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FTTA

Fast Track Training Australia

Recognition of Prior Learning

Information Pack



Phone 1300 858 191

Visit www.ftta.com.au email: info@ftta.com.au
RTO 52215

Contact Details

Email

info@ftta.com.au

Phone

1300 858 191

Web

www.ftta.com.au

Postal Address

PO Box 26
Northbridge WA 6865

Perth Campus

L2, 15/139 Newcastle Street
Northbridge WA 6000

Office Hours

Monday - Thursday

9:00am – 4:00pm

Friday

9:00am – 1:00pm

RTO Registration Code

52215



Did You Know!

FTTA was the first provider in Australia approved to deliver the Nationally Recognised CHC30213 Certificate III in Education Support and CHC40213 Certificate IV in Education Support. We were also the first in WA and the second in the country approved to deliver the Certificate III in Early Childhood Education and Care.



High Graduation Rate

FTTA has an exceptional graduation rate which ranges from 80-90% of participants who begin the course. This is well above the national average of 35% according to the National Centre for Vocational Education Research.



Dedicated Support Services

FTTA is one of the few organisations employing full-time dedicated Engagement Officers who have the sole responsibility of assisting and supporting students.



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Trainers and assessors who work at FTTA are of the highest level of experience and knowledge. They are experts in their field and know the local industry like the back of their hand. They undertake ongoing professional development activities and are often active in the industry. They have years of experience to draw on and are friendly, supportive and here to help.

Distance courses are great for busy people. The same expert assistance from friendly trainers only an email or phone call away yet the benefit of studying at a time that suits you. Book one on one sessions if you get stuck! What could be better than that!

FTTA is a Registered Training Organisation 52215 and complies with the Standards for RTOs 2015 and the Australian Qualifications Framework. What does this mean? High quality services from a reputable company you can trust.

At FTTA our students always come first. Each student is allocated a trainer who can help with everything from admin, assessment and work placements. Students can contact their trainer by email and phone or even book tutorials. We don't expect you to go at it alone.

Ever completed a course and found your teacher just didn't know that much, or didn't seem to care? At FTTA we work hard to support students and employ only the highest calibre trainers and assessors. You can be assured that your trainers know their stuff.

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What is Recognition of Prior Learning?

RPL or Recognition of Prior Learning is a way for students to have their existing skills and knowledge recognised. In simplistic terms, this means a student shows that they are competent in a unit and can therefore complete a qualification much faster. RPL is generally quicker, easier and cheaper.

RPL is assessment only. This means that there is no training involved – students go straight to demonstrating competence and are not 'taught' anything by the assessor. This is why RPL is much quicker.

For example, Sarah has worked as an education assistant for 6 years and enrolls in the Certificate III in Disability. She is a good candidate for RPL as she probably already knows everything from the course due to her experience and previous courses and seminars. Because of this, there is no reason to complete the entire course which can take many months. RPL is more appropriate for Sarah and can be completed in 10-20 hours. The time to complete RPL can vary and is generally completed over a period of time (a few hours per week).

As part of your RPL program, your assessor needs to collect evidence showing that you are competent (we can't just read a resume and hand out a certificate). Your assessor will need to speak to one or more supervisors or colleagues as well as ask them to complete a Third Party Report. Depending on the course, there is usually a workplace visit.

Many students complete most of the activities verbally with their assessor. There are no essays, reports, large and extensive portfolios or other tedious and time consuming requirements. We try to make RPL as easy as possible. If you think you are eligible for RPL please speak to one of our student advisers on or before enrolment.



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RPL Most Common Questions

1. What is RPL?

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Standards for Registered Training Organisations (RTOs) 2015

2. What does that mean in simple terms?

RPL or Recognition of Prior Learning is a way for an individual to have their existing skills and knowledge recognised formally. In simplistic terms, this means an individual shows that they are competent in a series of units and can therefore be granted the qualification without actually “completing” the qualification per se.

For example, Sarah has worked as an education assistant for 6 years and enrolls in the Certificate III in Disability. She is a good candidate for RPL as she probably already knows everything from the course – because of that, there is no reason to complete the entire course which can take hundreds and hundreds of hours. RPL is more appropriate for Sarah.

3. Are there still assessments in RPL?

Yes. However it is not as hard as you may think. As part of your RPL program, we need to collect evidence showing that you are competent (we can't just assume and hand out certificates). This involves visiting you in the workplace to observe you working in certain situations. Your assessor will also want to speak to one or more supervisors or colleagues as well as ask them to complete a Third Party Report. There are also short



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answer questions and some other activities which are often done in your own time, with your trainer or in groups.

Many students complete most of the activities verbally with their assessor. Certainly there are no essays, reports, large and extensive portfolios or other tedious and time consuming requirements. We try to make RPL as easy as possible.

4. How long does RPL take?

It depends on the person and how the program is structured. In general, we advise that there are 6-10 sections for each program. The workplace observation will often take one or more visits to observe you in the workplace and takes anywhere from a few minutes to a full day. The theory parts can take an hour to several hours per section depending on what you know and how well you know it.

For example, one question might be to list how many hazards you can see in the classroom which may take one person 60 seconds and another person 6 minutes. Most programs take 10-20 hours in total however it could take much longer or it could be much quicker.



5. What is the best way to complete the program?

The best way to complete the program is to attend a workshop. We offer regular workshops in Mandurah, Perth and in workplaces and even run workshops on weekends. These one day workshops are designed to cover all the requirements of the program especially the hard tricky parts. Candidates then finish off the program at home (write up answers, collect evidence such as Third Party Reports etc.).

Alternatively, you can speak to your trainer over the phone or by email as often as needed and complete the program on your own (note that a workplace observation is mandatory). Many students alternatively see their trainer for shorter 1 – 2 hour sessions (groups of 2-4) every week or so.



6. How many people do RPL?

For people already employed in industry and who need formal qualifications, RPL is very popular. Many schools for example, enrol dozens for staff in RPL at one time so that they know that all of their EAs are fully qualified. Very few people enrol in RPL unless they are existing workers with experience. Experience is the key to RPL however it should be taken with a grain of salt – having done the same tasks over and over again for many years doesn't necessarily mean the individual is competent at that task compared to the industry standard (although almost always that is the case).

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7. I heard RPL means I fill in paperwork and get given a certificate?

Unfortunately there are some providers who have done this in the past however it is illegal and criminal charges can be brought against a provider who does not adhere to the Standards for RTOs 2015 which is federal legislation. In fact, you may have heard that in some instances recently, students were required to hand back their qualifications as it was found that they were not assessed properly.

When issuing a qualification, we must ensure that all candidates have the necessary skills and knowledge to be deemed competent in each unit – to do that we need to see evidence of those skills and knowledge.

8. What if there are parts that I don't know?

You may come across questions where you do not know the answer off the top of your head. This is common and is nothing to worry about in most cases. You cannot be expected to know absolutely everything all of the time and to have a perfect memory. What you do need to be able to do is find out the answer and then demonstrate that to your trainer.

In some cases, you may need to undertake additional gap training such as reading through a chapter of your learner guide or watching a class lecture recorded online. This is outside the scope of the RPL program (as technically with RPL you enrolled as you already know everything) however it is a free service that FTTA offer all students.

9. What course should I enrol in?

Generally, we advise students to enrol in the lowest level qualification and to then move up to the next afterwards. There is nothing wrong with completing the lowest qualification (Certificate III level is the most popular) and then completing a Certificate IV a few months later. This has many positives such as consolidating existing skills and knowledge, ensuring there are no gaps in your professional practice and means you are less stressed and frustrated which may come with trying to complete courses that may be out of your current ability levels.

10. How do I enrol?

There are three things that you need to give us in order to enrol. Firstly we ask for some evidence of your current experience and training. This is usually a payslip, resume, letter from colleague or supervisor, certificates etc. We need to ensure that only eligible participants are granted entry into the RPL program. A staff member will review your documents usually within a day or two (please send to info@ftta.com.au).

Secondly we will need an enrolment form including USI and finally payment of your fees or a purchase order from your workplace. You will then be allocated a trainer/assessor within a few days who will contact you by phone



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to get you started. You will receive an Acceptance Letter by email which is your formal acceptance into the program and contains all the necessary information such as contact details of your trainers.

11. What resources am I supplied with?

RPL is technically an assessment only pathway which means you do not 'learn' anything and simply demonstrate that you are competent against each unit by completing certain tasks. However, FTFA supply all students with revision materials for free which are posted or picked up. In most cases, revision material is in the form of a Learner Guide and all program requirements printed in hard copy for ease of use. Program Requirements can also be emailed to candidates who request soft copies.



12. Can I enrol if I am residing in a regional or rural area?

Absolutely you can! We have students from all over Australia completing RPL programs in metro, rural and regional areas.

FTFA is committed to offering educational solutions to students and industry regardless of whether you are employed in a regional or rural area. There are however additional requirements simply due to the issues with assessors visiting candidates in the workplace.

As an alternative, candidates seek permission from clients and workplaces to film evidence from the point of view of the assessor just as if the assessor was there by their side. For example, education assistants, obtain permission for one or more groups of children to be filmed while the education assistant conducts lessons, manages behaviour etc.

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Case study

Albany Secondary ESC

Albany Secondary ESC had a range of education assistants with various qualifications and experience. Some of the staff members had been working at the school for many years whereas some had only been at the school for 12 months however they were recommended for RPL due to previous qualifications, PDs and the school's recommendation.

After discussions with FTTA staff, the Principal decided to enrol 9 education assistants into the Certificate III in Disability by RPL. These programs were government funded so there was very little cost to the school except for bringing in relief staff. This small cost however was significantly outweighed by the ongoing benefits having fully qualified staff brings to the school community and staff professionalism, confidence and moral.



An FTTA trainer, with more than 15 years' experience working in schools, travelled to Albany to conduct two days of RPL with the candidates in groups of 3-6 at a time. The candidates went through most of the requirements and were each observed on more than one occasion often in small groups. Each candidate presented a Third Party Report from a teacher which was authenticated. Where aspects were not completed during this time, the candidates completed over the next 4-10 weeks mainly in small groups or on DOTT time. This was not time consuming or difficult.

The FTTA assessor assisted the education assistants on a regular basis via phone and email support as often as needed before and after the workplace visit and continued to stay in contact with the principal until all students had completed the qualifications.

All candidates completed their respective qualification and now the school, parents and community can be assured that their support workers are all fully qualified and have a sufficient level of skills, knowledge and ability in order to maximise the outcomes for students.

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To whom it may concern,

Recently I engaged Fast Track Training (Training and Vocational Services Australia) on behalf of the Department of Education in my role as Principal at Albany Secondary Education Support Centre. Our school offers an inclusive workplace learning program that is tailored to meet each student's educational, social and emotional abilities and requirements.

Upon employing education assistants, those who have a certificate III or IV in working in schools with students who have special needs have preference over those who do not. I prefer all staff to hold additional qualifications; however some permanent older tenured staff do not. With recent government funding being available I encouraged all staff to gain their Certificate III in Disability.

We engaged Training and Vocational Services Australia as I have heard through word of mouth that their staff are professional, reliable, organized and experienced.

Throughout the engagement with the organization, I found the staff to be knowledgeable, flexible, efficient, highly ethical, professional and supportive. Having worked in the education sector and having staff undergo training through various Registered Training Organisations, I can confidently recommend Training and Vocational Services Australia for any activity regarding the provision of educational services.

I have a long standing relationship with the company's head trainer Judi Harris, who has always been an outstandingly professional and knowledgeable member of the education sector. She is also involved in various community groups alongside her husband who is a Principal at a large Perth school. In the many years that I have worked with and known Judi, she has shown her dedication to the education industry through her efficient and down to earth personality.

I encourage consideration of Fast Track Training (Training and Vocational Services Australia) for staff training. Their staff is experienced, has a strong customer focus and encouraged our staff to have a process of continual improvement, as they appear to through industry engagement.

Please contact me if you would like further information.

Kind regards

Karen Dale

Principal

Entry Evidence

As a general guide 2-4 pieces of evidence is sufficient to show suitability for entry into an RPL program however the more evidence the better.

Pay slips	<input type="checkbox"/>
Resume	<input type="checkbox"/>
Certificates - PDs/seminars	<input type="checkbox"/>
Certificates - courses	<input type="checkbox"/>
Letter/email - colleague	<input type="checkbox"/>
Letter/email - supervisor	<input type="checkbox"/>
Letter/email - manager	<input type="checkbox"/>
Employment contract	<input type="checkbox"/>
Job offers	<input type="checkbox"/>
Group certificate	<input type="checkbox"/>
Newspaper clippings	<input type="checkbox"/>
Photos and videos	<input type="checkbox"/>
Workplace evidence various	<input type="checkbox"/>
Performance management report	<input type="checkbox"/>
Research, assessments, assignments	<input type="checkbox"/>

Evidence should be submitted to FTTA via info@ftta.com.au, the head office in Perth, in person to an FTTA staff member or to PO Box 26 Northbridge 6865

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