

How to Guide

Recognition of Prior Learning (RPL)

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Purpose

The purpose of this guide is to explain the ATDP Recognition of Prior Learning (RPL) process.

What is Recognition of Prior Learning (RPL)?

RPL is a process through which your existing skills and experience are assessed to see if they align with a particular Unit of Competency within the Course in Military Advocacy (CiMA).

The Units of Competency available for RPL are as below:

Advocacy Stream	Level 2	Level 3	Level 4
Compensation	Yes	Yes	Yes
Wellbeing	Yes		

Notes:

1. RPL needs to be completed sequentially from the lowest level to the highest level (ie: you need to start at Level 2; then Level 3 and then Level 4).
2. Wellbeing Level 2 is the highest level of attainment in the Wellbeing Stream.
3. Level 1 may be considered at the discretion of the Register Training Organisation (RTO).

RPL is an evidence-based assessment of a candidate's skills and knowledge which is conducted one-on-one with an assessor from the Registered Training Organisation. This assessment includes:

- Demonstration of the possession of a range of knowledge through the completion of an open book Underpinning Knowledge Quiz; and
- The presentation of a Portfolio of Evidence (PoE) of your own work that demonstrates your capabilities (a checklist will be provided to assist you); and
- Interview with the assessor.

More information can be found at the ATDP website:

[What is Recognition of Prior Learning \(RPL\)](#)

[Course in Military Advocacy](#) – Detailed information regarding each Unit of Competency.

Are you eligible to apply for RPL?

Ideally you will have been exposed to the role of a compensation and/or wellbeing advocate or have transferrable skills from your profession that would enable you to perform the role.

You will also be required to submit documented evidence of your own work that demonstrates your practical skills in relation to the Unit of Competency that you are applying for and your ability to apply those skills in the Military environment.

You can contact your ESO or Program Support Officer (PSO) if you have any further questions.

How to apply for RPL

Only an ESO Authorised Person (AP) can enroll a candidate for RPL through the ATDP Advocacy Register (AR).

Step One: Contact your ESO

Your ESO will consider the [Guidelines](#) for the Selection of Trainee Advocates and then nominate you in the ATDP Advocacy Register:

To proceed with your nomination, they will require:

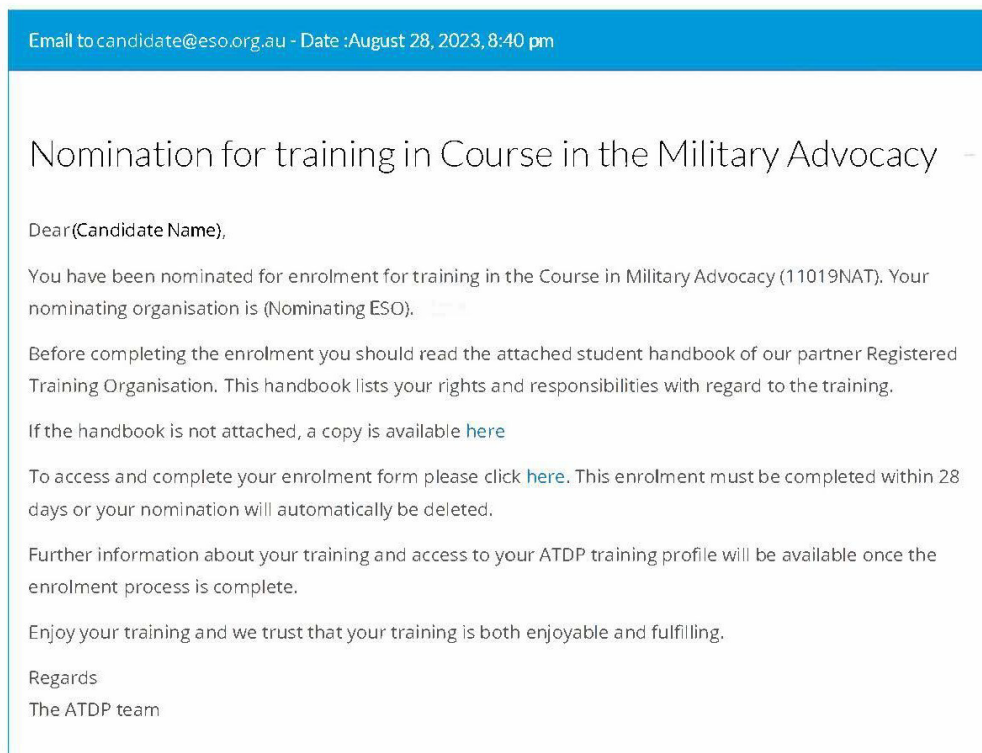
- Your full name;

- Your email address;
- Your mobile number;
- The Unit of Competency you are to be enrolled in.

Step Two: Complete Enrolment Form

Once your ESO has completed the nomination form the following will occur:

- An enrolment email will be sent to you to be completed within 28 days. This email is specific to you and can't be shared (example below).



- You will need to complete the enrolment form which is contained in the above email ([MTS Enrolment Form](#)).
 - You will need your Unique Student Identifier number to complete this form. If you have misplaced it, you can go to the <https://www.usi.gov.au/> website.

Step Three – RTO Validation of USI

Following completion of the enrolment form, the Registered Training Organisation will validate the USI. This may take several days.

Step Four – ATDP System Access

Once the above has been completed, the ATDP team will arrange system access (where applicable):

- ATDP Online Portal

The ATDP Portal is the system that records your contact information, your ESO, your qualifications, training pathway and CPD activities.

You will receive an email with a username and password. This will allow you to access to the ATDP online portal (Please refer to [How to login to your ATDP profile](#)).

- DVATrain

DVATrain is DVA's learning management system that contains a number of elearning activities that are relevant to the Unit of Competencies within the CIMA.

You will also be provided with a separate username and password to access DVATrain. You will be able to access all elearning activities that are relevant to the Unit of Competency that you are being assessed for.

This e-learning is not mandatory for RPL however is available to support you.

Step Five – Assignment of an Assessor

The RTO will assign an assessor to complete your RPL Assessment. Your assessor will send you an email that explains the RPL assessment process. The email will include the following attachments:

- a copy of the Unit of Competency you are being assessed against.
- the Underpinning Knowledge Quiz.
- a checklist for the Portfolio of Evidence you will need to produce during your RPL interview.
- Instructions for maintaining the privacy of the clients whose records are included in your portfolio of evidence.

The RPL Process

The process is conducted in two parts:

Part One: Completion of the Underpinning Knowledge Quiz

The Underpinning Knowledge Quiz is open book, so you can refer to any documents, publications, websites, etc you need to answer the questions.

You will need to complete the Underpinning Knowledge Quiz as per the instructions and email it to ATDP.QUIZ@dva.gov.au. The Underpinning Knowledge Quiz will then be marked by the assessor.

There are one of two possible outcomes:

Satisfactory Result: You will progress to Part Two	Unsatisfactory If it is identified that you have further learning needs, then the assessor will work with you to identify the best pathway forward in order to achieve a satisfactory result. In some situations, it may be identified that the training pathway is more suitable for you than RPL.
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Part Two: RPL Interview

When you have satisfactorily completed the Underpinning Knowledge Quiz, the RTO assessor will contact you to arrange a mutually convenient time to conduct the RPL Interview. The interview with the assessor can be conducted face-to-face or online using Zoom or another agreed platform. Your assessor will contact you to discuss and agree on a method. This interview will include the need for you to present your portfolio of evidence of your advocacy practice.

The assessor will then conduct the interview. The interview is a discussion with an assessor to explore and clarify your responses to the questions contained in the Underpinning Knowledge Quiz and the evidence presented in your portfolio. Your assessor will review this information to assess that you have the skills and knowledge required by the Unit of Competency.

Outcome of the RPL Assessment

There are one of two possible outcomes:

Competent You will be awarded a Statement of Attainment for the Unit of Competency that you have been assessed for.	Not Yet Competent If it is identified that you have gaps in the evidence that you produce, you will be assessed as not-yet-competent. In this situation, the assessor will provide you with a pathway to assist you to meet the required standards for the Unit of Competency. In some situations, it may be identified that the training pathway is more suitable for you than RPL.
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Appeals Procedure

If you are dissatisfied with your assessment result there is an appeals pathway. Information about the Appeals Procedure can be found in the [MTS Learner Handbook](#).

Non-Respondents to Assessor Correspondence

Note that you have 28 days from receipt of the email from your assigned assessor to either submit your Underpinning Knowledge Quiz or seek an extension. Your assessor will send you one reminder email. If no response is received, you and your ESO will be notified that your RPL application will be cancelled.

If you decide to recommence your RPL at a later stage, you should speak to your ESO Authorised Person. The Authorised Person will contact the Program Support Officer (PSO) for your region to re-activate your RPL process.

Other RPL Evidence/Correspondence:

RPL correspondence can include:

- RPL Assessment Date confirmation
- Requests for additional Portfolio of Evidence information

Our team understands that you may have other circumstances that may impact on your availability to provide the required information. We will work with you to identify timeframes that suit your circumstances. We would expect that you should be able to complete the Underpinning Knowledge Quiz and submit your portfolio of evidence within three months of the commencement of the process.

In the situation where we are unable to contact you, your assessor or the ATDP team may contact your ESO to confirm your ongoing interest in continuing with the RPL process.

This may result in your enrolment being cancelled.

Your ESO can reinstate your RPL nomination when you are ready to proceed. It is possible that on your re-enrolment that you would be allocated a different assessor (dependent on assessor availability).

How to Guides

You can find more How to Guides on the ATDP website.

[ATDP - How To Guides \(web.atdp.org.au/psoMsg\)](http://web.atdp.org.au/psoMsg)