



aime

Australian Institute of
Maintenance Engineering

RPL
Information
Booklet

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About:

The Australian Institute of Maintenance Engineering (AIME) was founded in 2019 to meet the growing demand for Maintenance Technicians within the Western Australian resource sector.

Vision statement:

We are the pre-eminent provider of vocational training in Engineering Design and Maintenance and will continue to offer cutting edge training programs in response to new technologies and innovation in this sector.

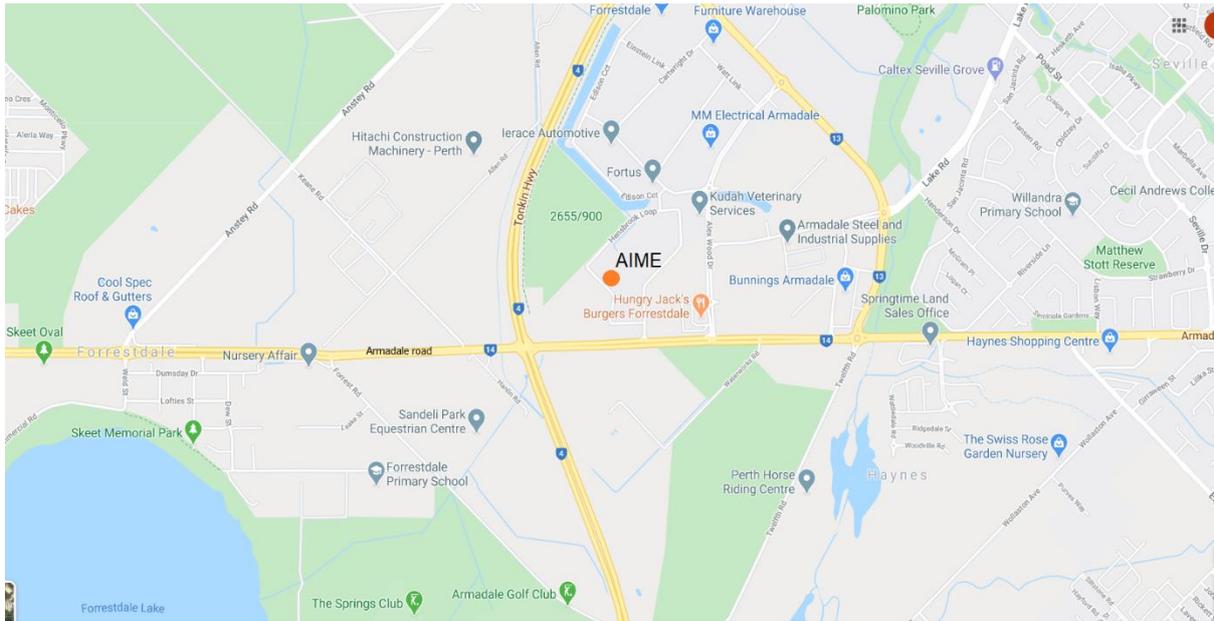
Mission statement:

AIME provides accredited training courses, qualifications and customized skill set training programs to students and employees in the industrial workforce by ensuring relevant, timely and industry endorsed training.

1. Location:

Address: 13 Hensbrook Loop, Forrestdale, WA 6112

AIME is located near the Tonkin highway and Armadale Road Intersection as shown below.



The AIME training centre is easily accessible by buses from Cockburn and Armadale train stations. For more information, please refer to Transperth's [Journey Planner](#).

2. What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience such as paid and volunteer work and skills attained through leisure pursuits using musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all units of a training program if he or she already possesses some of the competencies taught in the program.

3. Why you should apply for RPL

If you apply for RPL and your application is successful you are likely to:

- reduce or eliminate the need for any training in skills and knowledge you already have;
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work;
- save money because you will not have to buy textbooks and other learning material;
- complete your qualification in a shorter time; and
- advance to a higher-level qualification in a shorter time if desired.

4. Some terms you need to understand

It is important that you understand the following terms to assist you with your RPL application.

Competence

Competence is the demonstration of skills and knowledge that you have gained through life and work experiences as well as any training that you have successfully completed that can be matched against a set of industry performance standards referred to as **units of competency**. These units are grouped together to form a specific industry qualification, within the Australian Quality Training Framework (AQTF).

Each unit of competency is divided into elements (a set of activities that lead to an overall achievement or demonstration of competence). Each of these elements is further broken down into a set of performance criteria which give a more detailed description of the skills and knowledge you need to be able to demonstrate.

Matching your evidence against each of the elements/performance criteria will help you to reach your qualification more quickly.

5. How to prepare for your RPL assessment

For your skills to be formally recognised as part of a national qualification, Assessors must make sure that you (the candidate) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

You must be involved in the RPL process so that all the experience, skills and knowledge you have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier for you.

1. Your Assessor will ask you to talk about your work roles and your employment history.

Bring a copy of your résumé. You might like to write down any work you have done in the past (paid or unpaid) and where this took place.

2. If you have certificates from any training courses you have completed, bring along either certified copies or the originals to the interview with the Assessor.
3. Bring along any other documentation that you think would support your claim that you have done this work.

The following is a list of some of the documents you can provide as examples of your work history:

- brief CV
- certificates/results of assessment
- any licenses
- tickets held, e.g. forklift, crane
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- site training records
- site competencies held record

- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate your trade or industry experience or support your claim.

Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process to validate your competencies.

4. Think about who you would consider to be your workplace contact or referee.

Is your employer happy to support your aim to become qualified?

Would you feel comfortable if the Assessor contacted your current workplace or previous workplace/s to validate your skills with your supervisor/s or employer/s?

5. You will need to supply the contact details of work referees who can confirm your skills in the industry.

Think about who the best person to confirm your skill level would be.

Think about current or recent supervisors or employers who have observed your work and who would be able to confirm your previous work skills and experience. The Assessor will need to contact them.

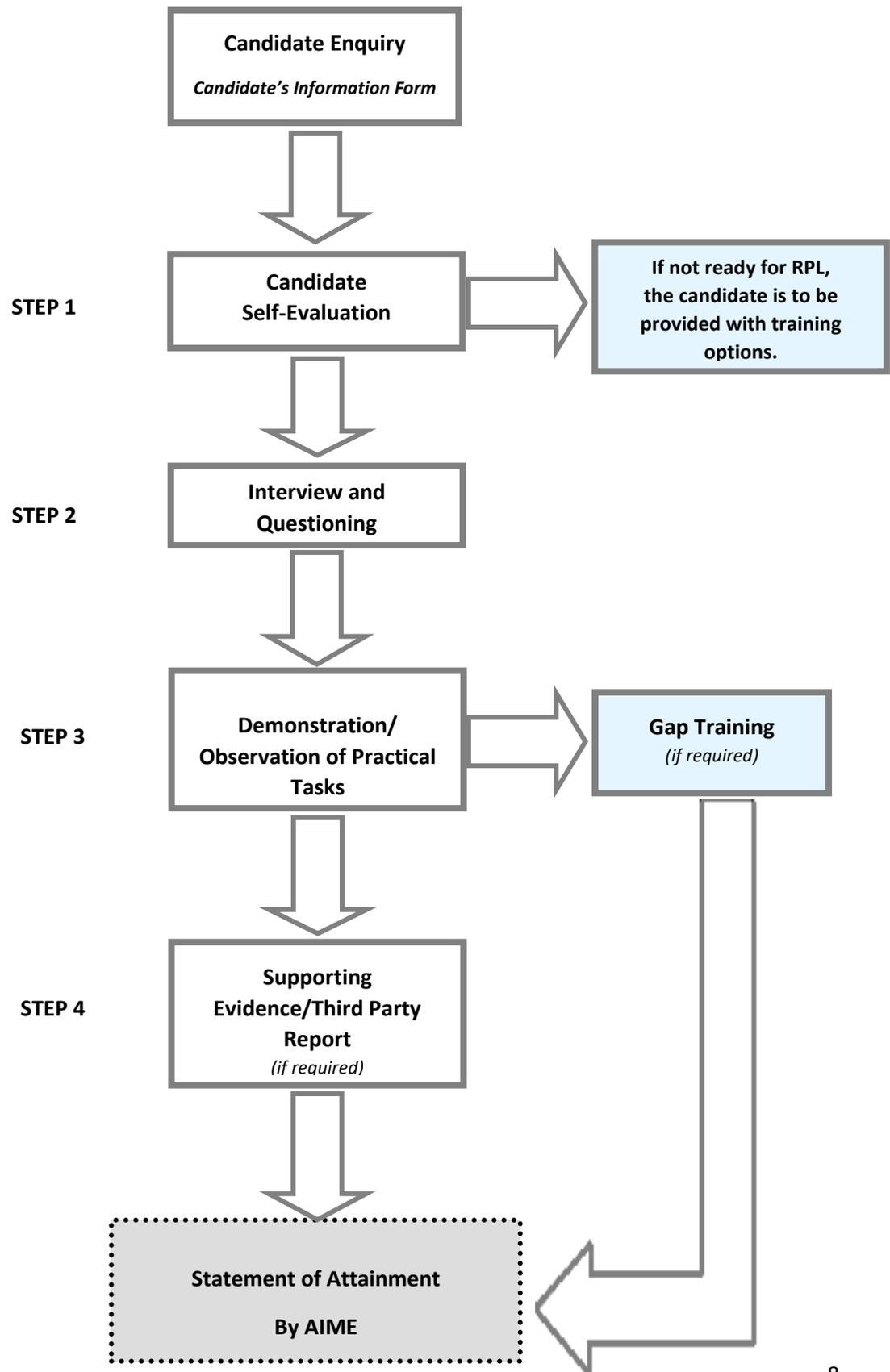
6. You can speak with your Assessor about other ways you can show your skills for the trade or industry in which you are seeking recognition.

These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentiality issues – see below) or any other relevant documents.

6. Confidentiality issues

It is important that sensitive information is not included as part of your Supporting Documentation (as identified in Section 3 and any other documentation you wish to use as evidence). You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted, and financial figures or other personal details should be blacked out and made unidentifiable.

7. RPL Process Overview:



8. The four steps in the RPL assessment process

Once your training organisation has provided you with the information you need to apply for RPL, you need to follow these four steps in order to complete the process.

| | |
|--|--|
| <p>Step 1 – Self-Evaluation</p> | <p>Before you decide to apply for RPL you need to assess your current competence for one or several units of competency.</p> <p>Complete the candidate information and self-evaluation forms provided with as much information of your previous work experience as you can.</p> <p>This will allow for an initial assessment of your experience and a check to see whether you can demonstrate the required skills and knowledge. You can discuss this with an RPL Assessor if you want.</p> <p>You must be able to provide evidence against the elements/performance criteria for the relevant unit/s of competency.</p> <p>It is not enough to simply state that you possess the skills and knowledge required. You must be able to demonstrate competence.</p> <p>This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any. (See Tip 3 above.)</p> <p>Depending on the trade or industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL, as your Assessor will work with you throughout the RPL process.</p> <p>You will also need to supply the contact details of work referees who can confirm your skills in the industry.</p> <p>By asking your supervisor to complete their part of your self-evaluation, they will be providing valuable evidence confirming the work experience, skills and knowledge you have demonstrated in the performance of your work duties.</p> <p>You will also be provided with a list of suggested evidence that you could use to demonstrate that you are competent in a unit or units of competency. This list is a guide only. If you have other suitable</p> |
|--|--|

| | |
|--|--|
| | <p>evidence to support your claim for RPL then you are encouraged to share this with your Assessor.</p> <p>If you do not believe that you have any suitable evidence, then you should discuss your options with your Assessor.</p> <p>Once you have completed the self-evaluation and made the decision that you would like to continue with the RPL process, make an appointment for an interview and enroll for RPL.</p> <p>Note: <i>It is possible to gain RPL for an entire qualification.</i></p> |
| <p>Step 2 – Enrolment and interview with the Assessor</p> | <p>An interview with an Assessor who understands your industry will be organised for you. They will review – usually with you – the information and supporting documentation you have provided and match up your skills to the units/subjects in the qualification.</p> <p>During your RPL interview, your Assessor will discuss with you your self-evaluation and any evidence you have provided.</p> <p>It is at this point that you will be able to identify any previous work experience and discuss this with your Assessor.</p> <p>During this conversation, you will be required to answer questions relating to your work experience. This questioning forms part of the assessment, as it will identify your current knowledge and skills regarding the area of industry in which you are applying for recognition.</p> <p>If you are currently enrolled in a training course relating to this qualification, it is important that you let your Trainer know that you intend to apply for RPL, then nominate the units you have selected for RPL so that the required documentation can be processed and your application can go ahead.</p> <p>It is at this stage that a decision will be made whether you are able to proceed to the next step or whether you need to undergo gap training.</p> |
| <p>Step 3 – Practical demonstration of your skills</p> | <p>Your Assessor will organise with you and your employer to conduct a practical skills test at your workplace (if appropriate) or other suitable location.</p> <p>This is your opportunity to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the qualification in which you are applying for recognition.</p> |

| | |
|--|---|
| | Your Assessor will identify the skills they want you to demonstrate by asking you to complete certain tasks. |
| Step 4 – Provision of further supporting evidence | <p>Your Assessor will need to confirm your previous work experience with someone (such as your supervisor or employer) who can vouch for your skills.</p> <p>They will contact the referees you have provided as part of the candidate information.</p> <p>Your Assessor may ask you to give your selected workplace contacts or previous employers the Third-Party report to complete. Authentication of these reports by the Assessor would then be required.</p> |

9. After the assessment

After the assessment, your Assessor will advise you of the units of competency you have successfully completed. You will also be advised whether you have gained the full qualification or if gaps have been identified during the recognition process. If you do have skill gaps, these may be addressed through additional training.

If you have any questions during the RPL process, you should contact your Assessor or email to info@aime.wa.edu.au.

10. Candidate's Information Form

| Qualification/Industry in which you are seeking recognition | | |
|---|--|-------|
| <input type="checkbox"/> MEM40412 - J159 CERT IV in Engineering Drafting <input type="checkbox"/> MEM40119 - BEJ8 CERT IV in Engineering - Maintenance | | |
| Personal details | | |
| Surname | | |
| First name/s | | |
| Any other name/s used | | |
| Home address | | |
| Postal address <i>(if different from above)</i> | | |
| Telephone numbers | Home: | Work: |
| | Mobile: | Fax: |
| Email address | | |
| Are you a permanent resident of Australia? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Do you need an interpreter to help you with an interview? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Do you have a disability which we should be aware of? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Will you need special aids if you are required to undertake a practical assessment? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Please provide details of special needs so that we can assist you if required. | | |
| Current employment | | |
| Are you currently employed? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If 'yes', in which occupation are you currently employed? | | |

| | | |
|--|--|-------------------------------|
| What is your current job title? | | |
| Who is your current employer? | | |
| How long have you worked in this job approximately? | year/s | month/s |
| Is this occupation in the same industry as the industry in which you are applying for recognition? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If 'no', go to the next page. |

| | | |
|---|--|--|
| If 'yes', list some of the main tasks you perform as part of your work that you think are relevant to your RPL application. | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| <i>If you have further recent industry experience relevant to your application, please attach another sheet or your current résumé.</i> | | |

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| Rate your knowledge and skills against the qualification/industry relevant to your RPL application. | | | |
| Industry area: <insert relevant industry> | Yes | No | Possibly |
| I think my experience is of a high level. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I think I am skilled to do this job. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I know how to do the work tasks really well. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can explain my experience and provide documentary evidence. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I have undertaken much of this work without supervision. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Further training | | | |
|---|--------------------------|--------------------------|--|
| I have attended training courses in this area of work. | <input type="checkbox"/> | <input type="checkbox"/> | |
| If 'yes', what training did you undertake? Include date training completed (month, year). | | | |
| Is there any further information you wish to give in support of your application? | | | |
| | | | |

| Professional referees (relevant to work situation if not already listed on your résumé) | |
|--|--|
| Name | |
| Position | |
| Organisation | |
| Address of organisation | |
| Phone number | |
| Mobile number | |
| Email address | |
| Name | |
| Position | |
| Organisation | |
| Address of organisation | |
| Phone number | |
| Mobile number | |
| Email address | |

11. Candidate's Employment History Form

(Please attach a detail resume of yours along with this form)

| Name, address and phone number of employers | Period of employment (DD/MM/YYYY) | | Position/s held | Full-time Part-time Casual | Description of major duties |
|---|-----------------------------------|----|-----------------|----------------------------------|-----------------------------|
| | From | To | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

| | | | |
|------------------------------|--|-------------|--|
| Candidate's signature | | Date | |
|------------------------------|--|-------------|--|

12. Third Party Report

(Referee testimonial)

All people who verify your work are to complete the details below to ensure validity. (You may need multiple copies of this form)

| | |
|---|---|
| <input type="checkbox"/> MEM40412 - J159 CERT IV in Engineering Drafting <input type="checkbox"/> MEM40119 - BEJ8 CERT IV in Engineering - Maintenance | |
| Candidate's name | |
| Referee's name <i>(Name of person providing this evidence)</i> | |
| Position/title | |
| Workplace | |
| Workplace address | |
| Telephone numbers | |
| Email address | |
| This report was completed | via interview by Assessor <input type="checkbox"/> independently by referee <input type="checkbox"/> |
| Interview conducted by <i>(if applicable)</i> | |
| Date of interview | |
| Instructions | <p>As part of the assessment for above mentioned qualification, the candidate requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the candidate's skills and experience.</p> <p>A letter of support from the organisation validating a range of tasks performed by the candidate is useful in identifying competence.</p> |

To whom it may concern

Re: _____ who is a _____
(insert candidate's name) *(insert industry/job title).*

I certify that the above-named person has:

worked at _____ for a period of _____
(insert name of workplace) *(insert length of time).*

They have regularly completed the following activities to an acceptable workplace/industry standard within this organisation.

| | Yes | No |
|--|--------------------------|--------------------------|
| I understand the evidence/tasks the candidate has performed on which I am required to comment. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am willing to be contacted if further verification of my statements is required. | <input type="checkbox"/> | <input type="checkbox"/> |

If you would like further information or would like to discuss any of the above, I can be contacted on _____ *(insert phone number).*

Yours sincerely

Signature: _____

Date: _____