

# Recognition of Prior Learning (RPL) – Student Application Kit

10548NAT Graduate Diploma of Aesthetic Orthodontics (GDAO)

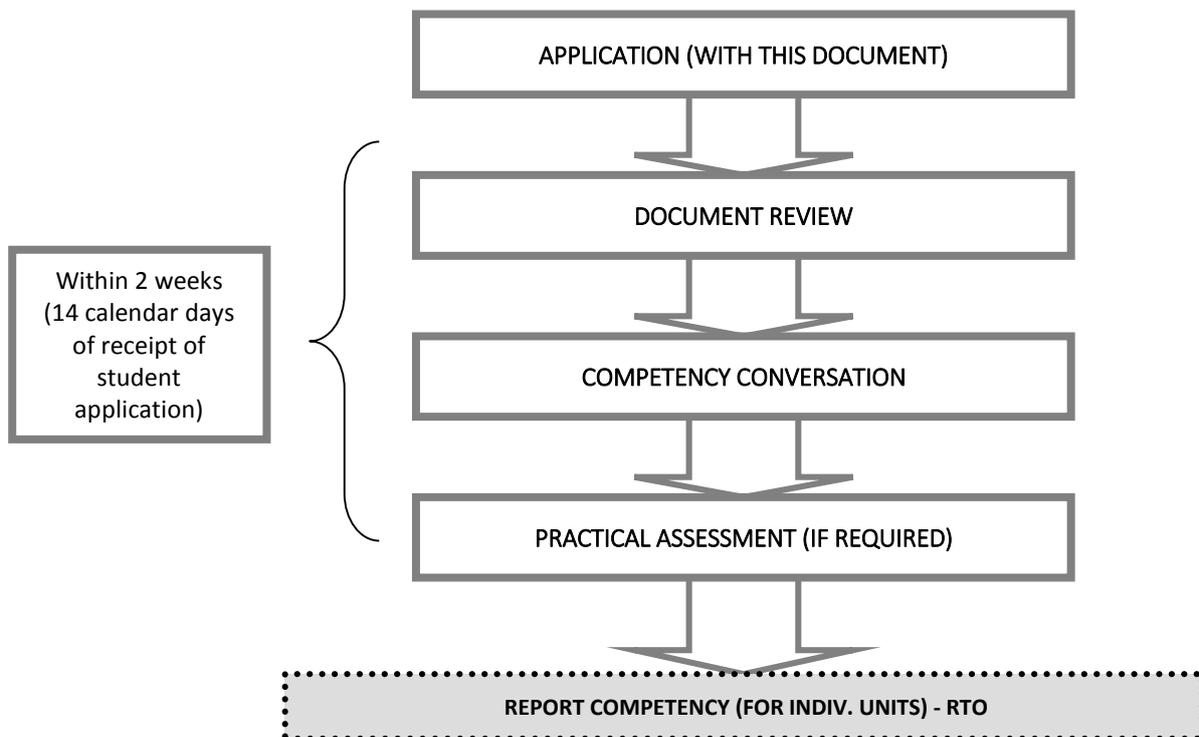
## 1. What is recognition of prior learning (RPL)?

RPL means an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the VET accredited courses.

- (a) Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF (Australian Qualification Framework) qualification or statement of attainment (for example, a certificate, diploma or university degree)
- (b) Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business), and
- (c) Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a dentist).

This document has been given to you because you indicated on your *Enrolment Form* that you have current and relevant skills and would like to be assessed to determine if you are eligible for recognition of that learning towards the course.

## 2. Overview of recognition process



### 3. Tips and hints to help you prepare for recognition

To have skills formally recognised in the national system, our assessors must make sure you have the skills and knowledge to meet the industry and professional standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification you can be recognised for.

The Australian Government, through ASQA, places strict guidelines on verification of your recognition of prior learning (RPL). Please be meticulous with your documentation.

Here are some tips and hints for you:

1. Be prepared to discuss your dental/orthodontic professional history at length.
2. Provide any performance appraisals or references you have from any dental/orthodontic practices you have worked in.
3. Consider the possibilities for the assessor to make contact with your workplace. Are you in a practice that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent colleagues who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have professional contacts or even patients themselves who can vouch for your skills level.
5. Collect any certification from in-house training or formal training you have done in the past.
6. You can discuss with the PGSD about other ways you can show your skills in the dental/orthodontics field. These could be letters from employers, records of your professional CPD programs, colleagues or representatives of complementary device manufacturers or similar relevant documents.

### 4. Steps in the process

#### Step 1 – Provide Information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the dental/orthodontic field as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- Undergraduate degree
- Brief CV or work history
- CPD certificates/results of assessment
- Specific aesthetic or orthodontic courses /results of assessment
- Certificates – training courses, in house courses, workshops, seminars
- Images of completed cases including simulations
- Proof of number of cases treated
- Professional performance appraisals
- Membership of relevant professional associations
- References/letters from previous employers/supervisors
- Professional awards
- Any other documentation that may demonstrate professional experience
- Hobbies/interests/special skills outside work

You will also need to supply contact details of one or two work referees who can confirm your skills in the profession.

## **Step 2 – Conversation with Assessor**

An assessor from the PGSD will review the information you have provided (usually with you) and begin to match up your skills to the units in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your professional experience and conduct a competency conversation with you. Your responses to the 'Competency conversation' questions for each unit in Section C of this kit will inform the conversation with an assessor about your competence.

## **Step 3 – Practical demonstration of your skills**

The assessor may request to conduct a practical skills test at your practice (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

## **Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained RPL in any units. If you do have skill gaps, these may be addressed through flexible training.