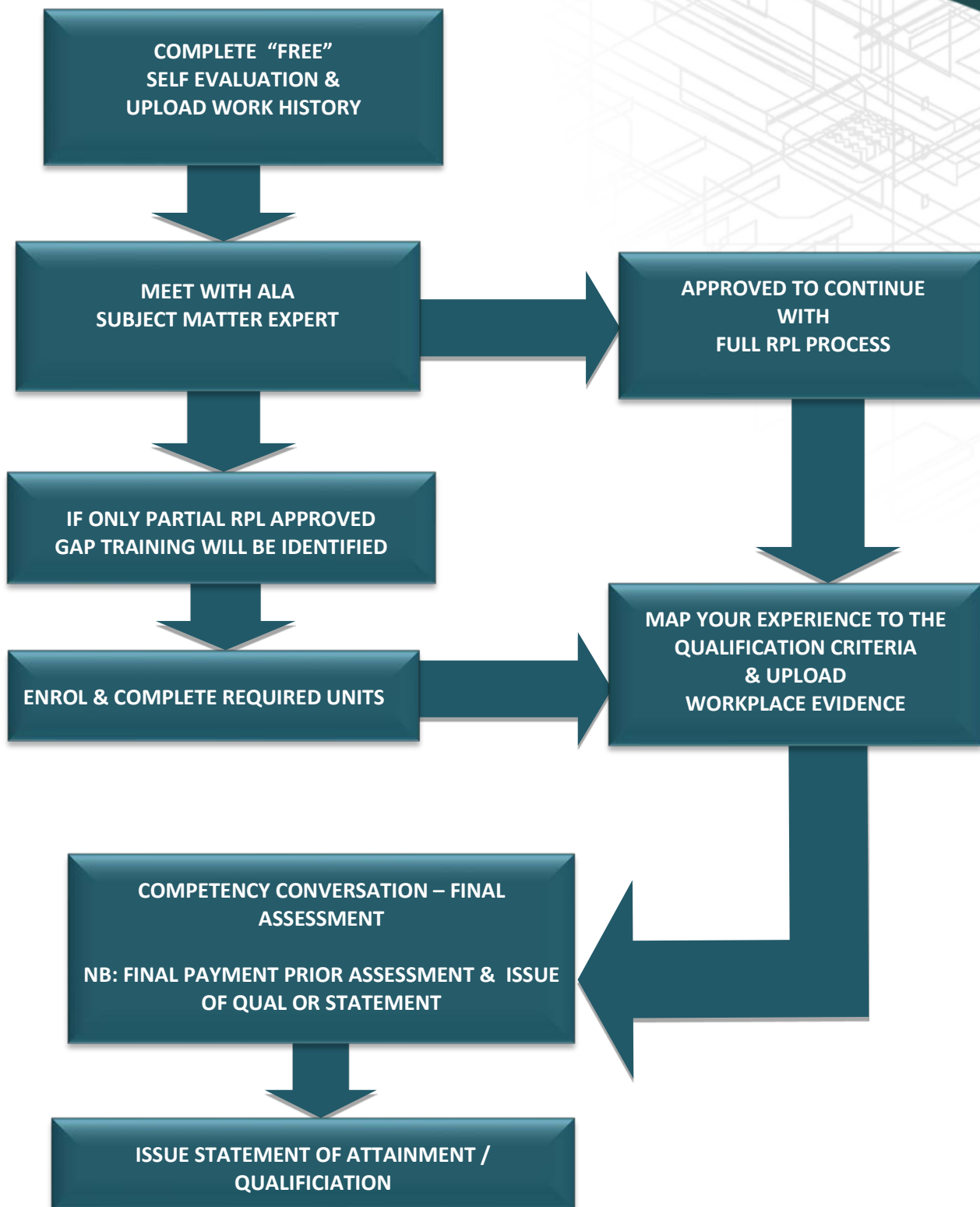


RPL ASSESSMENT PROCESS STEPS



STEP 1 CANDIDATE REGISTRATION PROCESS

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

Click the **“Register Now”** button to *provide you with access to your self-evaluation* and create an account

The image shows two screenshots from the ALA Training Portal. The left screenshot displays the course page for 'ADV DIP OF L&M - RPL' with a 'Register Now' button. The right screenshot shows the registration form with fields for personal details, contact information, and password, and a 'Start Now' button. Red boxes highlight the 'Create Account' step, the 'Sign Up' button, and the 'Start Now' button.

STEPS 2 SELF EVALUATION & WORKPLACE EVIDENCE PORTFOLIO BRIEFING,

In order to apply for the RPL process, you must be able to provide evidence to demonstrate 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
- **Review & Briefing** - On review of your self-evaluation and Work History, you will be contacted by one of ALA’s subject matter experts to discuss next steps and your eligibility for RPL in your desired program OR suggest Gap Training required

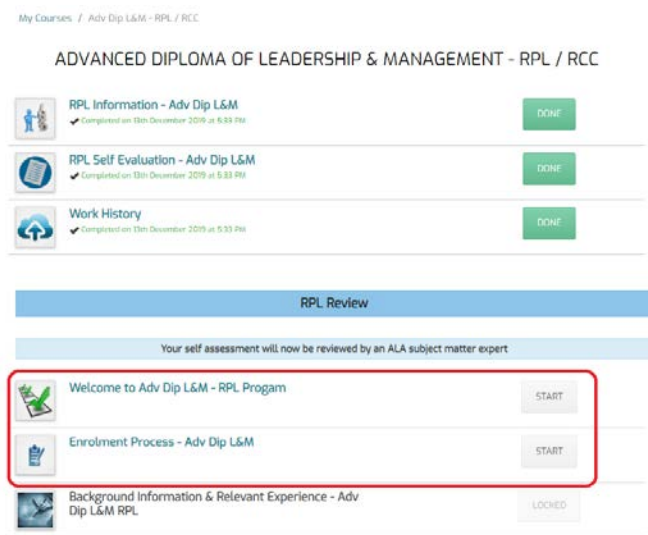
The image shows a screenshot of the ALA Training Portal. The page displays the 'My Courses' section for 'ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT - RPL / RCC'. It lists three sections: 'RPL Information - Adv Dip L&M', 'RPL Self Evaluation - Adv Dip L&M', and 'Work History', each with a 'START' button. Below the list is a blue bar labeled 'RPL Review' and a message: 'Your self assessment will now be reviewed by an ALA subject matter expert'.

STEP 3 WELCOME TO THE PROGRAM & ENROLMENT

Once you have completed your briefing and are ready to proceed, you need to, download and review all the pre-enrolment attachments in your “Welcome to RPL Program” link.

It is important to complete the **Enrolment Process & USI** first– if you don’t have a Unique Student Identifier (USI), you can apply for one during the Enrolment Process.

NB: Each stage will automatically unlock as you work through and complete each task.



STEP 4 BACKGROUND INFORMATION, EXPERIENCE & WORKPLACE EVIDENCE

Once enrolled your next tasks will become available to complete.

In order to apply for the RPL process, you must be able to provide evidence to demonstrate 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.

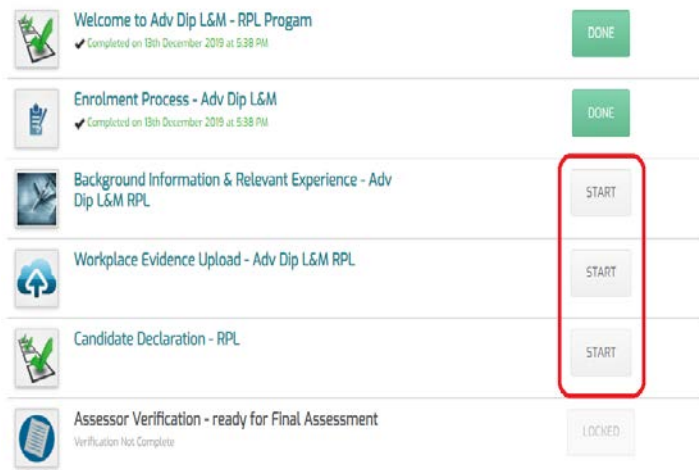
The process requires you to complete each of the following sections:

- **Background Information & Relevant Experience**
- **Workplace Evidence Upload**
- **Candidate Declaration**

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.

Once completed the **Candidate Declaration**, your assessor will review and verify your evidence, ready for final assessment. If there are any gaps, they may also require some additional knowledge questions for you to elaborate on or additional evidence.



NB: Your invoice must be paid before final assessment & review...please pay now

STEP 5 COMPETENCY CONVERSATION & FINAL ASSESSMENT

NB: Payment must be made before final assessment / competency conversation - Your receipt will be available on the portal to download on payment.

Assessor Verification – Ready for Final Assessment (office use only)

After review of your Workplace Evidence, your Assessor will contact you to arrange a suitable time to participate in a **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 workplace.

If any additional evidence is required, or any gaps identified, these will be discussed during the Competency Conversation. You will have time to re-submit these or discuss next steps for further training options to fill in any gaps.

STEP 6 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 deemed “Not Yet Competent”, your Assessor will discuss further options with you that may assist you in achieving competency.



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Registered Training Organisation - RTO ID # 41012