

Student User Guide

BE WHAT YOU WANT TO BE

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Getting Started

Before you start the RPL Self Evaluation Process we will ask you some additional questions to ensure that it is RPL and not Credit Transfer you are wanting to obtain.

To assist you with making this decision, we have provided an explanation of the difference below.

Credit Transfer

Where a person has previously completed equivalent competencies or learning outcomes (formal learning) in the same or similar field in which they are currently studying.

Documentation of previous competencies achieved in the form of “Results of Assessment” is required. This document will be verified with issuing RTO.

Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) involves the assessment of the skills and knowledge an individual has achieved outside the formal education and training system.

RPL is an assessment only process (rather than a training process) in which the individual’s formal, non-formal and informal learning is assessed.

Your current (within last 12 – 18 months) Skills and Knowledge will need to be demonstrated by providing evidence in the form of a Resume, Job Descriptions, References, and other supporting evidence as indicated during a self-evaluation process in support of your application.

A person needs to be currently working in the industry they are requesting RPL for or have worked in the industry in the recent past.

Assessment will involve a Competency conversation, Documentation and Third-Party Verification, and possibly an observation.

When you begin your evaluation your first screen (pictured below) will assist you in determining your best pathway

GETTING STARTED

BSB40920 - Certificate IV in Project Management Practice

[CHANGE COURSE](#)

Have you previously studied a nationally accredited course or unit in the same or similar field in which you are currently studying/intending to study?

Do you have evidence of this in the form of:

- an official academic transcript
- a result of assessment
- a qualification testamur (official certificate)

[NO](#)

[YES](#)

When selecting the “No” function you will move to the RPL eligibility information where you can select to begin your RPL evaluation process

GETTING STARTED

BSB40920 - Certificate IV in Project Management Practice

CHANGE COURSE

If you have previously obtained skills and knowledge that has been achieved outside the formal education and training system and relevant to the course you intend to study, you may be eligible for Recognition of Prior Learning (RPL).

To be eligible for RPL you need the following:

- Current skills and knowledge in the relevant industry (in the last 12 - 18 months) and be able to provide a portfolio of supporting documentation.
- Be prepared to have a competency conversation with an assessor, verbally answering questions relating to applicable unit requirements within your desired qualification.
- Supply contact information for at least one recent employer/supervisor who is prepared to be contacted to verify your skills and knowledge.
- Be prepared to undertake challenge assessments if required. These include knowledge and practical tasks and are in addition to the competency conversation.

If you require assistance as you work through this self evaluation/application process, please refer to the [Student User Guide](#).

If you wish to continue with an RPL application, select one of the options below.

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BEGIN

When selecting the “Yes” function you move to the Credit/RPL additional information screen, where you can select your appropriate pathway.

GETTING STARTED

BSB40920 - Certificate IV in Project Management Practice

CHANGE COURSE

Do you want to gain CREDIT towards your CQUniversity TAFE course based on these transcripts/certificates?
Click **CREDIT** to submit a course application with credit.

Do you want to apply for RPL based on work experience or on the job skills and knowledge?
Click **RPL** to continue with your RPL application.

Do you want to apply for both RPL and credit for previously completed units of competency?
Click **RPL** to continue with your RPL application with credit.

If you are unsure of the difference between Credit Transfer and RPL click [here](#) for additional information.

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RPL

CREDIT

Selecting “Credit” will take you to the course application page where you can apply for Credit.

Selecting “RPL” will take you to the RPL Eligibility information where you can select to begin your RPL Evaluation process.

****Please Note:*** During the self-evaluation process, please ensure that when you are answering the question that relates to a unit you will be obtaining via Credit Transfer that you respond with a “No” answer. This will ensure you are not admitted and charged for this unit via an RPL process.

Selecting “Begin” will move you to the next screen where you will be required to select whether you are a “NEW” or “EXISTING” CQUni student, if you are a new student, select the “New CQUNI Student” icon and you will be directed to complete the registration process, if you are an existing student, please select the “Existing CQUNI Students” icon and you will be directed to log in.

Once you have logged in you will be redirected back to the explanation page, please click the “BEGIN” function, which will take you to the RPL Self Evaluation questionnaire.

Step 1. - Completing the Self-Evaluation questions:

You can cancel your RPL Evaluation at any time by selecting the “Cancel” Function

Please ensure that you read the unit requirements/questions thoroughly and answer them honestly by clicking the “Yes or No” at the bottom of the page.



When answering the questions, you will see a list of evidence that you will need to provide to support your application, it is important that you can do what is being asked in the questions.

Some of the evidence is “Mandatory” (Required) and some may be ‘Additional’ supporting evidence, please review the evidence requirements to ensure you can obtain all the mandatory evidence for submission before clicking “Yes”.

If you are unable to provide the Mandatory evidence required, you will need to click the “No” button. This unit will then need to be completed via the formal training process.

After selecting Yes or No to the question you will automatically progress to the next question, or you can click the Next function to move through your self-evaluation questions.



At each question there is the option to go back to the previous question if you need to, by clicking the ‘previous’ link on the left side at the bottom of each page.



If you have not answered a question during this process, you will be required to come back to it at the summary page to respond before you can progress.

Question	Unit	Answer
1	BSBPMG420 - Apply project scope management techniques	?
2	BSBPMG421 - Apply project time management techniques	?
3	BSBPMG422 - Apply project quality management techniques	✓

Click on the question mark icon or the unit title to go back to the question and respond with a Yes or No. You will then need to navigate to the end of the questionnaire via the next icon.

Once you have responded to all the questions you will be directed to the summary page.

Summary of units identified for RPL:

At the completion of the questionnaire, you will be provided with information relating to Subsidy eligibility as well as our Quote/invoicing procedure.

SUBSIDY ELIGIBILITY

Subsidies for eligible students reduce the cost of vocational courses to low or free tuition fees, reducing the amount of money you need to pay. You will be assessed for subsidy eligibility as part of your course application. More information on types of subsidy and eligibility requirements can be found [here](#).

Below are the units you have identified as being potentially eligible for RPL and their associated price range. After submitting a course application you will be assessed for subsidy eligibility and issued a formal quote.

QUOTE AND INVOICE

After you have submitted a course application by clicking 'Apply' and completing the form, the RPL Administration Team will issue you with a RPL Quote based on the units you have identified in your Self Evaluation. You can view the Price Lists [here](#).

Once the RPL Administration Team has received your quote acceptance, your admittance into these units via RPL will be processed and you will be issued with an invoice for payment. Invoices are required to be paid in full within 14 days of generation to enable progression of your RPL Application.

Important: If after the acceptance of your quote and raising of invoice you decide to not continue with your RPL, and the 14 day time frame has passed, you will still be liable for full payment of your RPL fees. Unless there are exceptional circumstances, which will require you to make a refund application and supply documented evidence to be assessed by our refunds department. For more information on payments and refunds please refer to the [CQUniversity Refund Policy](#).

CONTACT DETAILS

For further information or assistance with your RPL Application please email rpl@cqu.edu.au or phone the RPL Administration Team on: [4970 7249](tel:49707249).

You will also be provided with the summary of the units you have indicated you are able to RPL based on your responses to the questions. All units indicated with a green (yes) toggle are the units you have indicated you can RPL and are the units you will be assessed on.

Dependant on the qualification eligibility for any funding you will also see the associated price range per unit.

If you do not wish to progress with all the potential eligible units listed, you can remove a unit from your summary by clicking the toggle icon beside that unit to change it to grey (no).

However, it is recommended that you progress with all units identified during the Self Evaluation process, rather than progressing units individually.

PRICE PER UNIT: \$259.00		
BSBPFF501	Manage personal and professional development	<input type="checkbox"/>
BSBTWK502	Manage team effectiveness	<input checked="" type="checkbox"/>
BSBPMG530	Manage project scope	<input checked="" type="checkbox"/>
BSBPMG531	Manage project time	<input type="checkbox"/>
BSBPMG532	Manage project quality	<input checked="" type="checkbox"/>
BSBPMG533	Manage project cost	<input checked="" type="checkbox"/>
BSBPMG534	Manage project human resources	<input checked="" type="checkbox"/>
BSBPMG535	Manage project information and communication	<input checked="" type="checkbox"/>
BSBPMG536	Manage project risk	<input checked="" type="checkbox"/>
BSBPMG540	Manage project integration	<input checked="" type="checkbox"/>
BSBPMG537	Manage project procurement	<input checked="" type="checkbox"/>
BSBPMG538	Manage project stakeholder engagement	<input checked="" type="checkbox"/>
BSBPMG539	Manage project governance	<input checked="" type="checkbox"/>

[BACK](#) [APPLY](#)

[You can cancel your RPL Evaluation at any time by selecting the "Cancel" Function](#)

Progressing to the Course Application:

To progress your application, click “Apply”.
Existing students will see a “Submit” function.

By clicking the Apply function you will be taken to the apply online application portal to complete your course application process.

Existing students - clicking on the “Submit” function will notify the RPL Administration Team of your RPL evaluation enabling us to process your RPL Application. Your process will continue from ** below.

Completing the Course Application:

You are required to complete the apply online course application process, this includes:

- Validating your USI
- Updating your personal details
- Completing your educational background
- Entry considerations and requirements
- Supporting documentation upload for VSL/Subsidy Eligibility Funding verification
- Complete the declaration and consent.

The last page of the application form will list any documents that need to be uploaded to support funding requirements, if any.

“This upload is only for the purpose of VSL/Subsidy Eligibility Funding verification documentation, please do not upload RPL Evidence here, you will be requested at a later step to upload your RPL Mandatory/Additional Supporting Evidence”.

The units that you have chosen during the RPL self-evaluation process will also be listed here for your information.

Upon successful application submission, an acknowledgement email is then sent to your email address, advising that your application has been received and is currently being processed.

Review of Course Application

The CQUniversity RPL Unit will review your course application.

If you are required to supply any additional information in relation to subsidy eligibilities relating to your course application, you will be requested to supply these here. The CQUniversity RPL Unit will contact you if this is required.

**The CQUniversity RPL Unit will complete the final quote processes and email this to you for acceptance (Your quote acceptance will be required within 30 days from the date of issue).

On acceptance of your RPL quote the CQUniversity RPL Unit will progress your course application and forward your invoice for payment – (payment will be required within 14 days of invoice generation).

Once payment has been received by CQUniversity, your RPL application will commence via the Ready Skills system.

The RPL Team will provide you with your Ready Skills Next Steps process at this time.

Step 3 - RPL Application – Ready Skills

You will receive an automated email from Ready Skills, advising how to access the Ready Skills system.

You will be required to login to the Ready Skills system, where you will be guided through the RPL wizard.

There are 7 steps that you will be required to complete at this time:

Note* - *You have a 6-week timeframe to complete this process.*

Step 1 – Updating your personal details.

- Please ensure your personal details captured here are correct as this information will form your profile and enable the Assessor to make contact with you to progress your RPL Application
- You may also change your password if you choose to.

Step 2 - Entering your Employer details for the Work Experience Validation Reports.

RPL applicants are required to show their skills and knowledge in a workplace setting to competently perform to industry standards on the job.

- Please enter your employer contact name, phone number, email address, and employment start and end dates.
- Please ensure you tick the box if the entered employer is your current employer



The image shows a screenshot of a web form titled "Previous Employer (remove)". The form contains several input fields: "Business Name", "Contact Person", "Phone Number", "Email Address", "Address", "Currently Employed" (with a checkbox), "Start Date", and "End Date". A blue arrow points from the top right towards the "Currently Employed" checkbox, which is currently unchecked.

- You can add multiple employers in this step through the 'Add employer' button.
- Please enter the details of your most recent employers (within the last 3 years) that will contribute to your RPL Application at CQUniversity.

Please note:

Your nominated workplace contact will be required to:

- Hold the qualification or minimum of 2 years Technical Experience in the area being reviewed
- Deal specifically with your workplace performance
- Be prepared to provide additional evidence in the form of a report or phone interview

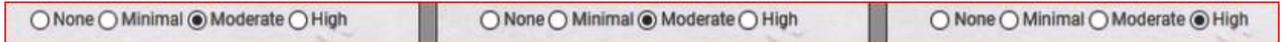
Step 3 – Creating your Work Experience Profile.

This is where you generate your work experience profile.

Please take the time to fully complete this section as it will build a profile of your current skills that will be used to generate a report for your current/past employers to confirm your experience.

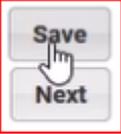
You will need to:

- Complete information for every icon
- Choose your highest level of experience you have, levels to choose from are None, Minimal, Moderate or High



- Please do this for each employer entered at Step 2

- Select 'next'  to advance through each icon

- You 'must' select **SAVE**  or your information will be lost

- Once you have saved your work, you can go back and edit this step or continue to Step 4

Step 4 – Work Experience Validation

A work experience report is generated from the profile you completed at Step 3.

- It is a requirement to have your work experience validated.
- CQUniversity seeks assistance from the workplace to confirm your performance in a work setting.
- This Work Experience Validation report will be used as part of the evidence gathering process to support a judgement of your competence.
- CQUniversity is also required to make contact with your employer to obtain verbal validation of your skills and knowledge.

Please ensure that the details of your current/recent employers are correctly recorded at Step 2 as these details are used in these reports.

You can either:

- Print the report, and post or deliver to your employer for completion (signed reports can be uploaded here or in Step 6)
Or
- Email the report to your employer to complete

Step 5 – RPL Summary

There are no further requirements at this step, therefore please click 'Save & Finish' to continue to Step 6.

Step 6 – Upload Your Supporting Evidence

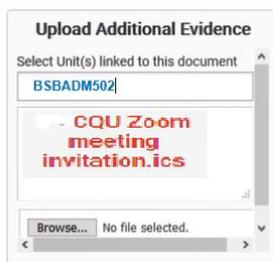
This is where you upload all your evidence in support of your RPL Application.

*A Current Resume and Position Description are mandatory with an RPL Application and only needs to be uploaded once. Please ensure you upload these as well as the specific evidence mentioned below.

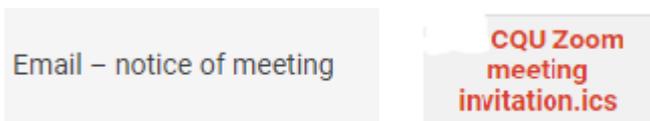
Specific evidence associated to the units that you have identified you can RPL is provided as a list within this section.

Listed evidence is identified as 'Required' and 'Additional' evidence.

- You are required to upload all 'Required' (Mandatory) evidence.
- You can also upload 'Additional' supporting evidence.
- Please ensure you link your evidence to the relevant unit of competency



- Please ensure your documents are named as per the 'Required and 'Additional' supporting evidence list.



- Please ensure, if you have printed and supplied your Work Experience Validation Report to your employer that you upload the signed report here.

Step 7 – Declaration & Submission

Please read the declaration provided, sign and date to complete your RPL Application.

Your application has now been submitted to your assigned Assessor, who will be in contact with you shortly to conduct the assessment process.