
LAYSPAYING

RPL Pathway

This guide requires you to record your prior skills and knowledge in detail against the units of competency you wish to be assessed in. The guide is designed to assist you to prepare your application.

As RPL is a form of assessment without you undertaking the training. **It is up to you** to provide sufficient evidence for the Assessor to make an evaluation. Agforce Training will support and guide you through this process. Please take time to complete the application fully and provide sufficient, valid, authentic, and current evidence.

This RPL process is broken into several steps:

Step 1 - Enrolment

Please complete the online enrolment form and the RPL pathway self-assessment to finalise your pre-training review. An RPL assessor will analyse your submission and contact you to provide the RPL application and evidence kit.

Step 2 – Submission of RPL application and evidence

Candidate completes & submits the Application Kit, together with a portfolio of evidence.

The kit contains:

- General information about you
- A place for you to record your evidence
- Self-Assessment.

Once the Assessor receives this information back from you, they will review your submission and contact you to move into the next section.

Step 3 – Practical observation (submitted via video)

An Assessor will view practical observations to allow you to demonstrate your practical skills.

Step 4 – Competency Conversation (Verbal assessment)

After the practical demonstration and the evidence submission, an Assessor will conduct a Competency Conversation to confirm your knowledge.

Step 5 – Assessment Evaluation

The Assessor will consider all information gathered to form a decision regarding the competency of the Candidate. The following will be used to come to an overall decision:

- ▶ RPL Candidate Application Kit
- ▶ Attached information & documents verifying your skills and experience - references, licenses, certificates, resume/employment history, etc.
- ▶ Practical Observation Assessment
- ▶ Competency Conversation with Assessor

