



THE REDCLIFFE AERO CLUB

Recognition of Prior Learning (RPL)

Process and Guidelines Student Guide Part 1

Student Name:

Student No.:

**Qualification: AVI50222 Diploma of Aviation
(commercial Pilot Licence – Aeroplane)**



Recognition of Prior Learning (RPL) Process and Guidelines

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Forms of Prior Learning Recognised

The Redcliffe Aero Club recognises that some students bring substantial knowledge, skills and experience to their Aviation Study. The Recognition of Prior Learning Student Guide (Part One) allows for the recognition of prior formal and informal learning (gained through an accredited qualification or course), and equally:

- ☐ non-formal learning is learning that took place through a non-accredited course, seminar or program of professional development; and
- ☐ Informal learning that takes place through professional standing, paid or voluntary work, or community, leisure or domestic activities.

What do I need to know?

This information (if applicable) will assist you to complete the RPL Application Form, capability statement, Recognition of Prior Learning Evidence portfolio.

- a. list units (subjects) in your Redcliffe Aero Club course that have content (topics) and learning outcomes for which credit may be sought.
- b. describes the knowledge, skills and experience you currently hold for each learning outcome, as a result of your prior non-formal and/or informal learning.
- c. Create a Recognition of Prior Learning evidence portfolio, gathering a range of evidence (supporting documents) to verify your claims and support your application for Recognition of Prior learning, in order to have your prior learning recognised.

Recognition of Prior Learning (RPL) is an assessment process where it is possible for a student to be given credit for formal or informal training previously undertaken or experience gathered through work and life experiences, where it relates to the course, they are enrolling in.

General Information

This Recognition of Prior Learning (RPL) application is designed to help you put together evidence through a recognition process to achieve a Nationally Accredited Qualification.

As a Registered Training Organisation (RTO), The Redcliffe Aero Club is obliged to recognise Australian Quality Framework Statements of Attainments issued by other Registered Training organisations which can be used as part of your RPL application. This can include primary and secondary evidence.

An RPL application could also be available where a student holds a CASA Industry Licence or Instrument Rating and can successfully demonstrate competence against the assessment requirements and performance criteria of a unit of competency.

Recognition of Prior Learning (RPL) is a process for potential students to gain credit for their skills, knowledge, abilities, and experience gained through working and learning. It can be gained at any stage, through formal and informal learning, in Australia or overseas or through other activities such as volunteering.

Recognition of prior learning applications will only be successful when a potential student has provided adequate evidence to support the training package requirements for all aspects of that unit of competency.

Further information regarding units of competency, required skills and knowledge can be found at www.training.gov.au

Do supporting documents need to be certified or translated?

Yes, in most circumstances you may need to provide certified copies as part of your application. All Non-English document must be accompanied by an authorised English translation.

How will my application be acknowledged?

- ☐ Your application will be acknowledged by the RTO Co-Ordinator within 5 business days (excluding weekends), you will receive an acknowledgement email from The Redcliffe Aero Club admin team.
- ☐ A quality check will be conducted on your Recognition of Prior Learning (RPL) application by the RTO Coordinator and if any additional clarification is needed then an email request will be sent to the individual student.



How does the Assessor evaluate evidence?

Your assessor will evaluate your evidence and begin mapping your evidence to the training package rules for the units of competency you are applying for. The assessor will then determine if the evidence that you submitted is enough to be deemed component in that unit of competency. Your assessor will likely contact you to set up an interview to discuss his/ her findings and determine if any gap assessment training is needed for that unit.

Interview with Assessor also known as “Competency Conversations”.

Your RPL Application interview may be a combination of a face-to-face interview with your assessor or a phone interview depending on student's location and other such factors.

The interview should take approximately 60 - 90 minutes and will normally take place at The Redcliffe Aero Club head office. Or your Assessor may choose to interview you in smaller time frames focusing on one competency per conversation.

The interview will provide an opportunity for both you and the assessor to clarify any unclear evidence, and for the assessor to sight and sign-off on any documentation you have submitted to illustrate your competence.

Questions posed at the assessment interview will be individually tailored to clarify information in your supporting documentation or address gaps in your competency levels. Questions may relate directly to your experience in the workplace but may also include scenario-based questions as an opportunity for you to demonstrate your skills and knowledge.

Your assessor / trainer may request for you and him/ her to have more than one phone interview session depending on the number of units of competency that you are applying for.

Your assessor may also determine that he/she requires video evidence of your skill set to finalise your Recognition of Prior Learning Application. This may be completed at the time of the Recognition of Prior Learning at the expense of the student. Or it may be deemed that this can be conducted and documented throughout the first phase of your Qualification, and the Recognition of Prior Learning application maybe deemed successful by the end of stage 1 that you are studying on a fulltime basis.

If such a situation occurs where a student cannot be deemed competent in their Recognition of Prior Learning Application, then they will be required to:

- a) Be retrained in a portion of the course (this could be one or multiple stages of the qualification and will be based on the students individual training plan) this is at a Fee for service rate billed to the individual student for pay as you go arrangement.
- b) Suspend their enrolment – which would require an amendment to their training plan and Vet student loan application.
- c) Cancel their enrolment and permanently withdraw from the course.

Award of Qualification / Unit of Competency

Once all the steps have been completed and the assessment of your RPL application and evidence has met the training package and competency requirements of the unit of competency, the CFI Chief Flight Instructor (CFI) will award you the units of competency, as successfully graded by RPL.

In the event that you have been assessed as competent in more than one unit of competency then this will also be documented on your training plan, and it will be amended to reflect this.

In the event that your RPL evidence is deemed 'not yet competent' against any of the performance criteria (and therefore, element of competency) you will be given an opportunity to resubmit further evidence for consideration.

Examples of additional evidence can be discussed with your assessor / trainer and may include further documentation, completion of a take home assignment, provision of a report from your supervisor or evidence of satisfactory completion of training.

If you are not satisfied with an assessment decision, you may apply to have it reviewed in accordance with our policy on appeals. A copy of this policy is available on our website.

However, should a student not be deemed competent in their RPL application they must cease training at the end of phase 1 until they are deemed competent, discussions about their Vet student loan requirements, training plan and training options.



Training Plan Amendments

Once you have successfully been deemed competent in a unit/s of competency, the Chief Flight Instructor (CFI) will advise the RTO Co-Ordinator of your successful application. Any units of competency that you have been deemed competent through an RPL application or a Credit Transfer Application will be reflected on your training plan for the course that you have enrolled in which would be one of the below courses.

- ☐ AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane)
- ☐ AVI50519 Diploma of Aviation (Instrument Rating)

Once the unit has been deemed a successful Recognition of Prior Learning result you will not have to complete that unit, the number of units you have been approved will alter the course duration and course cost for the course.

Once you receive your amended training plan, this will outline the units of competency you have remaining as well as the required time frames to attend classes.

What is a Capability Statement?

Students are required to submit a capability statement as part of their RPL application for each unit of competency they wish to be considered for, this statement should describe your capabilities, abilities, knowledge and skills in relation to the unit of competency. You should address the units of competency topics associated with the learning outcomes, these can be found in your Evidence portfolio or on www.training.gov.au

How do I complete a Capability Statement?

The main aspects to remember when writing your capability statement is that it should be a paragraph or more of you explaining how your knowledge and experience meeting the units of competency requirements.

We suggest that you use the below as a guide:

- **Who** – this is you as you are the pilot demonstrating the skill set?
- **What** – was this a flight or a ground school that you demonstrated your skills, if this was a flight what was the Aeroplane you were in? Do you remember the Registration number or call sign or the Aeroplane?
- **When** – when in the past have you demonstrated these skills, provide dates or a month and year as a minimum of the flight.
- **Where** – where did you depart from, where did you fly to, how long was the flight, provide as much information about your routine, exercise, (e.g., training area)
- **Why** – Was this part of your CASA Syllabus training for a licence, was it a private hire, was it on your first solo flight.
- Situation
- Task
- Action
- Result

The below example is for the unit of competency AVI4001 Maintain aircraft radio communication.

Step 1 – Check www.training.gov.au for the units of competency elements and performance criteria for this unit. A suggestion would be to write these down on a piece of paper or copy the table onto a blank document so that you can cross them out once you have covered them in your statement.

Element	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describes the performance needed to demonstrate achievement of the element.
1. Operate radio equipment	1.1 Serviceability of radio equipment is confirmed
	1.2 Transmission and receipt of radio communications is conducted using appropriate procedures and phraseology
	1.3 A listening watch is maintained and applicable transmissions responded to appropriately
	1.4 Appropriate emergency and urgency transmissions are conducted
2. Manage radio equipment malfunctions	2.1 Radio failure procedures are performed as required
	2.2 Fault-finding procedures and corrective actions not involving special tools or instruments are employed
3. Operate transponder	3.1 Aircraft transponder is operated and monitored in accordance with the aeronautical information publication (AIP) during normal operations
	3.2 Aircraft transponder is operated and monitored in accordance with the AIP during abnormal and emergency operations

Unit of Competency: AVIE0006 Maintain Aircraft Radio Communication

[illegible]

You must provide a range of supporting documents (evidence) when you submitted your application, we would strongly encourage students to provide as many of the documents listed below on the Recognition of Prior Learning Portfolio checklist as possible. The more supporting documents you can provide the more evidence you have for your application.

Evidence Portfolio Checklist

- ☐ Job Descriptions (Aviation industry positions only)
- ☐ Evaluations from supervisors (Supervisor performance appraisals)
- ☐ Videos evidence of flying including Flight checks / Ground School etc.
- ☐ References from employers outlining your Aviation /Pilot responsibilities.
- ☐ Certificates of completion of Nationally accredited qualifications
- ☐ Proficiency check
- ☐ Flight Review
- ☐ Resources developed (MOS) - briefs
- ☐ Charter projects
- ☐ Pilot flight logs
- ☐ Licences / endorsements (CASA)
- ☐ Fuel inspection documentation – Journey log
- ☐ Training Schedules

How do I complete the Summary Table?

The main aspect to remember when completing your summary table is to ensure that your assessor can clearly identify what each document is and how it relates to your application, below is an example of how you would document your evidence:

The Redcliffe Aero Club

APPENDIX A **STUDENT PROGRESS RECORD**

NAME ARN

DATE	REGO	INSTRUCTOR	DUAL		PIC		DUAL		PIC		NAV	INSTRUMENT FLYING				SEQUENCE / ROUTE
			DAY	TOTAL	DAY	TOTAL	NIGHT	TOTAL	NIGHT	TOTAL		A/C	TOTAL	SIM	TOTAL	
13/11/12	NDA	SOLO														LOCAL SCENIC
23/11/12	YAE	J. SMITH	0.8													STRAIGHT & LEVEL
26/02/14	TRE	SOLO			2.0											YARN
TOTAL HOURS TO DATE:			108.8		58.5		13.6		5.0			8.5		4.1		12-02-2015
12/2/15	TRE	J. SMITH	0.9	109.7												REGENCY / CHECK
13/2/15	TRE	SOLO			3.3	61.8										CPL HS RED-KAY-YGM-BW
23/2/15	TRE	J. SMITH	3.1	112.8								0.2	8.7		4.1	YRED-YMMN-YKUP-YRED
26/2/15	TRE	J. SMITH	1.0	113.8	1.3	63.1						0.3	9.0			CPL PRETEST - ANK
02/3/15	TRE	J. SMITH	0.8	114.6	63.1		13.6		5.0			9.0		4.1		CPL PRETEST - ANK
TOTAL HOURS TO DATE:			114.6		63.1		13.6		5.0			9.0		4.1		02-03-15
			<div style="border: 1px solid black; padding: 5px; display: inline-block;"> THE REDCLIFFE AERO CLUB HOURS CORRECT TO DATE 02-03-15 SIGNED LIC. No. 782309 </div>													
3-3-15	PKA	SOLO			2.0	65.1										Revision LOCAL
4-3-15	TRE	ML			3-6											0.4 CPL FLIGHT TEST M. [Signature] 105926 Bas

Using the above document as Document 1, which is a copy of a "students progression report" which outlines a number of flights that the student has completed. The above document does have comprehensive information and indicated that the student was training towards his/her CPL pre-test.

You would complete the "Summary table" below with as much information as possible, in this case the above document would be able to be used for multiple units of competency.



Item no.	Unit of competency / Performance Criteria	Source of the Evidence	Description of Evidence	Date	Verified / Assessor Initial
Doc 1.	AVIY0054 Control Aeroplane on the ground AVIY0055 Take off Aeroplane AVIY0056 Control Aeroplane in normal flight AVIY0057 Land aeroplane	The Redcliffe Aero Club	Previous training record from The Redcliffe Aero Club conducted in 2013	02/03/2013	Trainer will complete this section.

How do I know which Evidence portfolio to complete?

Your Trainer / Assessor / Flight Instructor and the RTO Co Ordinator will assist you in determining which Evidence portfolio you will be completing. This will be based on your previous experience, your existing CASA Licences and which course you are intending to enrol in once you have completed your Recognition of Prior Learning application (RPL). Most students wishing to apply for Recognition of Prior Learning are aiming to obtain a competent result for a portion of your intended course although students can choose to apply for Recognition of Prior Learning for a whole qualification.

The most common Recognition of Prior Learning applications (RPL) are outlined below:

If you are enrolling into the qualification AVI50222 – Diploma of Aviation (Commercial Pilot Licence) and you have undertaken the CASA Syllabus Private Pilot Licence training and hold a CASA Private Pilot Licence (PPL) then you would more than likely be applying for Recognition of Prior Learning for 8 units of competency out of the 29 units of competency, those 8 units are outlined below:

AVI50222 – Diploma of Aviation (Commercial Pilot Licence - Aeroplane)

AVIE0006	Maintain Aircraft Radio Communications	Core
AVIF0033	Manage Aircraft Passengers and Cargo	Core
AVIW0029	Manage Pre- and Post-Flight Actions	Core
AVIY0054	Control Aeroplane on the Ground	Core
AVIY0055	Take-Off Aeroplane	Core
AVIY0056	Control Aeroplane in Normal Flight	Core
AVIY0057	Land Aeroplane	Core
AVIY0058	Manage Aircraft Fuel	Core

If you are enrolling into the qualification AVI50519 – Diploma of Aviation (Instrument Rating) and you have undertaken the CASA Syllabus Commercial Pilot Licence training and hold a CASA Commercial Pilot Licence (CPL) then you would more than likely be applying for Recognition of Prior Learning for 4 units out of the 14 units of competency, those 4 units are outlined below:

AVI50519 – Diploma of Aviation (Instrument Rating)

AVIF0029	Implement Threat and Error Management Strategies	Core
AVIF0030	Manage Safe Flight Operations	Core
AVIW0032	Operate and Manage Aircraft Systems	Core
AVIY00033	Operate Aircraft Using Aircraft Flight Instruments	Core

If you currently hold a NVFR (Night Visual Flight Rules) endorsement on your CPL CASA Licence, then you may also choose to apply for Recognition of Prior Learning for an additional One (1) unit of competency listed below:

AVIY0053	Operate Aircraft in the Traffic Pattern at Night	Core
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How do I complete my Evidence Portfolio?

- 1) Read through the below "Evidence Portfolio" table provided, so that you have a understanding of how you're document should be layed out and evidence identified.
- 2) Using your completed "**Summary Table**" you now have a comprehensive list of all the historical evidence you have gathered as part of your applcation. Using the same identification system you used before begin imputting yoru evidence data into the historical evidence column.
- 3) Rember that you can use the same piece of evidence for more than one performance criteria or even more than one unit of competency, as long as the evidence maps across, your trainer will assist you with this through out the application process.
- 4) Ensure that you have at least one piece of evidence for each performance criteria, and that you meet the requirements for evidence.
- 5) You may chosse to map your evidence as you go (document it as you add each piece of evidence) or you may choose to complete your mapping at the end of each unit of competency either of these options would be efficient. Mapping a number of units of competency at the same time is not recommended for students who do not have extensive expereicne in completing Recognition of Prior learning (RPL) applications at a Diploma level.
- 6) Once you have added your current, recent and historical evidence then you should begin mapping, you will need to have all units of competency training package requirements and assessment requirements. These can be found on the www.training.gov.au website.
Then you would determine which corresponding element and performance criteria closely aligns your evidence then you would write or type the corresponding number.

Mapping the elements and performance criteria for each unit of competency, can take appropriately 1-2 business days depending on your knowledge of the process and industry currency, so you will need to allow adequate time to complete your application prior to enrolment.

If you have difficulty in completing your Recognition of prior learning (RPL) application, evidence or mapping then you should discuss your difficulties with your Instructor/ Trainer/ Assessor and/or RTO Coordinator who will facilitate some additional assistance for you at a mutual convenient time.

When do I submit my Recognition of Prior Learning Application?

The Redcliffe Aero Club strongly recommends that students prepare and submit their (Recognition of Prior Learning - RPL) Application, prior to commencement of your chosen qualification, the Redcliffe Aero Club recommends submitting your application at least one month before commencement of course commencement or phase recommencement date or alternatively if you are not looking to join one of our courses once you have completed your Recognition of Prior Learning Application (RPL) then you should arrange with the Redcliffe Aero Club RTO Co-Ordinator or Trainer to have an RPL Introduction Session, where you can go through the Recognition of Prior Learning Application and ask questions.

The Redcliffe Aero Club estimates that students should allow approximately 1-2 days per unit of competency to complete the Summary table and the Evidence Portfolio and then an additional 1-2 days to complete the competency conversation, competency checklist and flight for each unit of competency also.

We also suggest that students complete this Recognition of Prior Learning (RPL) application onsite at the Redcliffe Aero club wherever possible so that they have unlimited assistance on hand when needed.



Below is an example template on how The Redcliffe Aero Club Trainers / Assessors and Flight Instructors recommends you complete your Summary of Evidence portfolio, by using this template you will meet all the Government and training requirements.

The below example is based on the unit of competency AVIE4001 Maintain aircraft radio communication, which is a unit of competency from the qualification AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane).

The first and second columns are identified as the unit of competency Elements and Performance criteria these form part of the training package rules. The complete units of competency training package rules can be located and downloaded on the www.training.gov.au website.

The third and forth columns are allocated for you to provide your examples of evidence, to assist you in making mapping your evidence easier for you and the Recognition of Prior Learning (RPL) Assessor, we would recommend that you write some basic tracking information in these columns including a Identification source so that you can map it accordingly.

The fifth and sixth column will be completed by your Assessor / Trainer once you have completed your application and you have been assessed.

Element Elements describe the essential outcomes.	Performance Criteria Performance criteria describes the performance needed to demonstrate achievement of the element.	Evidence to support my achievement of competence		Trainer / Assessor / Instructor only	
		Current and Recent Evidence - including mapping	Historical evidence (more than 2-3 years old) – including mapping	Evidence provided and sighted	Approval date / initial
1. Operate radio equipment	1.1 Serviceability of radio equipment is confirmed	AVIE4001 Maintain aircraft radio communications. Date: 04.03.2019	<u>Document 1</u> Signed and dated training plan from ABC Flight School 02.09.2016		
	1.2 Transmission and receipt of radio communications is conducted using appropriate procedures and phraseology	Competency check list, conversation and Flight with Trainer: Callum Taggart 04.03.2019	<u>Document 2</u> CASA (PPL Licence) obtained 06.10.2016		
	1.3 A listening watch is maintained, and applicable transmissions responded to appropriately	Role play Scenario -Emergency landing with emergency radio communications Date: 02.02.2019 Location: The Redcliffe Aero Club Trainer: Stephen White	<u>Document 3</u> Video of Flight 28.08.2016		
	1.4 Appropriate emergency and urgency transmissions are conducted	<u>Document 6</u> Photo of Pilot in cockpit of Cessna 172, registration number VH – IVW Date: 08.03.2019 Location: Archerfield Airport airstrip / runway	<u>Document 4</u> Evidence / Certificate of Attendance CASA Workshop Date: 04/05/2017 Location: Archerfield Airport <u>Document 5</u> Charter Pilot Position description and duty outline with ABC Charters Date of position commencement: 01.02.2017 (Mapping PC, 1.1,1.2,1.3,1.4)		



What do I do now?

Step 1 - Complete the Application Form

Read through the Recognition of Prior Learning (RPL) Application Form, complete all fields:

- ☐ Personal details
- ☐ Course information
- ☐ Application for RPL (your student number will be provided to you)
- ☐ Employment history
- ☐ Nationally Accredited qualifications / units of competency
- ☐ Previous Study
- ☐ Complete the Authenticity statement (anyone over the age of 18 years old can witness your signature)

Step 2 – Complete the Summary Table

Using the recommendations above complete your summary table.

Step 3 – Complete your Evidence Portfolio

Writing or typing add your evidence in the Evidence Portfolio table for each unit of competency, include mapping between your evidence and the elements and performance criteria.

Step 4 – Finalise your Application and Submit your application.

Check that you have completed the below.

- Application form – ensure you have signed the form and a witness signature has been included.
- Summary table
- Evidence portfolio
- Evidence

Once you have successfully completed your Recognition of Prior Learning (RPL) application then you can simply hand in your completed application in the green folder provided or you can Scan all your documentation in colour then scan and email to info@redcliffeaeroclub.com.au

Step 5 – Trainer Contact

Once you have submitted your RPL Application your Trainer or The Redcliffe Aero Club Co-Ordinator will be in contact with you to organise the below:

- Competency conversation schedule (this will be based on students and trainer's availability) approximately one hour per unit of competency will be allocated.
- Competency observation checklists will be conducted by the Trainer in flight (schedule this will be based on student's availability, trainer's availability and aeroplane availability) approximately one hour per unit of competency will be allocated.
- Your Trainer will advise you if your Capability statements meet the Recognition of Prior Learning (RPL) criteria and advise you if additional amendments are needed or if further information needs to be included. Your trainer will then provide you with an estimated schedule to complete these tasks. This will differ depending on if a student is completing their RPL Application onsite at the Redcliffe Aero Club or is doing this through a mixed delivery mode.
- A flight schedule will be developed based on trainer availability, student availability, training requirements (day / night training), aeroplane availability and the student's current skill set. A flight schedule would be estimated at one hour for every two (2) units of competency unless the RPL Candidate has a current CASA flight test and has flown in a Cessna 172 in the last 90 days and have a current flight check with The Redcliffe Aero Club.

Step 6 – Application Determination

Once your application has been deemed competent or not yet competent your Trainer/ Assessor or the Redcliffe Aero Club RTO Co-Ordinator will communicate this to you. Should your application not be deemed competent, your Trainer / Assessor will discuss your gap training / rectification action plan options moving forward and what Industry currency recommendations they suggest for you to be deemed competent.