

Diploma of Project Management (BSB51415)

Urban Development Institute of Australia



FAQ's

What is Recognition of Prior Learning (RPL)?

Recognition of Prior learning (RPL) is the recognition of skills and knowledge gained through work experience, life experience and/or formal training. Approved RPL can be used to gain academic credit towards a Swinburne Course. Applicants are assessed on a case by case basis.

What is included in the RPL Kit?

The UDIA RPL kit includes

- Suggested timelines
- Process diagram
- Portfolio of Evidence Template

What is the Portfolio of Evidence Template?

The Portfolio of Evidence Template been developed to assist you in providing the appropriate evidence across each unit of competency. It includes:

- Instructions for compiling your Portfolio of Evidence
- Skills recognition coversheet
- Candidate readiness and statement of original work
- Skills and knowledge questionnaire
- Template to record evidence

What sort of evidence should I provide?

Swinburne University has developed this RPL Kit to help you provide appropriate evidence across each unit of competency. To help you, an **Evidence Checklist** is provided. You should tick off the items you include in your portfolio of evidence. Your evidence will need to show:

- **Currency** - Does your evidence show that you can perform this activity now and in the future?
- **Validity** - Does your evidence relate to the standards you are being assessed against?
- **Authenticity** - Does your evidence reflect something you have actually completed either in full or part?
- **Reliability** - Is your evidence capable of showing the same outcomes no matter how many times it is assessed?
- **Sufficiency** - Is there sufficient evidence to show that you are competent or will you need to provide further supporting evidence to show your competence?

What will the Assessor be looking for in the assessment of my portfolio?

In the RPL kit you will find a Portfolio of Evidence template, where your Assessor has provided examples of what they are looking for in each unit. These examples are based on the following criteria:

- Evidence of the specific evidence requirements for each unit of competency.
- Evidence of valid, current products that align to the units of competency, the performance criteria and evidence guide which can be authenticated as the work of the candidate
- Demonstrated *knowledge*, *skills* and *professional practice* of Project Management and how this applies to your work environments
- Evidence of the application of required skills and key competencies

How do I submit my portfolio of evidence?

You can submit your portfolio of evidence via email to UDIAenrol@swin.edu.au. When submitting your portfolio of evidence all files must be in PDF format.

Who do I contact if I need any support whilst compiling my RPL Portfolio of evidence?

If you have any questions or need any support whilst compiling your portfolio please email at UDIAenrol@swin.edu.au

Does everyone succeed in their Recognition application?

There are many types of pathways in which you may gain recognition of your skills. Some people are able to provide all of the evidence required in a portfolio of evidence. Others may need to provide different forms of evidence and in some instances undergo gap training. Swinburne University recommends that only people with relevant industry experience in the competency fields apply for RRL in this qualification.

What if I don't achieve all competencies by the end of the portfolio appraisal?

On submission of your portfolio, you will receive feedback from the assessor. If there are gaps in your evidence or a question arising about the quality, authenticity or currency of the evidence, you will be contacted and given the opportunity to supply further evidence. You will have an agreed time from when you enrolled in the RPL process to complete all assessments with reasonable adjustments depending on your circumstances.

How will I know that I passed?

Once your Portfolio of Evidence has been received, you will be notified of your result via email. If you've applied for RPL in a certain unit or units, your **academic** transcript will show an "RPLC" code. This means that you were assessed by recognition of your prior learning.

When and how do I pay for my Invoice?

Payment is required **upon enrolment**. Once Your Portfolio of Evidence will be assessed once payment has been received.