



**NATIONALLY & INTERNATIONALLY RECOGNISED
MARITIME TRAINING**

RECOGNITION OF PRIOR LEARNING (RPL) HANDBOOK

TABLE OF CONTENTS

RPL and RCC Explained	3
The RPL/RCC Process	3
Credit Transfer	3
Self Assessment of Units of Competency	3
Practical Skills and Knowledge Test	4
How to Apply for RPL/RCC	4
Evidence	4
Currency	5
RPL/RCC Application Fees	5
Assessment Result	5
Results Timeframe	6
Contact Details	6

RPL AND RCC EXPLAINED

Recognition of Prior Learning (RPL) or Recognition of Current Competence (RCC) is a systematic process to accredit learning gained inside and outside formal educational institutions. In Australia, this frequently means assessing relevant learning against the standards required by a competency or course (often called performance criteria or learning outcomes).

THE RPL/RCC PROCESS

The RPL/RCC process includes a range of assessment techniques including equivalencies, challenge tests and assessment of a portfolio of evidence. RPL/RCC should give equal value to learning and skills whether these come from formal training, informal training, experience and competencies gained on the job, or other life experiences.

CREDIT TRANSFER

Credit transfer is a process whereby a qualification gained at any Registered Training Organisation (RTO) is recognised by another RTO. Generally a credit transfer would be for a unit of competence with the same code as the qualifications currently required. Credit transfer should not be confused with the RPL process. When applying for RPL, students are not getting credit for prior qualifications but are having their currency and competency assessed.

SELF ASSESSMENT OF UNITS OF COMPETENCY

A major step in the RPL/RCC process is for you to complete a self assessment of your skills against the relevant unit competencies (or performance criteria) for your course.

Read through the competencies of the unit/s for which you are seeking RPL/RCC. Your self assessment should involve an honest comparison of your own *current* skills and knowledge with the unit competencies listed.

PRACTICAL SKILLS AND KNOWLEDGE TEST

When applying for RPL/RCC, the assessor may not be able to confidently or accurately determine all competencies of the training package just from the evidence you have provided. This means you may be required to complete a practical test to assess your level of skills and knowledge and will also enable you other means of demonstrating competencies. The practical test will be done on one of Superyacht Crew Academy's training vessels here in Pittwater.

HOW TO APPLY FOR RPL/RCC

Once you have completed your self assessment and believe you may be eligible for RPL/RCC, you will need to contact the office to arrange a suitable date and time to attend a face to face interview with an RPL coordinator/assessor prior to course commencement. The RPL coordinator will advise you how best to substantiate your claim. This interview & assessment MUST be conducted prior to course commencement. If you are interstate or overseas please contact us as you will need to send all required documentation via email prior to course commencement and then schedule an interview during your course.

When submitting your claim, you must complete and bring the application together with all supporting evidence and pay the appropriate fee. Any evidence provided that is a copy of the original must be certified by an approved witness who can verify documents. A formal assessment of your claim will then be carried out by the assessor. Applications submitted without the appropriate fees will not be considered.

EVIDENCE

When applying for RPL/RCC, you must supply evidence to support your claim before the qualification can be issued. Your evidence must be certified as true copies by one of the following:

- Police Officer;
- Bank Manager; or
- Justice of the Peace.

There are many types of evidence that you can supply including things like:

GENERAL EMPLOYMENT DOCUMENTS

- brief CV or work history



- references/letters from previous employers/skippers
- certificates/results of assessment
- certificates/results of assessment – interstate/overseas

WORKPLACE SPECIFIC DOCUMENTS

- any valid maritime licences i.e. national or international
- results/statement of attendance/certificates – private college, workshops, seminars
- safety certifications e.g. STCW95, YA SSSC, Elements of shipboard safety
- radio operators licence e.g. GMDSS, VHF, HF
- log book of sea time
- declarations of sea time
- engineering tickets held e.g. AEO
- vocational training records and competencies
- site training
- task sheets/job sheets/permits to work
- held record membership of relevant professional associations
- industry awards
- photographs of work undertaken
- hobbies/interests/special skills outside work
- any other documentation that may demonstrate industry experience

CURRENCY

When applying for RPL/RCC, it is anticipated that you have recent relevant industry experience in the units of competency for which an application is being made. Educational qualifications for similar or discontinued courses alone would not substantiate an application for RPL/RCC.

RPL/RCC APPLICATION FEES

- **Initial Assessment:** A one-off fee of \$AU425.00 which covers all evidence assessment, contacting of referees, interviews, and issue of certifications and transcripts.
- **Practical Assessment:** Where an applicant cannot provide sufficient evidence and requests to be assessed practically, an additional assessment fee of \$AU985.00 will apply.

Applicants should allow up to eight (8) hours for the practical assessment depending on the number of competencies being assessed. Fees for RPL/RCC application are non-refundable and applications submitted without the payment of appropriate fees will not be considered.



ASSESSMENT RESULTS

One of our trained assessors will advise you of the result of your assessment and, where necessary, make arrangements for any additional interview or practical demonstration that may be required.

Any assessment result from an RPL/RCC application can be appealed by students. The appeal process is outlined in the 'Learner Handbook' provided on the website.

RESULTS TIMEFRAME

The time period for an RPL/RCC application depends upon the number of competencies applied for and how well the application has been prepared. However, students will receive notification of the result of the application **within 30 days** of its being received by Superyacht Crew Academy.

Students will be allowed 90 days from the date of notification of a request for additional information by the assessor to submit such information. If the required additional information is not received by the due date, then the application will be deemed to be at an end and a final assessment notice will be issued.

CONTACT DETAILS

To talk to someone regarding gaining RPL/RCC or CREDIT TRANSFER for courses at Superyacht Crew Academy contact:

Phone International: + 61 2 9979 9669

Phone Local: 02 9979 9969

Fax: 9979-3463

Email: train@superyachttraining.com.au

Website: www.superyacht-crew-academy.com

Blog: www.superyacht-career-training.com

Alternatively, you can drop in to our office and meet the staff and trainers at:

**8 Kalinya Street
Newport, NSW, 2106
Australia**