



**Master  
Plumbers**  
SOUTH AUSTRALIA

## APPLICATION KIT

# Recognition of Prior Learning (RPL)

**RTO: 40070**

## Recognition of Prior Learning (RPL) Application Kit

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*This RPL Application Kit contains the following information to help you complete your application:*

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## Recognition of Prior Learning (RPL) Application Kit

### Introduction

#### About us

Master Plumbers Association of SA Incorporated is a not for profit Membership Association, Group Training Company and Registered Training Organisation based in South Australia. Our aim is to provide the Plumbing and Construction industry with quality support, apprentices, career pathways and training services.

**1 South Road, Thebarton SA 5031**

**Phone:** 8292 4000 | **Fax:** 8292 4040 | **Email:** [admin@mpasa.com.au](mailto:admin@mpasa.com.au)

**Website:** [www.mpasa.com.au](http://www.mpasa.com.au)

#### What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is the acknowledgement of skills and knowledge a student has obtained previously, in which is applied as credit for accredited training.

*Previous skills and knowledge which may be considered for RPL may include:*

- Formal Training (partially or completed) - including overseas courses
- Training provided at work
- Life experiences
- Self taught knowledge and skills

In applying for RPL, the skills and knowledge you hold are measured against the competency standards of the accredited course. If your application is successful, you will receive recognition for the unit of competency / course in which you have demonstrated the required knowledge / skills according to the performance criteria.

Some of the benefits of Recognition of Prior Learning may include:

- The completion of a course in a shorter period of time
- The reduction of study in areas already skilled in
- Cost reduction in education which you have already acquired

***This RPL Kit is designed to provide Students with the information necessary for them to apply for Recognition of Prior Learning for an accredited qualification, course or unit of competency.***

***This kit outlines the preparation process, as well as how the application will be assessed and resulted.***

***Please do not hesitate to contact us on the above information should you have any questions or concerns relation to Recognition of Prior Learning.***

## Recognition of Prior Learning (RPL) Application Kit

### The RPL Process

Below are the steps required in order for Students to apply for Recognition of Prior Learning with our RTO.

#### **1. Application**

The first step to apply for Recognition of Prior Learning is by completing the '**Recognition of Prior Learning Application**' Form.

This form is included in this kit and is also available on our website, or via request by contacting the office.

*\*Please note that we cannot begin any RPL Review process until this form has been completed and returned.*

#### **What we will need to know on the Application Form:**

- **Personal contact information**
- **List of Units of Competency you wish to apply for RPL for**
- **Secondary Education information**
- **Employment History information**
- **Education and Training Records**
- **Community Experience**
- **Other Skills or Life Experience applicable**
- **Supporting Evidence Form**
- **Referees**
- **Declaration / Signature**

#### **2. Evidence**

As each unit of competency is assessed in accordance with the National Training Package, we must comply with the same requirements when assessing RPL Applications.

Evidence for each unit of competency RPL is applied for must be provided to Master Plumbers Association before any RPL application can be considered.

Examples of evidence accepted include:

- **Copies of any statements, references or articles about employment or community involvement**
- **Copies of reports, certificates or statements from previous education and training**
- **Support letters from previous employers regarding experience**
- **Letters from fellow staff members or colleagues confirming competence in relevant areas**
- **Reports from previous workplaces**
- **Relevant work samples such as a portfolio of your own written work; work plans; career and staff development plans; tools of quality**

## Recognition of Prior Learning (RPL) Application Kit

### 2. Evidence (continued)

- **Spreadsheets; database; PowerPoint Presentation or electronic products you have generated**
- **Evidence of previous reports or activities undertaken**
- **Outlines of any courses you have undertaken, including assessment records**
- **Job and person specifications, job statement of employment relevant to the competencies or a Curriculum Vitae/Resume**
- **Any other records of evidence which support previous experience, skills or training**
- **A personal statement / letter is also recommended with your application**

### **Presenting your evidence**

Please provide as much evidence as possible for each area in which you are applying for RPL - even if you are unsure of its relevance. Our Assessor will work through each unit of competency against the assessment guidelines, and any gaps in evidence will be highlighted and worked through accordingly with you.

It is important for students to present the evidence of their RPL application in a clear and concise way to ensure that the assessor can easily assess the evidence against each unit of competency.

You will need to match your **existing skills** and **knowledge** to the Units of Competence / module. You need to provide as much evidence and verification as possible regarding your skills, knowledge and experience for each competency standard / module.

It is recommended that you reference your evidence against each unit and clearly indicate if any of the provided evidence relates to more than one unit of competency you are applying for.

It is also recommended that if you are planning on providing your RPL Application in hard copy format - that you also store or provide an electronic version as a backup.

### **Prior to submission - Checklist**

Please complete the checklist below to ensure you are ready to submit your application:

- Personal Statement / Introductory Letter
- Application Form is completed and signed and includes all previous experience and skills information
- Evidence relevant to each unit of competency has been collated
- Evidence is clearly labeled against relevant unit of competency
- Personal Statement has been completed
- RPL Supporting Evidence form is completed
- RPL Documents / Application have been copied for own records

## Recognition of Prior Learning (RPL) Application Kit

### 3. Submission

Please submit your RPL Application, along with your evidence portfolio to:

Master Plumbers Association of SA Incorporated

**Mail:** PO Box 219, Torrensville Plaza SA 5031  
**Email:** [admin@mpasa.com.au](mailto:admin@mpasa.com.au)  
**In Person:** 1st Floor / 1 South Road, Thebarton SA 5031

*\* Please ensure you keep a copy of your RPL documentation as a form of evidence of your application for your own records.*

### 4. Assessment

Once your RPL Application has been received, this will be recorded in our system and you will then be provided receipt of your application.

The Assessor will then begin the process of reviewing your application and the evidence provided.

If any evidence is deemed incomplete or the evidence provided is insufficient, the Assessor will make contact with the applicant to discuss further and make possible further arrangements (this may include further evidence and/or a meeting or interview).

***Please note that this process may take up to 4 weeks, depending on the number of units applied for, and the evidence provided.***

The following rules of evidence are applied during the assessment process

<b>Valid</b>	The evidence relates to each unit of competency
<b>Sufficient</b>	The evidence provided meets all performance assessment criteria
<b>Current</b>	The evidence is current to which the applicant would be able to apply knowledge and skills as necessary in a work environment
<b>Authentic</b>	The evidence is the applicant's own work and the copies of any certificates and/or licenses have been sighted and/or verified.

**The assessment process is conducted as follows:**

- 1) RPL Application is received from applicant
- 2) Application is recorded in MPA RTO Register
- 3) Application, including Evidence is provided to Assessor
- 4) Assessor to review the RPL Application and match evidence against current assessment requirements
- 5) RPL Application result is determined and recorded in MPA RTO Register

## Recognition of Prior Learning (RPL) Application Kit

### **4. Assessment (continued)**

***If the application is approved:***

- 1) The applicant will be contacted and provided with a formal confirmation of approval in writing, which will include a results statement (depending on Units of Competency)
- 2) The result will be recorded in the applicable MPA Record Management Systems

***If the application is not approved:***

- 1) Once insufficient evidence is established, the applicant will be contacted and informed that the application has not been approved. This will include the explanation and any gaps in evidence identified
- 2) The assessor will provide information and advice to the applicant on if and how the non approved items can be rectified
- 3) A meeting, interview or further correspondence with the applicant may occur depending on the level and type of gaps in evidence.

**Note:** Each Qualification / Accredited course is made up of units of competency. Although units of competency make up a Qualification in some cases, each unit of competency has its own requirements and assessment process. This means that your previous experience / skills will be assessed against each unit of competency individually.

### **5. Complaints and Appeals**

If you wish to make a complaint or appeal against your RPL application once the Assessor has provided the result, the procedure will be followed as per our 'Complaints and Appeals' policy and procedures. This documentation is available on our website.

Students have the right to make an appeal for their applications, should they believe their application has been treated unfairly or if they disagree with the final decision.

***Please see Appendix 4 for full information and process on Complaints and Appeals.***



## Recognition of Prior Learning (RPL) Application Kit

### Application Form

To apply for Recognition of Prior Learning (RPL), please complete and return the forms below, along with your evidence records. Please send this form and evidence to:

**Master Plumbers Association of South Australia Inc**  
PO Box 219, Torrensville Plaza SA 5031 or electronically at [admin@mpasa.com.au](mailto:admin@mpasa.com.au)

**Fees:** Please ensure you have read the information included in this kit prior to submission, including the applicable fees and charges.

#### Personal Information

Male  Female

Unique Student Identifier: \_\_\_\_\_

**Are you currently undertaking any training through Master Plumbers Association of SA Inc?**

Yes  No  Unsure *If 'yes', please specify* \_\_\_\_\_

**Surname:** \_\_\_\_\_ **Given Name/s:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

#### Recognition of Prior Learning (RPL)

Please indicate below if you are applying for RPL of a complete qualification /course, or unit/s of competency:

Full Qualification

Unit/s of Competency (please list in Part 2)

**If you are applying for recognition of a full qualification, please list the full code and name below:**

Code	Full Title



## Recognition of Prior Learning (RPL) Application Kit

### Application Form

#### Units of Competency

*Please list each unit of competency in which you wish to apply for Recognition of Prior Learning for and indicate the knowledge or skills you have acquired for each unit.*

Unit of Competency	Skills / Knowledge		
	Life Experience	Work Experience	Training
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Have you completed any other courses or qualifications which relate to your application for RPL?**

Yes  No

If yes, please provide details, including date of completion:

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#### Secondary Education

**Highest level of Secondary School Completion:**  Year 12  Year 11  Year 10  Year 9  Year 8

Year highest level of secondary school completed: \_\_\_\_\_

## Recognition of Prior Learning (RPL) Application Kit

### Application Form (continued)

**Employment History (relevant to this application)**

Please list the details below of any employment (previous or current) relevant to your application for RPL:

<b>Employer Name</b>	
<b>Current Employer</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position</b>	
<b>Dates Employed:</b>	
<b>Employment Type:</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Voluntary
<b>Job Role / Responsibilities Tasks:</b>	

<b>Employer Name</b>	
<b>Current Employer</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position</b>	
<b>Dates Employed:</b>	
<b>Employment Type:</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Voluntary
<b>Job Role / Responsibilities Tasks:</b>	

<b>Employer Name</b>	
<b>Current Employer</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position</b>	
<b>Dates Employed:</b>	
<b>Employment Type:</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Voluntary
<b>Job Role / Responsibilities Tasks:</b>	

*\*Please insert additional page to application should you require more space to list tasks*

## Recognition of Prior Learning (RPL) Application Kit

### Application Form (continued)

#### Education and Training

Please list any formal qualifications or courses you have completed since secondary school, relevant to your RPL Application:

Date	Course / Qualification Name	Results	Level of Study
		<input type="checkbox"/> Pass <input type="checkbox"/> Partial Completion <input type="checkbox"/> Withdrawn <input type="checkbox"/> Not Assessed <input type="checkbox"/> Other <hr style="width: 100%;"/>	<input type="checkbox"/> Degree <input type="checkbox"/> Qualification <input type="checkbox"/> Statement <input type="checkbox"/> Non Accredited <input type="checkbox"/> Other <hr style="width: 100%;"/>
		<input type="checkbox"/> Pass <input type="checkbox"/> Partial Completion <input type="checkbox"/> Withdrawn <input type="checkbox"/> Not Assessed <input type="checkbox"/> Other <hr style="width: 100%;"/>	<input type="checkbox"/> Degree <input type="checkbox"/> Qualification <input type="checkbox"/> Statement <input type="checkbox"/> Non Accredited <input type="checkbox"/> Other <hr style="width: 100%;"/>
		<input type="checkbox"/> Pass <input type="checkbox"/> Partial Completion <input type="checkbox"/> Withdrawn <input type="checkbox"/> Not Assessed <input type="checkbox"/> Other <hr style="width: 100%;"/>	<input type="checkbox"/> Degree <input type="checkbox"/> Qualification <input type="checkbox"/> Statement <input type="checkbox"/> Non Accredited <input type="checkbox"/> Other <hr style="width: 100%;"/>
		<input type="checkbox"/> Pass <input type="checkbox"/> Partial Completion <input type="checkbox"/> Withdrawn <input type="checkbox"/> Not Assessed <input type="checkbox"/> Other <hr style="width: 100%;"/>	<input type="checkbox"/> Degree <input type="checkbox"/> Qualification <input type="checkbox"/> Statement <input type="checkbox"/> Non Accredited <input type="checkbox"/> Other <hr style="width: 100%;"/>

**Are you currently enrolled, or participating in any courses which relate to your application?**

Yes  No

***If yes, please provide details below:***

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**Recognition of Prior Learning (RPL) Application Kit**

**Application Form (continued)**

**Community Experience**

*Please list any community (including official positions) with any team, club, society or professional organisation below:*

Organisation / Description	Activities / duties	Length of time in position

**Other interests, skills or experience**

*Please briefly outline and verify relevant life interests/experiences that support your application for RPL. Relate information to the particular competencies:*

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## Recognition of Prior Learning (RPL) Application Kit

### Application Form (continued)

#### Supporting Evidence Form

*Please list any evidence you are submitting with your RPL Application below and which unit of competency it will apply to:*

Type of Document <i>(eg Certificate, photo)</i>	Description <i>(eg completion of training)</i>	Unit evidence applies to <i>(please list the relevant unit)</i>

**Other Comments:**

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## Recognition of Prior Learning (RPL) Application Kit

### Application Form (continued)

#### Referees

Please list **at least 2 referees** below who can confirm your previous employment, community / volunteer work or any other skills.

Master Plumbers Association will contact the referees below to confirm your experience, as required. Please also attach any written referrals you may have.

#### Referee 1

<b>Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

#### Referee 2

<b>Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

#### Referee 3

<b>Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

## Recognition of Prior Learning (RPL) Application Kit

### Application Form (continued)

#### Declaration / Confirmation

I \_\_\_\_\_ confirm that I have read the Master Plumbers Association RPL Kit Information Handbook and am aware of the requirements and fees associated with RPL. The information and evidence I have provided relating to this Application is true, correct and authentic.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Please allow between 2 and 4 weeks for your RPL Application to be processed. Timeframe will depend on number of units applied for and evidence provided.*

#### Office use Only

- |  |  |
|--|--|
| <input type="checkbox"/> RPL Application and Evidence has been received  | Date: _____  |
| <input type="checkbox"/> RPL Application recorded in RTO Register  | Date: _____  |
| <input type="checkbox"/> All documents provided to Assessor for review   | Date: _____  |
| <input type="checkbox"/> Assessor has completed Assessment of RPL Application                                  | Date: _____  |
| <input type="checkbox"/> RPL Fees Invoiced : (Inv number) _____  | <input type="checkbox"/> RPL Fees paid Date: _____ |
| <input type="checkbox"/> Results / outcome of RPL provided to Applicant  | Date: _____  |
| <input type="checkbox"/> Results recorded in RTO Register / AVETMISS Databases                                 | Date: _____  |
| <input type="checkbox"/> Certificate / Results Statement provided to Applicant<br>(approved applications only) | Date: _____  |

#### RPL Application Outcome

- Application Approved       Application partially approved       Application not approved

Assessor Name : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Recognition of Prior Learning (RPL) Application Kit

### Appendix 1

#### Fees and Payments

#### Recognition of Prior Learning Fees and Payments

Please note that fees for Recognition of Prior Learning are dependent on each application.

The following items are taken into account when fees are established:

- Number of Units RPL is being applied for
- The amount of evidence provided
- The relevance and sufficiency of each form of evidence against the assessment requirements
- The amount of time spent on the RPL Application
- Any follow up procedures / interviews / meetings may incur additional charges

***Once you have completed your application, if you wish to obtain a quote or outline of hourly fees, please contact us on (08) 8292 4000 for full information.***

#### Payments

Please note that payment of the RPL Application must be made before any documentation, and /or results can be issued.

Applicants will be issued an invoice for the fees associated with their application. Fees are due within 7 days of invoice issue date.

#### Refunds

Refunds on RPL Applications are not provided based on the outcome of the RPL application. If the applicant is not satisfied with the outcome of their Application, this must be followed up by lodging an appeal and following the outlined process.

Full or partial refunds for this service will only be considered if Master Plumbers Association of SA Inc have not provided the services promised or paid for by the applicant.

***Please note that Master Plumbers Association of South Australia Inc does not provide any guarantee that the Qualifications / Units of Competency in which RPL has been applied for will be approved.***



## Recognition of Prior Learning (RPL) Application Kit

### Appendix 2

#### Principles of Assessment

<p><b>Fairness:</b></p>	<p>Master Plumbers Association of SA Inc ensure that all individual's and learner's RPL applications are treated fairly and ethically.</p> <p>Applicants will have their applications reviewed in a timely and fair manner at all times. Applicants have the right to appeal any decision in which they believe their application has been treated unfairly or biased.</p>
<p><b>Flexibility:</b></p>	<p>MPA reviews all RPL applications by individual cases and accepts various forms of evidence to support previous learning, skills and experience.</p> <p>MPA will provide the applicant the opportunity to provide further information and/or evidence should any gaps be identified in assessing the application.</p>
<p><b>Validity:</b></p>	<p>Assessments are justified based on the evidence provided by the individual applicant.</p> <p>This requires:</p> <ul style="list-style-type: none"> <li>• Assessment against the units of competency covers all skills and knowledge required against the competency standards</li> <li>• Assessments are evidence based. Previous experience and knowledge must be verified</li> <li>• Assessors must be satisfied that the evidence provided meets the assessment criteria of each individual unit of competency or course</li> </ul>

## Recognition of Prior Learning (RPL) Application Kit

### Appendix 3

#### Self Evaluation

<b>Name:</b>		<b>Date:</b>				
<b>Units of Competency (please list):</b>						
Competency / Task	I have performed these tasks:			Supervisor's Evaluation	Supporting Evidence	
	Frequently	Never	Sometimes		Doc Ref	Evidence Provided
<b>Supervisor's Comments:</b> <i>(Please provide comments relevant to the Candidates ability to perform the above tasks)</i>						
<b>Supervisor's Name:</b>		<b>Position:</b>				
<b>Signature:</b>		<b>Date:</b>				

**Reviews / Appeals**

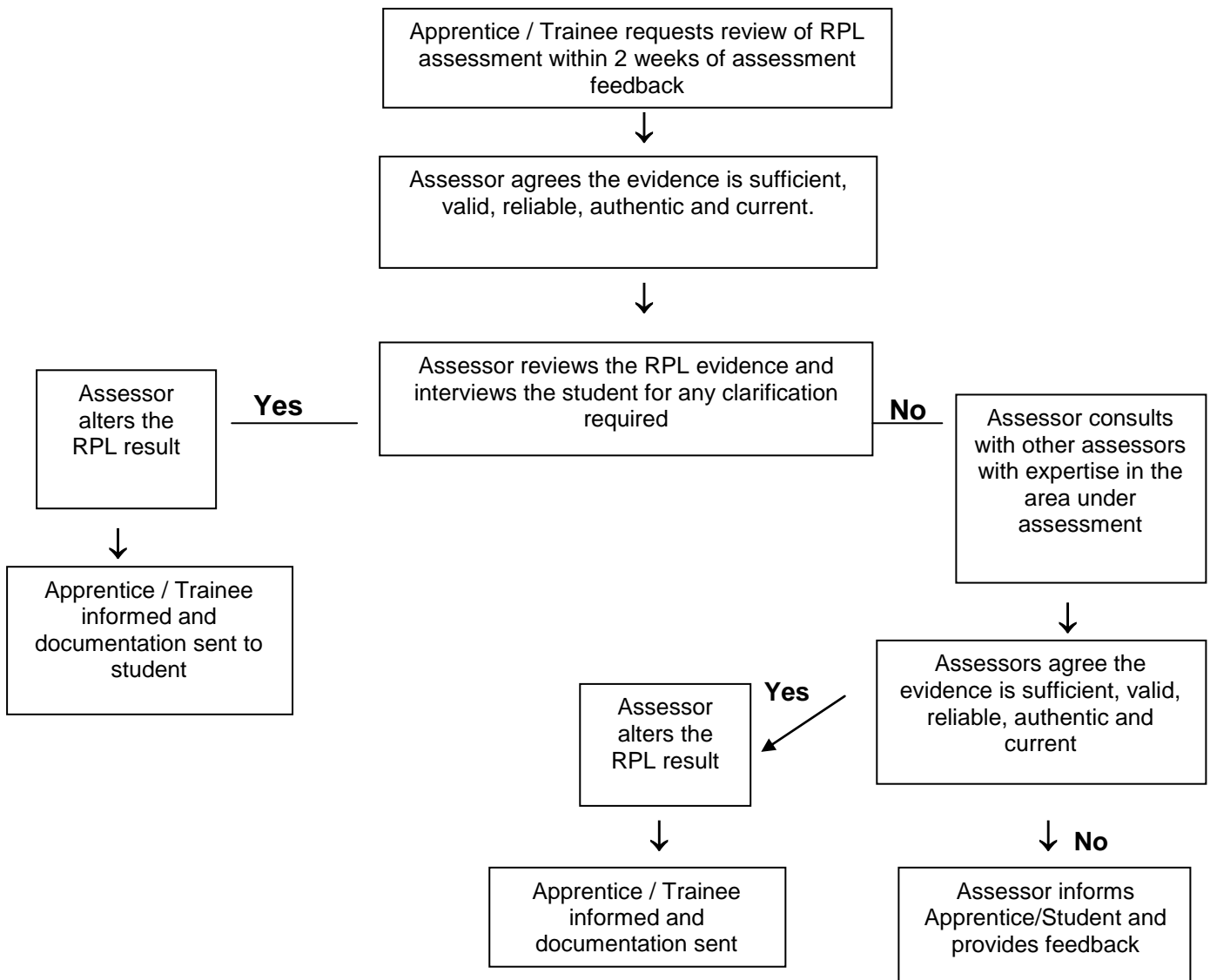
If you wish to make a complaint or appeal against your RPL application, the procedure will be followed as per our 'Complaints and Appeals' policy and procedures. This documentation is available on our website.

Students have the right to make an appeal for their applications, should they believe their application has been treated unfairly, or if they disagree with the final decision.

**Appeals will:**

- Commence review within 2 weeks of receiving the appeal and to be finalised within a further 2 weeks
- Be handled in a confidential and serious manner
- Be handled based on information and evidence received
- Be handled fairly and ethically

**Appeals Process**





**Recognition of Prior Learning (RPL) Application Kit**

*To submit an appeal on your RPL application, please complete the RPL Appeals form below:*

**SUBMISSION OF APPEAL FOR RECOGNITION OF PRIOR LEARNING**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

<b>RPL Units of Competency being appealed:</b>	

**Reason for appeal:**     Unfair / biased assessment     Meets requirements     Other

If other, please specify: \_\_\_\_\_

**Further details:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How do you believe the above issue should be resolved:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Confirmation of Appeal**

I \_\_\_\_\_ declare that the above information is true and correct and wish to confirm an appeal on my Recognition of Prior Learning Application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Recognition of Prior Learning (RPL) Application Kit**

**SUBMISSION OF APPEAL FOR RECOGNITION OF PRIOR LEARNING - Office Use Only**

**Applicant's Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Assessors Name:** \_\_\_\_\_ **Assessment Date:** \_\_\_\_\_

**Reason for non compliance:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Further Actions required to resolve the issues:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appeal and follow up actions recorded in RTO Register** **Date:** \_\_\_\_\_

**Issue Resolved** **Date:** \_\_\_\_\_

**Actions** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Issue not resolved**

**Actions taken** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Assessor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Recognition of Prior Learning (RPL) Application Kit

### Appendix 5

#### Glossary of Terms

<b>Appeal</b>	The Application for a decision or result to be reviewed or reconsidered
<b>Assessment</b>	The process of collecting evidence and making judgments on whether a competency has been achieved.
<b>Competency</b>	<p>The consistent application of knowledge and skill to the standard of performance required in the workplace.</p> <p><i>Being competent means that:</i></p> <ul style="list-style-type: none"> <li>• You can perform a task/job/activity to an industry standard</li> <li>• You can do it in a consistent way, over time</li> <li>• You have sufficient knowledge to enable you to person it in a range of situations</li> </ul>
<b>Evidence</b>	The documentation which confirms previous learning, skills or assessments
<b>Learner</b>	A person being trained and/or assessed by an RTO for the purpose of issuing AQF certification documentation
<b>Nominal Hours</b>	Nominal hours represent the supervised structure learning and assessment activity required to sufficiently address the content of each unit or course.
<b>Qualifications</b>	Formal certification, issued by a relevant approved body to confirm the competency of accredited training
<b>Recognition of Prior Learning</b>	An assessment process which assesses an individual's formal, non-formal and informal learning to determine if the individual meets the requirement of an accredited course or unit
<b>Registered Training Organisation (RTO):</b>	A training organisation listed on the National Register as an Registered Training Organisation
<b>Training Packages</b>	Training packages are developed in consultation with industry and define the outcomes required of training throughout Australia.
<b>Units of competency</b>	Specify the skills and knowledge for a workplace outcome or activity. It also specifies standard of performance expected in the application of the skills and knowledge in the workplace.