** (e.g. photos, documents, certificates) to support your RPL application.

4. Quiz

A supplementary tool used to collect evidence aligned with your selected units.
It may be completed independently or more commonly during an **interview with your trainer**.

5. Current Knowledge Assessment (CKA)

The **CKA** is a flexible tool used to assess your knowledge in real-time. It:

- Identifies strengths and knowledge gaps
- Helps trainers skip unnecessary training
- Ensures focus on areas needing improvement
- Supports efficient task completion using targeted questions

6. RPL Status (*Trainer-Only Section*)

This section is for trainers to:

- Review all submitted evidence
- Conduct interviews
- Make RPL decisions for each unit

It provides a **centralised view** of the student's RPL progress and assessment outcome.

<input type="checkbox"/>	Task	Date Started	Date Completed	Status		
<input type="checkbox"/>	RPL Process					
<input type="checkbox"/>	Introduction to RPL	-	-	Not Started		
<input type="checkbox"/>	Self evaluation	-	-	Not Started		
<input type="checkbox"/>	Upload evidence	-	-	Locked		
<input type="checkbox"/>	Quiz	-	-	Locked		
<input type="checkbox"/>	TRAINER TASK					
<input type="checkbox"/>	BSBESB402 (CKA)	20 Jun 2025	-	In Progress	●	<div style="width: 50%;"><div style="width: 50%;"></div></div>
<input type="checkbox"/>	CPCPCM4011 (CKA)	20 Jun 2025	-	In Progress		<div style="width: 0%;"><div style="width: 0%;"></div></div>
<input type="checkbox"/>	CPCPCM4012 (CKA)	20 Jun 2025	-	In Progress		<div style="width: 0%;"><div style="width: 0%;"></div></div>
<input type="checkbox"/>	CPCPCM4015 (CKA)	23 Jun 2025	-	In Progress		<div style="width: 0%;"><div style="width: 0%;"></div></div>
<input type="checkbox"/>	CPCBC4012 (CKA)	23 Jun 2025	-	In Progress	●	<div style="width: 28%;"><div style="width: 28%;"></div></div>
<input type="checkbox"/>	Trainer Matrix and Assessment	20 Jun 2025	-	Locked		<div style="width: 0%;"><div style="width: 0%;"></div></div>
<input type="checkbox"/>	Trainer Checklist	-	-	Not Started		<div style="width: 0%;"><div style="width: 0%;"></div></div>

Completing Unit Questions

(CKA – Core Knowledge Assessment)

Each **unit of competency** includes a series of knowledge-based questions that you complete as you progress through the course.

Auto-Save Feature

If you begin but don't finish a unit:

- Your progress is **automatically saved**
- You can **log back in anytime** and continue right where you left off

Visual Feedback Snapshot

Once you've attempted the questions, your results will display as a **colour-coded snapshot**:

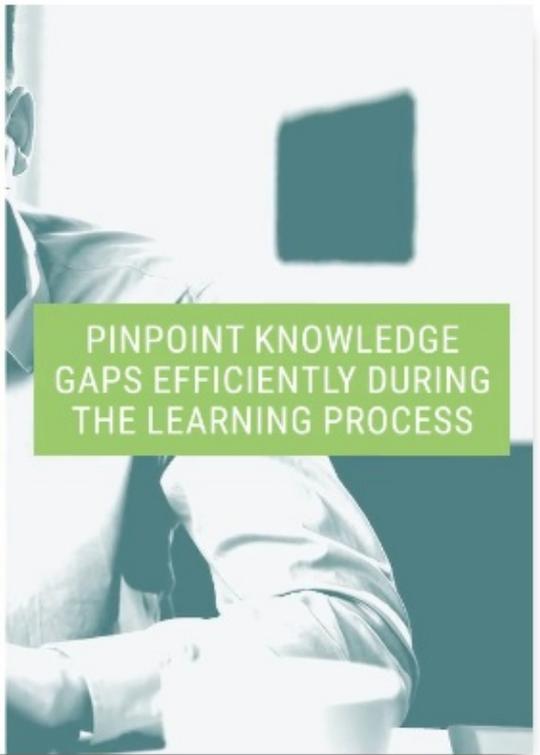
- **Green** = Correct answers
- **Red** = Incorrect answers

This helps you and your trainer:

- Quickly identify any **gaps in knowledge**
- Understand which areas may require **further learning or assessment**

You can then return to the unit to **complete the remaining tasks** or address any incorrect responses.

1	National Safety Standards	Not Started	Incorrect
2	Hand Signals and Construction Industry Terminology	Not Started	Correct <input checked="" type="checkbox"/>
3	Use of Communications Equipment	Not Started	Incorrect
4	Video Response - Identify Faults - Tape Measure	Not Started	Skipped
5	Safety Interpretation - Laser Measuring Tool	Not Started	Incorrect
6	Ruler	Not Started	Correct <input checked="" type="checkbox"/>
7	Tape Measure	Not Started	Incorrect
8	Whole Numbers - Adding	Not Started	Skipped
9	Whole Numbers - Subtracting	Not Started	Skipped
10	Whole Numbers - Multiplying	Not Started	Incorrect
11	Whole Numbers - Dividing	Not Started	Correct <input checked="" type="checkbox"/>
12	Fractions	Not Started	Correct <input checked="" type="checkbox"/>
13	Decimal Numbers	Not Started	Correct <input checked="" type="checkbox"/>
14	Percentages	Not Started	Correct <input checked="" type="checkbox"/>
15	Calculations - Summary	Not Started	Skipped
16	Converting Linear Measurement	Not Started	Incorrect
17	Metric Lengths & Estimation	Not Started	Correct <input checked="" type="checkbox"/>
18	Measurement - Summary	Not Started	Correct <input checked="" type="checkbox"/>
19	Using Ratios	Not Started	Skipped
20	Recognising Angles	Not Started	Skipped
21	Right Angles Including Pythagoras	Not Started	Incorrect
22	Angles - Summary	Not Started	Incorrect
23	Perimeter - Squares, Rectangles, Triangles and Rhombus	Not Started	Correct <input checked="" type="checkbox"/>
24	Circumference	Not Started	Skipped
25	Squares and Rectangles	Not Started	Incorrect
26	Triangles	Not Started	Skipped
27	Circles	Not Started	Skipped
28	Combined Shapes	Not Started	Skipped
29	Area - Summary	Not Started	Skipped
30	Area - Volume	Not Started	Correct <input checked="" type="checkbox"/>



PINPOINT KNOWLEDGE GAPS EFFICIENTLY DURING THE LEARNING PROCESS