

EATC RPL policy and procedures

What is Recognition of Prior Learning (RPL)?

We recognise that education agents may have a range of work experience, skills and formal qualifications that are related to international education.

This means that some agents:

- may be able to provide evidence that they meet all of the performance criteria for the EATC.
- will not need to complete the formal assessment test. Also, note that RPL candidates can continue to access the online learning materials.

How can you apply for RPL for a subject?

These are the steps involved in obtaining RPL:

1. Complete the EATC [Online Registration form](#).
2. After sending us a written request, you will receive the RPL Self-Appraisal Kit by email.
3. You need to complete this kit and submit it by mail for assessment. You also need to pay an assessment fee of \$400.00 by credit card, bank transfer or cheque before the assessment commences.
4. You will be notified of the decision within four weeks of receipt of the documents and payment.

The RPL Self-Appraisal Kit

The Kit consists of:

- An explanation of the RPL process;
- Specific details relating to the performance criteria for each unit of competence that comprises the EATC. Each performance criteria is accompanied by an evidence guide and a checklist for you to complete.
- A checklist relating to workplace skills and attributes

RPL Evidence

The RPL assessment process complies with AQTF Essential Standards for Registration 2007, Standard 1.

You need to provide evidence that you have met the performance criteria for the two units of competence such as:

- A third party/supervisor can verify you can demonstrate competence;
- Responses to questions from your assessor;
- Written personal statements that you have achieved competence;
- Documentary evidence that you have achieved specific areas of competence.
Some example documents are as follows:
 - Formal qualifications in areas covered by the EATC course material;
 - Policy and procedures documents;
 - Records completed or signed off by candidate eg. incident forms, messages, notes, emails, letters, file notes monitoring events, checklists etc;
 - Minutes/notes of meetings, interviews, consultations written/approved by candidate;
 - Own and staff performance reports related to incidents/issues responses;
 - Written reports developed in relation to issues/incidents;
 - Network contacts lists developed for referral contacts (containing names, addresses, phone numbers, functions etc.); or
 - Testimonials of clients, co-workers or other relevant stakeholders with respect to management and resolution of incidents/issues.
- A signed record of observation that you have demonstrated competence in the workplace. For example:
 - Verification by managers or other stakeholders on how efficiently and effectively the work role is performed;
 - Managing own and other people's behaviour in an incident/issue/event, i.e. providing personal input into the resolution process, and supporting other involved stakeholders in terms of:
 - how the initiative was used,
 - how timely and appropriate were the responses, and
 - how controlled was the candidate in the situation.
 - Participation in work processes, and ensuring the support of involved persons, eg. through debriefing processes and adequate resource provision;
 - Following the organisation's continuous improvement process with respect to policy and procedures development; or
 - Ensuring the resolution of issues/incidents, including sign-off.

RPL Assessment

When you have submitted your complete RPL Self-Appraisal Kit and checklist, the EATC Manager may request that you submit documents for verification.

If gaps are identified in the evidence you provide, then you may be asked to:

- consider alternate forms of evidence; or
- undertake the EATC formal assessment test.

The RPL Assessment can happen at any time during the year.

Two situations are possible:

1. If the RPL Assessment is successful, then you will obtain the Certificate of Completion and your name will be listed on our QEAC database.
OR
2. If the RPL Assessment is not successful, then you will continue to access the course material.

Recognition of Other Qualifications

IES also recognises the AQF Qualifications and Statements of Attainments issued by other registered training organisations (RTO's).

Recognition of Prior Learning (RPL) fees

Education Agents can apply for RPL if they believe that they can provide clear evidence that they have met all the competencies for the Units of Competence BSBIND302A and BSBEDU301A.

Candidates may peruse the RPL documents and the self-assessment kit at no cost. Candidates who choose to complete the RPL process are liable for an assessment fee of \$400.00.

Should the candidate be deemed 'not competent' they may continue to access the EATC course materials at no cost. Subsequent attempts at the RPL assessment or the Formal Assessment test will incur an assessment fee of \$400.00