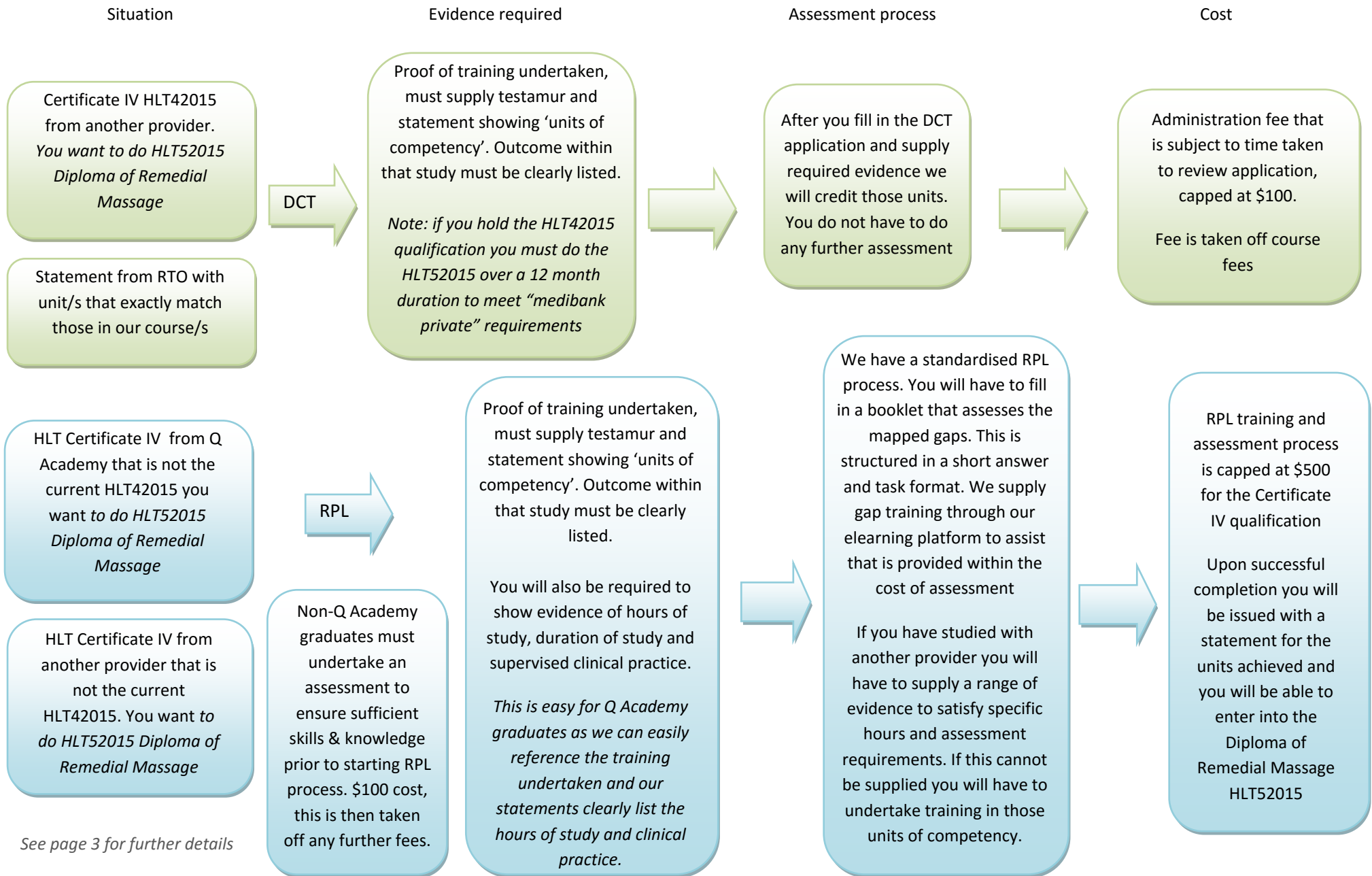
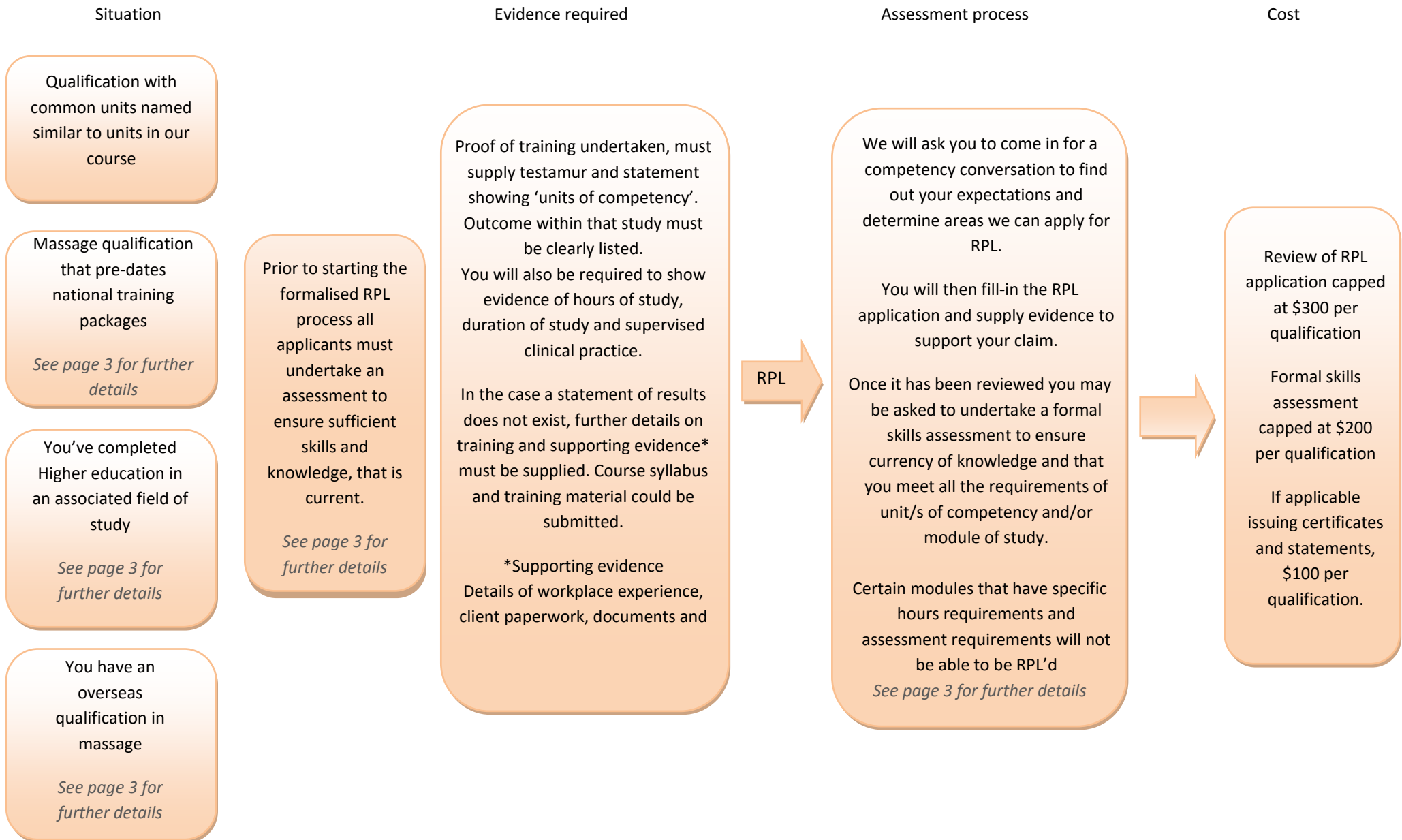


## Direct Credit Transfer (DCT) & Recognition of Prior Learning (RPL) Flow chart



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## Further information

**You hold a Certificate IV HLT40302 or HLT40307.** While these qualifications are still nationally recognised, they are no longer current. The current qualification and units of competency within the qualifications are listed as “not equivalent” meaning that they cannot be used for direct credit. We have mapped the changes and identified all the “gaps” between the old and the new. You only have to undertake a process that trains and gathers evidence of the knowledge or skill of the “gap”.

The Diploma of Remedial Massage HLT52015 allows direct entry, without a Certificate IV HLT42015 as a prerequisite. Most of the units that are contained within the Certificate IV are now contained within the Diploma of Remedial Massage. If someone holds the Certificate IV HLT42015 they could enter into the HLT52015 Diploma and not have to re-study the units already held. This could allow the study to be shorter\*\*

\*\*Medibank private stipulate their own education criteria that must be met if you want to get a provider number with them.

Medibank will accept the new HLT52015 Diploma with the condition being that the course was completed in a minimum timeframe of 12 months full time and 18 months part time. Cert IVs who complete, graduate, then enrol into Diploma will not be eligible unless total 18 months.

*Q Academy's Diploma of Remedial Massage course meets all of Medibank Privates other listed criteria. This is the one optional area where students could choose to either meet the requirement or not based on if they want a Medibank Private provider number,*

**Pre RPL skill and Knowledge assessment,** unfortunately there is a large variance in the quality and depth of training in courses, not only in Australia but worldwide. This assessment allows us to get a good benchmark for the quality of training undertaken and also allows us assess if skill and knowledge is “current”. If someone hasn't used information or an ability in a long time they may no longer possess it. For this reason we require certain applicants to undertake a skill and knowledge assessment prior to beginning the formalised RPL process. In some cases this is beneficial to the applicant as it will allow us to give an immediate indication that continuing further will not be advisable. *Cost is \$100 to undertake the test; if successful the \$100 is taken off further RPL fees.*

**For qualifications that pre-date national qualifications and overseas qualifications:** Units of Competency within the ‘training packages’ now list very specific criteria. This includes certain assessment requirements and evidence that must be supplied. The most specific and difficult are the requirements within the massage specific units of competency. One of these is that at a certificate IV level the student must've done 80hrs of supervised clinical practice within the school that is supervised by a teacher with the TAE40110 qualification its equivalent or its successor.

For people who studied outside of Australia, this requirement cannot have been met.

For students who studied prior to training and assessment qualifications existing, this requirement cannot have been met.

**For people who studied in associated fields.** The lowest level that RPL can be applied is at a unit of competency. You cannot get RPL for parts of a unit. To get successful RPL you would have to meet all the requirements of the unit including the assessment requirements. This can be quite difficult to achieve. Please come in and talk to us about your experience and we will look into the applicable units and see if there is the ability within the unit to allow RPL.

**Terms: Direct credit Transfer (DCT)** is only applicable when a unit of competency awarded by an RTO exactly matches those within our current course/s.

**Recognition of Prior Learning (RPL)** is a process, which recognises what you have learnt from a range of sources including; Non-accredited/accredited training programs, life experience and work experience. There must still be a foundation of quality education and instruction in how to do the task correctly. The accumulation of all this must still meet all the requirements of the unit/s, and must be evidenced with items that can be independently assessed and validated – *not just your own explanation.*

How does RPL work?

If you decide to apply for RPL, you will be asked for detailed records of your experience, employment, training, etc, which may be relevant. Part of the process requires you to conduct a self assessment of each performance criteria. Most importantly, you will need to provide evidence against each of the performance criteria in a unit of competency (i.e. evidence that you have the skills and knowledge outlined in the performance criteria). *Please note: RPL is awarded for a total unit of competency - no partial RPL of a unit will be awarded.*

What is Evidence?

Evidence is the material that you have that is an indicator of your competence. By far the strongest evidence of ability is formalised training. This is supplied in the form of a Statements of results. It could be from both formal and informal training that you have completed.

Supporting evidence can be; Documentation of practical experiences in the workplace or the community including photo's newspaper articles, reports etc. Copies of projects that you have undertaken. Documents you create that link your training and assessment to the units of competency. Your evidence is your proof that you have reached a level of performance that meets the requirements outlined in the unit of competency. This evidence should be current (show that you are still competent), authentic (it is your work) and be at a level of complexity that matches the unit of competency. A variety of evidence allows for sufficient evidence to make the assessment decision. Logically the evidence should be valid-relate directly to the unit of competency.

*Note that original documents such as certificates, workplace reports, etc, should be certified copies of the original as we are required to keep copies of your paperwork on file. Please do not send in original documents. If you're coming in for a meeting you can bring originals and we can take certified copies.*

You will usually need to combine several pieces of evidence together to get adequate cover for each unit. Remember you can use a piece of evidence as many times as you like providing it shows that you have achieved the competencies outlined in the unit in question. This means that a piece of evidence such as a client reference and program can show your competence for more than one unit.

#### Please do

Show evidence and reasons why you believe you are competent.  
*e.g. I have been working in a clinic for three years. I believe I am competent because I perform a health assessment, individualise a treatment plan and record treatments performed. I follow OH&S guidelines and safe work practices. Evidence of each of these items are contained in my supervisor's report, which is Item 1 in my portfolio.*

Wherever possible, back up your claims by reports from witnesses or supervisors, or maybe even prizes, award and qualifications.

#### Please do not

- Do not assume you're competent simply because you have been doing the job for a long time. This doesn't prove you perform all the required tasks or that you perform them correctly.  
*e.g. I have been working in a clinic for three years so I would have meet all criteria.*
- Do not rely on your own word to prove your competence. It is the weakest form of evidence.
- Do not come in with a certificate from a course that just lists the name and has no details of content of the course.