

ACIMsolutions

Australian Centre for Investigation, Incident & Management Solutions

Recognition of Prior Learning (RPL)

INFORMATION KIT



NATIONALLY RECOGNISED
TRAINING



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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 only pathway offered by Registered Training Organisations such as ACIM Solutions for individuals to gain a nationally recognised qualification.

We understand that people acquire knowledge and skills from other training programs (both accredited and non-accredited), employment within various industries as well as participation in voluntary, social and recreational activities.

RPL is suitable for individuals who have knowledge, skills and experience that is at the same or higher level than the qualification outcome. You can be accredited RPL for either a single unit of competency, for multiple units or for a full 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 training process for 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.

By asking you to document your experience and knowledge, our assessors can then review this against the unit requirements and make their assessment judgement based on this. ACIM Solutions can then issue the relevant Qualification or Statement of Attainment without the candidate requiring further training /assessment.

Why should I undertake RPL instead of completing training and assessment?

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

- RPL takes less time than studying.
- RPL is cheaper than the training/assessment pathway.
- 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 about Credit Transfer?

Credit transfer is recognition that you've previously completed a unit of your course through a VET or higher education, including ACIM Solutions or other providers. This means you will not need to complete this unit of study again.

You must provide evidence that you've previously completed the unit by providing your qualification certificate or transcript, statement of attainment or your USI transcript. We will verify that you hold the unit.

What is available for RPL and Credit Transfer?

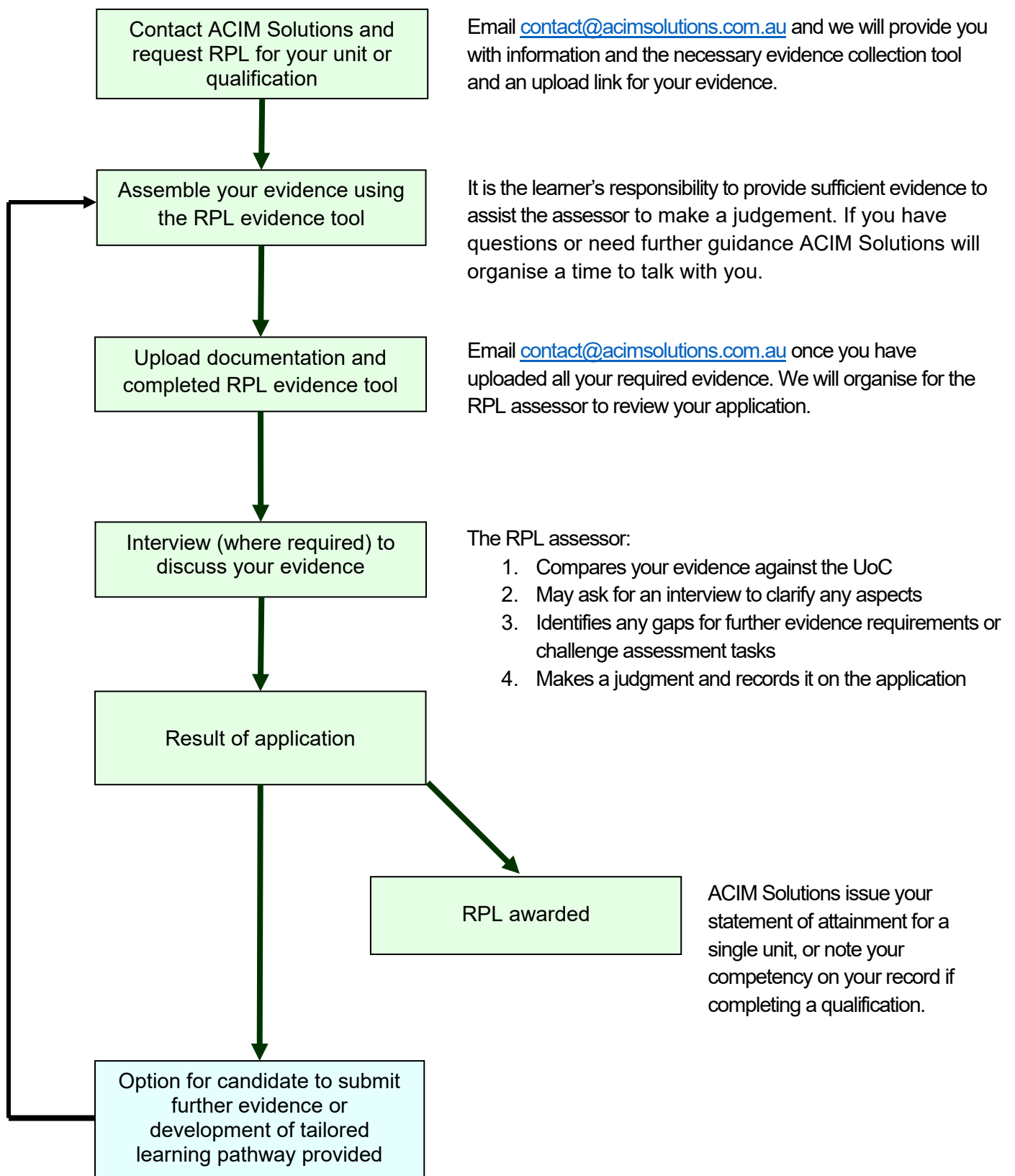
All of our individual units, Certificate IV, Diploma and Advanced Diploma qualifications are available through an RPL Pathway and can use Credit Transfer. The only restriction is you cannot gain a full qualification through Credit Transfer alone.

How does the process work?

Instead of completing the training activities and assessment tasks for the program (ie. questions, case studies, practical activities and/or projects etc.) you will instead supply 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.

The table below explains the RPL process step by step.



What support is available to complete the RPL process?

You can email or call us with any questions you have about the RPL process and what you need to do. We will answer your questions and if needed organise a phone call or videoconference with someone to help you.

Completing the RPL evidence tool is the responsibility of the student.

Choosing your evidence

Evidence needs to demonstrate currency of knowledge and skills. **Because of this, your evidence must include relevant experience within the last 5 years.**

We often work with government organisations and organisations that deal with sensitive issues. Please ensure supplied evidence that is sensitive is redacted to protect confidentiality and that you have appropriate permissions to share documents as evidence. All evidence is kept securely and only accessed by those required to as part of the assessment review process.

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.

For credit transfer, please provide a copy of your qualification or statement of attainment. We will contact the RTO or use other methods to verify the authenticity of your certification. Alternatively, please allow ACIM Solutions access to your verified National VET Transcript that lists the qualification or unit/s. You can do this by:

1. Logging into your USI account via the USI Student Portal.
2. Select Provide Your USI.
3. Scroll to Set up access to your USI account / Permissions.
4. Select Add Organisation and enter the ACIM Solutions (RTO #41002) to search.
5. Select Add.

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 number of units 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 map and submit sufficient evidence as best as possible in the first instance.

What happens if I don't have sufficient evidence?

Our assessors have strategies for collecting evidence to meet the assessment requirements that are suitable for overcoming small gaps in your RPL application. The assessor may ask you to complete a challenge assessment, e.g. a work product, case study, question set, etc. to help overcome gaps of evidence or to show currency of skills.

If you do not have sufficient evidence and it is greater than what can be covered by a challenge assessment, the assessor will deem you Not Yet Competent for the unit, and advise that you will need to complete the unit via our training and assessment pathway.

Can I get a refund if I am not successful?

We offer an obligation free initial review and consultation for RPL at no cost to students. If you are unsure if you are a suitable candidate for RPL we strongly recommend you contact us to discuss the best pathway for you before you register.

If you commence the formal RPL assessment process, **you will be required to pay the RPL fee for your unit/s.**

This fee is **not refundable if your RPL assessment is found to be Not Yet Competent.** You can transfer to the training and assessment pathway to finalise your unit. This will have a **gap fee to change to this standard pathway.**