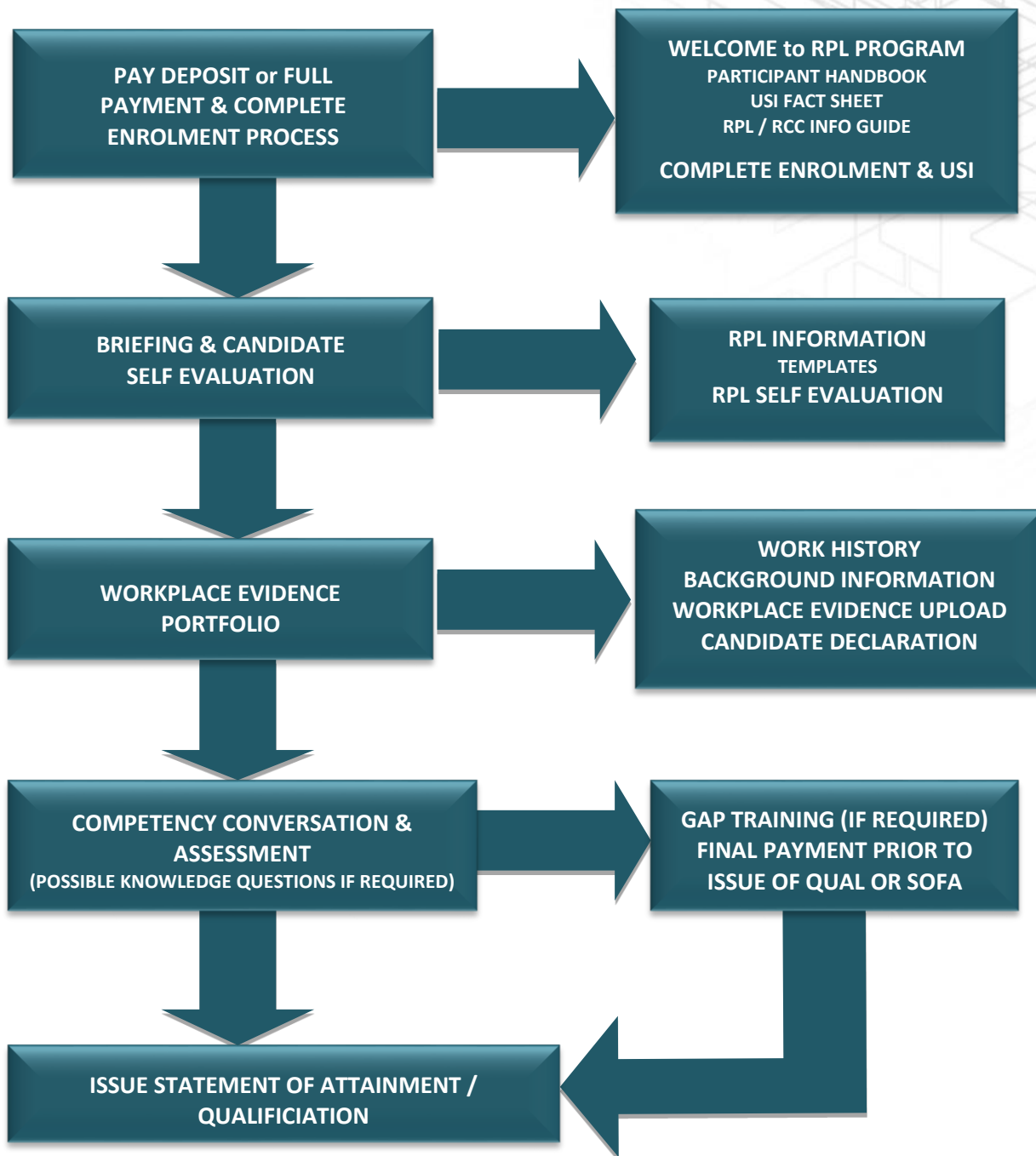


# RPL ASSESSMENT PROCESS STEPS



## STEP 1 CANDIDATE PAYMENT & ENROLMENT PROCESS

Go to the following link for the **ALA Training Portal** - <http://training.australasianleadership.com/rpl> and choose your program.

The screenshot shows the Australasian Leadership Academy website. At the top left is the logo with a tree and the text 'AUSTRALASIAN LEADERSHIP ACADEMY'. A 'LOG OUT' button is in the top right. Below the header is a navigation bar with 'HOME' and 'MY COURSES'. The main content area is titled 'RPL / RCC PROGRAMS'. It features two program cards. The first card is for the 'Diploma of Leadership & Management - RPL / RCC - \$1500.00'. It includes a photo of a group of people, a list of bullet points describing the program, and an 'Enrol Now' button. The second card is for the 'Diploma of Project Management - RPL - RCC - \$1500.00'. It includes a photo of two people looking at a document, a list of bullet points, and an 'Enrol Now' button. Both cards also feature the 'NATIONALLY RECOGNISED TRAINING' logo.

Click the **“ENROL NOW”** button to **pay the deposit or full payment (Total Fees = \$1,500)**, then complete each stage of the **enrolment & RPL process**.

Once payment is completed, you will have access to the **RPL / RCC Application Instructions and Tools**. Each stage will automatically unlock as you work through and complete each task.

My Courses / Dip PM - RPL / RCC

### DIPLOMA OF PROJECT MANAGEMENT - RPL - RCC

The screenshot shows a course dashboard for the 'DIPLOMA OF PROJECT MANAGEMENT - RPL - RCC'. At the top, a yellow banner contains a 'Payment Required' message: 'Payment Required This course requires payment.' with a 'PAY NOW' button. A red box highlights this message, and a red arrow points to it from the text 'Locked tabs will be open in sequence on receipt of payment & completion of each section'. Below the banner is a list of course sections, each with an icon and a 'LOCKED' button. A red box highlights the 'LOCKED' buttons for all sections, and a red arrow points to it from the same text. The sections are: 'Welcome to Dip PM - RPL Program', 'Enrolment Process - Diploma of Project Management', 'RPL Information - Dip PM', 'RPL Self Evaluation - Dip PM', 'Work History', 'Background Information & Relevant Experience - PM', 'Workplace Evidence Upload - Dip PM RPL', and 'Candidate Declaration - RPL'.

Download and review all the attachments in your **“Welcome to RPL Program”** link. Your receipt will be available to download on payment....

	Welcome to Dip PM - RPL Program	START
	Enrolment Process - Diploma of Project Management	LOCKED
	RPL Information - Dip PM	LOCKED
	RPL Self Evaluation - Dip PM	LOCKED
	Work History	LOCKED
	Background Information & Relevant Experience - PM	LOCKED
	Workplace Evidence Upload - Dip PM RPL	LOCKED
	Candidate Declaration - RPL	LOCKED
Knowledge Questions may be unlocked if additional information is required by the assessor		
	Dip PM Knowledge Questions	LOCKED
	Receipt - Invoice ALA2433 Enrolment - Dip PM - RPL / RCC	RECEIPT

Complete the **Enrolment Process & USI** – if you don’t have a Unique Student Identifier (USI), you can apply for one during the Enrolment Process.

### STEPS 2 & 3 BRIEFING, SELF EVALUATION & WORKPLACE EVIDENCE PORTFOLIO

In order to apply for the RPL process, you must be able to provide evidence to prove that you are competent against the element/performance criteria for the relevant unit(s). It is not enough to state that you have the skills and knowledge required to demonstrate competence.

The process requires you to complete each of the following sections:

- **RPL Information** – guides and templates to help you complete the application
- **RPL Self-evaluation** – allows you to review your competence and select the units you wish to apply for RPL
- **Work History** – complete details of your work history online or provide a concise CV / resume
- **Background Information & Relevant Experience**
- **Workplace Evidence Upload**
- **Candidate Declaration**

DIPLOMA OF PROJECT MANAGEMENT - RPL - RCC

	Welcome to Dip PM - RPL Program ✓ Completed on 12th July 2016 at 4:56 PM	DONE
	Enrolment Process - Diploma of Project Management ✓ Completed on 12th July 2016 at 4:56 PM	DONE
	RPL Information - Dip PM ✓ Completed on 12th July 2016 at 4:58 PM	DONE
	RPL Self Evaluation - Dip PM ✓ Completed on 12th July 2016 at 4:58 PM	DONE
	Work History ✓ Completed on 12th July 2016 at 4:58 PM	DONE
	Background Information & Relevant Experience - PM Awaiting Mark	CONTINUE
	Workplace Evidence Upload - Dip PM RPL ✓ Completed on 12th July 2016 at 5:01 PM	DONE
	Candidate Declaration - RPL ✓ Completed on 12th July 2016 at 5:01 PM	DONE
Knowledge Questions may be unlocked if additional information is required by the assessor		
	Dip PM Knowledge Questions	LOCKED

The **Evidence Portfolio Guide** provides examples of documents you may be able to provide to demonstrate your knowledge, experience and ability in the workplace for each unit identified.

The **Workplace Evidence - Upload** section is where you will upload as much information regarding your previous skills and experience in your industry, as you can.

Your assessor may also require some additional knowledge questions for you to elaborate on each of the units.

#### **STEP 4      COMPETENCY CONVERSATION & ASSESSMENT**

After review of your Workplace Evidence Portfolio, your Assessor will contact you to arrange a suitable time to participate in an interview / competency conversation to elaborate on your evidence. This conversation allows you to demonstrate your underpinning skills and knowledge of the competencies and how you apply them in your work.

Additional evidence required, or any gaps, will be identified during this discussion and you will have time to re-submit these or discuss further training options to fill in any gaps.

#### **STEP 5      RESULTS**

After your final assessment, the Assessor determines whether or not you are competent. If you are deemed competent for the unit(s), you will not be required to submit further work FOR THE APPROVED UNIT(S).

If you are not deemed competent, your Assessor will discuss the options with you and assist you in achieving competency.



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Registered Training Organisation - RTO ID # 41012