



ACIMsolutions

Australian Centre for Investigation, Incident & Management Solutions

Recognition of Prior Learning (RPL)

INFORMATION KIT

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Recognition of Prior Learning (RPL)

Welcome to our :

ACIM Solutions

About Us

ACIM Solutions is a niche nationally accredited Registered Training Organisation Number 41002 that provides high quality and tailored training programs for those working in regulatory and emergency services organisations as well as those performing community-based roles. We are also independently accredited as a Quality Organisation under ISO 9001.

We provide customised training programs for organisations with flexible delivery options via workshop, eLearning, RPL or in blended programs. We are committed to integrating individual organisational needs and align legislative and organisational policy frameworks to achieve the best outcomes for our clients.

We also offer a range of high quality interactive short course programs to develop people management and non-technical skills, available to both organisational groups and individuals. These programs develop a range of skill sets and are applicable to staff working in both the private and public sectors.

What is RPL?

Recognition of Prior Learning (RPL) is an assessment pathway offered by Registered Training Organisations such as ACIM Solutions for individuals to gain a nationally recognised qualification.



Generally, to achieve a qualification you would undertake a training program followed by an assessment process. The RPL pathway is a substitute for the standard assessment process or individuals who have gained the same knowledge and skills through their experience rather than through a training program. This process recognises that experience can be as valuable as undertaking training.

We understand that people acquire knowledge and skills from other training programs (both accredited and non-

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accredited), employment within various industries as well as participation in voluntary, social and recreational activities. By documenting and assessing this experience (or prior knowledge), our assessors may be able to align this experience to competencies in the Australian Qualifications Framework.

In cases where an applicant can supply evidence that aligns completely with the requirements of the unit or qualification applied for, ACIM Solutions can issue the relevant Qualification or Statement of Attainment without the candidate requiring further training /assessment.

Why Should I Undertake RPL Instead of Studying the Course?

You can be accredited RPL for either partial or full qualifications. RPL is not a suitable pathway for everyone looking to gain a qualification. It is suitable for individuals who have knowledge, skills and experience that is at the same or higher level than the qualification outcome. For example, often people who have worked in investigation or compliance roles have extensive practical experience but no formal qualifications. Similarly, many of our clients have many years experience working in the emergency management sector at

leadership levels but do not hold the Diploma or Advanced Diploma of Public Safety qualifications. These people are ideal candidates to undertake an RPL pathway to accreditation.

If RPL is the right option for you then it can have these benefits:

- RPL takes less time than studying.
- RPL is cheaper because you are only paying for assessment, not training assessment.
- Receive credit for the work and other experience that you have already completed.
- Any gap training that may be required can be based on your current role/business.
- Customised assessment to suit your personal circumstances.

What Qualifications are Available for RPL?

All of our Certificate, Diploma and Advanced Diploma qualifications are available through an RPL Pathway. Statements of Attainment (partial qualifications) and individual Units of Competence are also available.

How Does the Process Work?

RPL is simply an assessment process. The main difference to a normal assessment is that instead of supplying a standard set of assessment records (ie. questions, case studies, practical activities and/or projects etc.) which have been pre-mapped to meet the training package requirements; you would be supplying equivalent evidence collected from your own experience. The assessor then maps your evidence to ensure that what you have supplied meets the training package requirements.

| STEPS | PROCESS | DESCRIPTION |
|--------|---|--|
| Step 1 | No Obligation Initial Assessment FREE | Initially you complete our RPL Suitability Assessment which requires you to send through your resume, position descriptions along with any qualifications you hold. The assessor will use this to determine if the RPL process is appropriate for you for either the full qualification or individual units. We then develop a Tailored Learning Plan and provide you a price of the units/qualification that may be eligible for RPL. There is no need to provide all your evidence at this stage as this will be requested if you choose to go ahead with your RPL. |
| Step 2 | Payment | If you elect to proceed with the RPL the enrolment is undertaken. At this stage you are charged a \$250 fee which commences the formalised mapping process. Phone payment by credit card or bank transfer available. Credit card payments attract a 1.5% additional bank fee. |
| Step 4 | Evidence Gathering | Your assessor will provide the RPL kit to you or guidance on the relevant evidence to supply so your evidence can be mapped. Whether this is done through online RPL kits or manually is dependent on the qualification applied for. You should collect and submit as much evidence as possible for the assessor to review. |
| Step 5 | Evidence Mapping | Your assessor will review the evidence that you supplied and map it against the training package requirements. You must be able to demonstrate sufficient, valid, authentic and current evidence against all aspects of the training package in order to be assessed as competent. |
| Step 6 | Additional Evidence Gap Training | Once the mapping has been completed your assessor may find some gaps in your evidence. If this is the case, they will develop a strategy for you to supply additional evidence. This may be supplying work samples, completing projects, undertaking an RPL interview and/or completing other tasks required to collect sufficient evidence. |

| STEPS | PROCESS | DESCRIPTION |
|--------|----------------------|--|
| Step 7 | Final Administration | Once your evidence has been mapped against the criteria and full payment received your Statement of Attainment/Qualification will be issued. |

Confidentiality and Privacy

Please ensure supplied evidence that is sensitive is redacted to protect confidentiality.

How Long Does the RPL Process Take?

The minimum timeframe to complete an RPL is generally 3 – 4 weeks, however this varies depending on the qualification, and the amount of evidence that you supply. Often our assessors require information and verification from third parties which can also take some time.

We may need to request additional evidence several times throughout the assessment process which can extend the overall timeframe, so we ask that you submit as much evidence as possible in the first instance.

We require that RPL evidence must be submitted within 90 days of enrolment to ensure candidates stay motivated and the process continues to move swiftly. There are exceptions to this rule which will be discussed on a case by case basis.

Are These Qualifications Nationally Recognised?

Yes. All qualifications offered by ACIM Solutions are nationally recognised under

the Australian Qualifications Framework (AQF).

What Happens If I Don't Have or Cannot Find Sufficient Evidence?

Our assessors have several strategies for collecting evidence to meet the assessment requirements. In addition to supplying typical RPL evidence we can provide project, case studies, question banks, etc. We can also conduct an RPL interview or competency conversation, obtain third party reports and have various other options.

There are plenty of options which your assessor can discuss with you based on your individual circumstances.

What Support is Available to Complete the RPL Process?

You will be provided with their direct contact details for your assessor. You will be able to contact them by phone, email, and in some cases in person.

Can I Get a Refund if I Am Not Eligible for the Qualification?

There is no cost for the initial assessment which will give you an indication of your suitability to undertake the RPL assessment.

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If you commence the formal RPL assessment you will be required to pay a minimum 50% deposit to cover the time for our assessor(s) to review your evidence. This deposit is not refundable. If you have paid in full and are deemed unsuitable for RPL at this point we will refund all fees paid excluding the 50% deposit.

International Qualifications and Overseas Work Evidence

All evidence for an RPL assessment needs to be valid, authentic sufficient and current.

International qualifications and work experience gained outside of Australia that meets these requirements can be considered as RPL evidence. Please note that the evidence must be in English for us to determine its validity and must be from a source that we can contact to verify authenticity.

If you are unsure, submit the evidence as part of the no-obligation initial assessment and the assessor will provide some feedback regarding the suitability of the evidence

RPL Testimonials

I would like to thank ACIM for taking the time to assist me in the process to get my qualification. It made the process much easier and I appreciated the advice about applying for jobs in the future in the regulatory sector.”

Michael K, former NSWP

I found the RPL process really straightforward to follow. I got really good advice on what evidence to gather for my application and they worked me with the whole way to achieving the qualification.”

*Jason F Investigator,
Safety Regulatory role*

RPL

“Thank you for working with me to complete my RPL application. I found the 1:1 support and assistance through the process invaluable.”

*David M,
Investigations Manager*

“I found the ACIM RPL process to achieve my Diploma of Government Investigations very easy to navigate. The team were helpful in identifying areas of my work that would meet the evidence requirements and guiding me in gathering the relevant information. I would highly recommend their personalised approach.”

James, Compliance Manager,
State based Regulatory Authority