



RECOGNITION OF PRIOR LEARNING

Understanding Recognition of Prior Learning (RPL)

RPL is one of the ways ACMS can formally acknowledge the skills, experience and knowledge you have gained through formal or informal training, education, work experience, general life experience or a combination of any of these.

RPL is an evaluation process that looks at your non-formal and information learning to determine how well you currently meet the learning outcome required by a unit of competency. If you are able to demonstrate that you already meet a unit of competency outcome through a RPL process, you will not have to repeat or undertake further training in that area.

The other way ACMS can provide you with recognition for units of competency within this qualification is through National Recognition – that is if you have completed exactly the same unit of competency with another RTO in Australia. If this is a form of recognition you wish to be provided with more information on, please contact us before you go any further with your RPL application.

RPL is available for the Certificate III in Early Childhood Education and Care course. It is NOT available for the AMI Montessori Assistants Certificate or AMI Montessori Diploma courses.

If you have completed a qualification overseas and wish to gain recognition for this learning please contact Australian Education International through the National Office of Overseas Skills Recognition (AEI-NOOSR). ACMS is not able to automatically recognise your overseas qualification; you must undertake the RPL process to have your skills and education recognised.

Advantages of RPL

RPL allows you to:

- complete a nationally accredited qualification in a shorter period of time and at less cost
- not have to repeat or waste time learning what you have already learned
- increase your career and education options through recognised skills and knowledge
- fairly access studies that you wish to undertake

You can apply for RPL for one or all units of competency within a qualification.

RPL Assessment Results

There are only two possible results for a RPL assessment:

- Competent (C)
- Not Yet Competent (NYC)

You will receive a 'C' result if you have clearly demonstrated to your assessor that you have the current skills and knowledge as identified in the relevant unit(s) of competency.

You will receive a 'NYC' result if your evidence is incomplete (i.e. addresses some but not all of the skills and knowledge requirements as identified in the unit(s) of competency that you are applying for). If found NYC, your assessor will provide you with specific feedback as to the reasons for the result and what gaps were identified. Your assessor will discuss options to address these gaps.

RPL Costs

RPL is \$150 per unit of competency which must be paid prior to evaluation taking place.

If you do not achieve 'C' for the units you have applied for, the RPL fee is not refundable as you are paying for our assessors to evaluate your current level of skill and knowledge against the unit of competency requirements. Those students who do not meet the requirements for the qualification may choose to undertake training and assessment for outstanding units of competency, paying the applicable fees for each unit.

RPL Application Process

If you think you may be eligible for RPL for one or more units of competency within the Certificate III in Early Childhood Education and Care qualification, you can either send a request for the RPL Information Kit or we will send you the kit if you have indicated you wish to apply for RPL on a course Application Form already submitted.

The RPL Information Kit contains the following documents:

- RPL Handbook (this document)
- Candidate Information Form
- Candidate Guide
- Course Brochure
- Course Application Form

You will send back the following:

- Completed Course Application Form indicating you wish to apply for RPL
- Evidence of payment for the \$200 Application Fee
- Evidence of payment for \$150 RPL Fee per unit of competency you are applying for RPL
- Completed Candidate Information Form

Documentation may either be emailed to info@montessoristudies.org or posted to:

Australian Centre for Montessori Studies
3 Myoora Road
Terrey Hills NSW 2084

A confirmation email will be sent to confirm ACMS has received your application, along with receipts for payment of your fees.

Please note ACMS does not take responsibility for missing email or mail. We recommend you keep copies of all documentation and confirm their receipt. Your application will not be processed until all the documents and requirements above have been received.

RPL Process

Step 1 – Initial Interview

- Assessor and candidate participate in an initial interview, planning and initial document review session
- The assessor prepares a draft RPL Assessment Plan and finalises it with the candidate during the interview. The plan is used to document the intended steps in the RPL process and is updated throughout.
- During the interview, the candidate is given the Candidate Self-evaluation Tools. The assessor discusses how the candidate can document their knowledge and skills against workplace tasks and what evidence may be provided
- A Workplace Representative Form is given to the candidate so that a workplace representative can verify candidate performance
- After the Candidate Self-evaluation Tools are returned, the assessor considers evidence from initial interview and verified self-evaluation and advises the candidate

Step 2 – Competency Conversations

- Assessor and candidate participate in competency conversation interviews, completing Competency Conversation Recording Tools

Step 3 – Workplace Assessment Tasks

- Candidate demonstrates workplace assessment task(s) observed by the assessor
- The candidate is given Workplace Assessment Tasks: Instructions for the Candidate which provide instructions on the workplace assessment task requirements and the criteria for assessment
- During the workplace assessment, the assessor completes Workplace Assessment Tasks: Observation Tools

Step 4 – Third Party Reporting

- Workplace representative completes Third Party Report where further verification of specific candidate skills or knowledge is required as determined by the assessor

Step 5 – RPL Document Finalisation

- Assessor finalises RPL assessment decision, recorded in the RPL Assessment Outcomes Form
- Assessor gives candidate feedback on outcomes and options

If you are deemed as competent you will receive a Statement of Attainment (SOA) providing all RPL fees have been paid in full and you can continue with the qualification and enrol for the units you did not undertake an RPL process for.

RPL is available for the 14 units of the course delivered by ACMS, and not the HLTAID004 Provide Emergency First Aid Response in an Educational and Care Setting Unit which must be done externally.

Assessment Appeal

If you have not provided sufficient evidence and have been deemed NYC and do not agree with the assessment decision you can appeal the decision by accessing the assessment appeal process as outlined in the Student Handbook.

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