

## Application for Recognition of Prior Learning (RPL)

or

## Recognition of Current Competency (RCC)

### Introduction

Food Safety Plus Pty Limited is certified by RABQSA International under the Training Provider and Examiner Certification Scheme (TPECS).

TPECS requires training providers to provide training and competency examination against performance criteria established by RABQSA. Auditors who are assessed through the certified examination processes as attaining competence against the RABQSA criteria may be recommended for recognition as a Provisional Auditor by RABQSA.

Full details of the TPECS, the auditor competencies and supporting performance criteria are available from the RABQSA web site: [www.rabqsa.com](http://www.rabqsa.com)

### What is recognition of prior learning or current competency?

Recognition of prior learning (RPL) or recognition of current competency (RCC) is the acknowledgement of competencies currently held by a person, acquired through training and / or work or life experience.

We will recognise prior learning or current competency when examining the competence of individuals against the RABQSA performance criteria. Candidates who are seeking RPL/RCC will need to provide appropriate and verifiable documented evidence to support claims for RPL/RCC. We will examine this evidence against the relevant performance criteria and the candidate will be advised in writing of the extent of RPL/RCC granted.

Granting RPL/RCC will generally reduce the amount of training required to be undertaken by the candidate, but in most instances competence will still need to be examined using one or more of the following techniques, as deemed appropriate for the candidate:

- Conduct of a practical auditing assignment under controlled conditions within a relevant industry sector;
- Case studies, practical activities and role plays;
- Conducting a mentored audit in conjunction with the examiner;
- Written test or examination.

Candidates intending to apply for RPL/RCC are advised to consult the RABQSA web site and obtain copies of the relevant performance criteria prior to applying for RPL/RCC. This will enable the candidate to conduct a self evaluation of their prior learning and experience against the relevant performance criteria.

### Applying for RPL/RCC

Applications for recognition of prior learning and current competence must be made on the application form contained in this publication.

The application form must:

- indicate each RABQSA competency unit for which RPL/RCC is being sought;
- be accompanied by all relevant evidence (documentation and information) to support the request for RPL/RCC;
- be signed by the applicant; and
- be submitted with the specified application fee (cheque).

Applications that are not submitted with the application fee will be held pending receipt of the application fee.

Receipt of the application will be confirmed in writing by letter, facsimile or e-mail.

## Fees

The following fee structure applies to all applications for RPL/RCC.

Competency code	Competency name	Fee (GST exempt)
RABQSA-AU	Management systems auditing	\$150.00
RABQSA-TL	Leading management system audit teams	\$150.00
RABQSA-QM	Quality management systems	\$250.00
RABQSA-FS	Food safety management systems	\$250.00
RABQSA AU&TL	Auditor / Lead Auditor	\$250.00
RABQSA QM+AU+TL	Quality management systems lead auditor	\$450.00
RABQSA FS+AU+TL	Food Safety management systems lead auditor	\$450.00

## LANGUAGE

**All materials must be submitted in English. Translations into English must be undertaken by a competent body or person and their credentials provided.**

## Guidance on evidence that may be relevant for RPL/RCC

Evidence submitted in support of an application for RPL/RCC must be relevant to the application and the competency units for which RPL/RCC is being sought. There is no specific limitation on the type of evidence submitted and the guidelines below are intended to assist applicants to compile their evidence. Reference to timeframes in which learning has been completed, or experience obtained will be used by us in determining relevance of evidence.

*NOTE: If you are in doubt as to the relevance of any particular evidence, include it with the application and it will be examined in context with other evidence submitted.*

Guidelines on evidence that may be submitted in support of an application for RPL/RCC are contained in the following table. These guidelines are not exclusive and other evidence that is not listed in the following table may be relevant and should be submitted with the application.

Type of evidence	Guidance
Certificates of attainment / successful completion of auditor training courses.	<ul style="list-style-type: none"> <li>▪ From a course recognised by RABQSA, or similar organisation.</li> <li>▪ From a training organisation recognised under the TPECS for the specific training course.</li> <li>▪ Certificates must have been issued in the 3 years prior to the application unless the person has been a practicing auditor for a significant portion of the time since the training was completed.</li> </ul>
Verifiable auditing experience. Where possible, submit an audit experience log or similar document to verify experience obtained.	<ul style="list-style-type: none"> <li>▪ Third party certification body audits conducted as employee or contract auditor.</li> <li>▪ Regulatory audits.</li> <li>▪ Audit experience obtained in the 3 years prior to application.</li> </ul>
Verifiable audit records that have been created by the applicant during audit activities.	<ul style="list-style-type: none"> <li>▪ Records completed in 3 years prior to application.</li> <li>▪ Audit plans.</li> <li>▪ Document review reports.</li> <li>▪ Audit reports – client names or references may need to be removed.</li> <li>▪ Audit checklists.</li> </ul>

Type of evidence	Guidance
	<ul style="list-style-type: none"> <li>Audit procedures relevant to audits conducted.</li> </ul>
Other relevant personal or business experience or qualifications that may be directly relevant to the auditor competencies covered in the application.	No specific guidance.

**NOTE:** Verifiable evidence means that the evidence has been either:

- verified by a previous employer or colleague who can still be contacted by the examiner if required; or
- may be verified by the examiner by contacting specified referees.

## Process

The process for assessing (examining) and granting RPL/RCC is flexible to accommodate all applications. The key steps in the process are as follows.

Activity	Outline of the process
<b>Application</b>	Receipt of the application is registered and confirmation of receipt confirmed in writing by letter, facsimile or e-mail.
<b>Initial assessment</b>	The nominated examiner reviews evidence submitted to ensure that there is sufficient evidence to conduct the RPL/RCC assessment against the competency units nominated in the application.  The applicant may be requested to submit additional evidence prior to progressing with the RPL/RCC assessment.
<b>Assessment of RPL/RCC</b>	The examiner assesses the evidence submitted against the competency units nominated in the application. The applicant will need to be available to be contacted by the examiner and may be required to attend interviews either by telephone or at a Food Safety Plus office.
<b>Feedback to applicant</b>	On conclusion of the examination and independent review, the candidate is provided with: <ul style="list-style-type: none"> <li>A certificate that identifies RPL/RCC has been granted against the competencies included in the application;</li> <li>A letter that identifies RPL/RCC has not been granted against the competencies included in the application including recommendations on options available for the applicant to achieve recognition against the competencies included in the application.</li> </ul>

## Appeals

We undertake to treat all applications for RPL/RCC fairly and impartially. However, due to the subjective nature of the assessment and examination process, you may feel that the decision reached by us is not a fair reflection of their current knowledge or competence.

Under these circumstances, you may, within two working weeks of the date of our response letter regarding their application, lodge an appeal with the Managing Director of Food safety Plus. The appeal must contain clearly defined grounds for the appeal.

An appeal committee comprising one external examiner not associated with processing the application will examine the grounds for the appeal and the RPL/RCC process and records. You will be advised in writing of the outcome of the appeal.

## Privacy

Our privacy policy is available on [www.foodsafetyplus.com.au](http://www.foodsafetyplus.com.au)

**Please return page 4 and 5 of this document with your submission.**

Name of applicant:	
Name for certificate:	
Organisation:	
Position:	
Postal address:	
Contact details:	Tel no: Mobile: e-mail:

Competency units for which RPL/RCC is being applied for: (Tick)

RABQSA-AU	Management systems auditing	<input type="checkbox"/>
RABQSA-TL	Leading management system audit teams	<input type="checkbox"/>
RABQSA-QM	Quality management systems	<input type="checkbox"/>
RABQSA-EM	Environmental management systems	<input type="checkbox"/>
RABQSA-FS	Food safety management systems	<input type="checkbox"/>

Attach a written submission in your own format for recognition of prior learning and / or current competency detailing the evidence to be considered against each competency unit for which RPL/RCC is being applied for. Copies of all documentation referred to in your submission must be attached.

## Declaration

I hereby declare that all statements, evidence and documentation submitted in support of this application is my own work and is a true representation of the facts relating to prior learning and current competencies claimed in this application.

I also recognize and accept that if any statements, evidence or documentation submitted with this application are found to have been intentionally falsified, this application may be rejected in its entirety and the application fee will be forfeited.

Signature of applicant:

Date of application:

## Submitting the application form

Ensure that you have attached all relevant documentation and evidence and mail the application form and your payment to:

Food Safety Plus Pty Ltd  
PO Box 656  
South Perth WA 6951  
AUSTRALIA

**Note:** It is strongly recommended that you do not send original documents and that a copy of your submission is retained by yourself.

## Payment details

1. Cheque enclosed  Amount \$

(Please make cheques payable to – Food Safety Plus Pty Limited)

2. Other Methods include

- Direct deposit
- Credit card
- Paypal
- Please contact us for details

Please e-mail remittance advice to [enquiries@foodsafetyplus.com.au](mailto:enquiries@foodsafetyplus.com.au)