

Recognition of Prior Learning (RPL)

TIV is able to undertake RPL assessments in the qualifications listed below

Recognition of Prior Learning (RPL) Qualifications
Certificate III in Bricklaying/Block Laying (CPC30111) Certificate III in Carpentry (CPC30211) Certificate IV in Building and Construction (Building) (CPC40110) Certificate IV in Building and Construction (Estimating) (CPC40308) Certificate IV in Building and Construction (Site Management) (CPC40508) Diploma of Building and Construction (Building) (CPC50210)

Information for RPL Candidates

The following questions will assist candidates in deciding whether they may be eligible to apply for Recognition of Prior Learning:

- Have you been working in the Building and Construction industry?
- Have worked for example as a bricklayer, carpenter, builder, or site manager etc. but do not have the formal qualifications?
- Are you seeking RPL to obtain this Qualification?
- Can you supply information such as photos; documents; third party validation etc. to verify your experience? (Please note that all of these forms of evidence and more may be required to complete your RPL request).

Depending on the industry in which the candidate may have worked, they may or may not have documentary evidence readily available. This should not deter them from seeking RPL as the Assessor will work with them during the RPL process.

Candidate RPL Application Procedure

Candidates may apply directly to TIV to have their prior learning recognised in order to attain a qualification. Alternatively, applicants for courses at TIV will be advised about Recognition of Prior Learning (RPL) at enrolment. The responsible enrolment officer will ensure that any interest or potential for RPL is identified.

Irrespective of the form of entry, all RPL candidates will complete the candidate information and application form and lodge it with the Administration Department together with their initial payment. See the Fees table on the TIV website.

Once the application and payment processes are complete the Administration Department creates the candidate's RPL file and allocates it to the relevant RPL Assessor. The Assessor will supply the RPL Kit to the applicant on their first visit.

The applicant works through the RPL Kit and gathers evidence to support prior learning. Documents that may be required include but are not limited to:

- Any licenses;
- Blue Card / Red Card/ White Card (OHS construction induction card);
- Brief CV / resume or work history;
- Certificates/results of assessment related to your job skill;
- Indentures/trade papers;
- Certificates/results of assessment – interstate/overseas;
- Certificates/results of assessment – universities;
- Results/statement of attendance/certificates – vendor training courses;
- Results/statement of attendance/ certificates – in-house courses, workshops, seminars, symposiums;
- Results/statements of attendance/ certificates – club courses e.g. first aid, officials, surf lifesaving, etc;
- Tickets held e.g. forklift, crane, etc.;
- Photographs of work undertaken (you are required to be in the photos);
- Diaries/ task sheets/ job sheets/ log books;

- Site training records;
- Site competencies held;
- Membership of relevant professional associations;
- Hobbies/interests/special skills outside work;
- References/letters from previous employers/supervisors;
- Industry awards;
- Business cards with company name, your name and position;
- Union ticket (CFMEU); CBUS; INCOLINK; COINVEST letters, membership showing your occupation, period of time being employed in the role;
- Any other documentation that may demonstrate industry experience.

Applicants will also need to provide contact details of two referees who can confirm the applicants' industry skills in context and over time.

Applicants submit their completed RPL Kits to the Assessor for review.

Once the RPL Kit review is complete, the RPL Assessor will arrange an interview with the applicant to further assess the applicant's skills and experience and to determine the applicant's competency for each individual unit by mapping evidence against the performance criteria for each unit of competence.

RPL Assessment Outcomes

Where the candidate has been assessed through the RPL process as described, the outcome will be either:

- RPL Granted: or
- RPL Not Granted

Where the candidate has been assessed on the basis of 'Gap Training' provided, the outcome will be either:

- Competent C: or
- Not Competent N C