



**Recognition of
Prior Learning
RGR30518
Certificate III in
Racing
(Trackwork Rider)**

STUDENT

Student Name:	
Contact Number:	
Employer Name:	
Contact Number:	

RPL Process

Introduction

In accordance with the requirements of the *Standards for Registered Training Organisations 2015*, Racing Queensland offers Recognition of Prior Learning (RPL) to all Students.

According to the rules of evidence, your role is to provide evidence is:

1. Sufficient
2. Valid
3. Authentic, and
4. Current.

We recommend you read through the entire document prior to commencing any Assessment Process.

It is important to remember the assessment record is a system that ensures assessment (including RPL):

1. Complies with the assessment conditions and requirements of the relevant training package or VET course.
2. Is conducted in accordance with the Principles of Assessment contained in the RTO Standards 2015.

Foundation Skills

Assessment of a student's employability or foundation skills should be integrated into the assessment of their technical skills and knowledge. Where possible, employability and foundation skills have been embedded within the bank of questions and practical assessment tasks in this RPL kit, therefore Educators should make and document holistic judgements about a learner's attainment of employability and foundation skills as part of the RPL Assessment.

How to use this document

The overview, with a comprehensive list of instructions at the front of each document and covering instructions for each step of the process, is as follows:

- **Section A – Educator Information**

This document is background information for the Educator. Educator to read this information before conducting an assessment. It outlines the intent and processes surrounding this RPL assessment and includes:

1. How to use the kit.
2. Advice for the Educator.
3. An overview of the RPL process with an outline of each step.
4. An Evidence Review template.

- **Section B – Student Information and Application Forms**

This document provides information to the Student. It outlines the assessment process and contains simple forms for the applicant to fill out. From the information provided by the Student on these forms, the Educator will be able to gain a general understanding of the skills and experience the Student may have, as well as potential referee contacts. This section includes:

1. All communication to the Student, which we ask you to read to ensure you are fully briefed on the process and how the application will be submitted.
2. The RPL process including:
 - Evidence and types of evidence that can be accepted in their application
 - The application for the Student to complete

- **Section C – Competency Conversation**

This section covers what is used to determine and record Student competence via a competency conversation. The Educator develops a set of questions to guide the conversation, which will assist in the assessment of their competence. The Educator will record this conversation as evidence.

Included:

1. Competency Conversation Interview Questions.
2. Competency Conversation – Record of Competency Conversation.

- **Section D – Practical Tasks (only applicable if sufficient evidence was not provided)**

This section covers what is required to assess competencies through practical demonstrations of the Student's skills. The Educator will take detailed notes to be kept as evidence. This section contains:

1. Practical tasks/scenarios with the listed required outcomes for determining competency.
2. An Observation Recording sheet.

- **Section E – Third Party Verification**

The Educator will verify the Student's claims via a phone call to nominated supervisors. This third party Evidence is collected from an appropriate Supervisor or Trainer who has observed the student competently completing the tasks related to this unit, over a period of time. This form is completed by the Educator at the time of the verification conversation with the appropriate Supervisor. This section contains:

1. Third Party Verification Form.

- **Section F – RPL Assessment Outcome Recordings**

This section is for the Educator to record the outcome of the RPL assessment and includes:

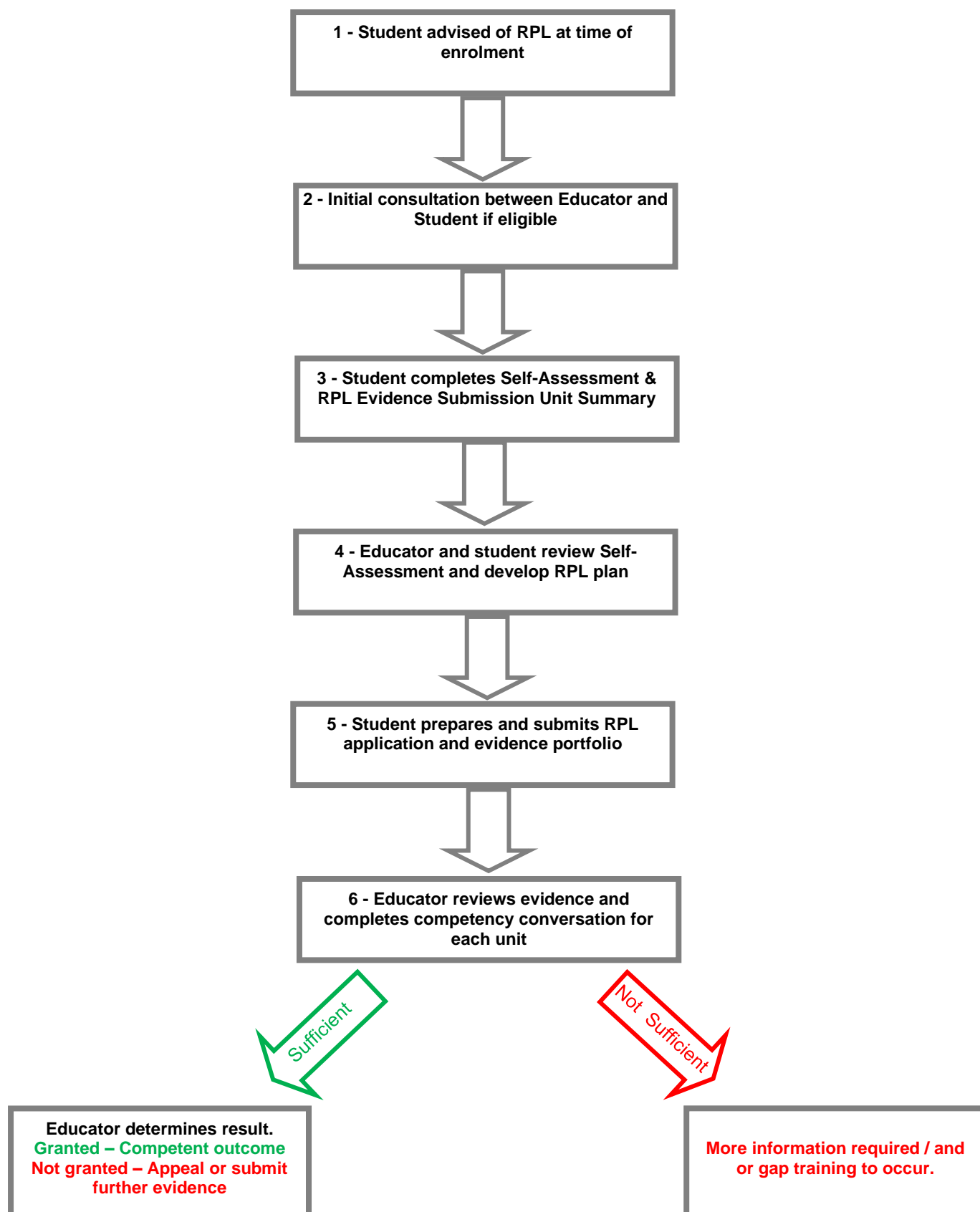
1. A Recognition Summary Report.
2. An Educator Checklist (Educator checks that all items are attached to the final submission for assessment).

RPL can only be conducted prior to commencement of any training!

DO NOT apply for RPL for any unit unless you are absolutely certain that you can provide verifiable sufficient documentation and evidence to support your claim/s.

Overview of the RPL Process

The following procedure is to be applied by Racing Queensland for processing recognition applications.



Overview of the RPL Process

The following procedure is to be applied by Racing Queensland for processing recognition applications.

STEP 1

The RTO Administrator advises the Industry Educator of a new enrolment. The Industry Educator contacts the student within two days and completes the RPL Interview Checklist. Based on the interview the Industry Educator determines what units would be suitable for RPL. The Industry Educator then emails the RPL toolkit to the student.

STEP 2

Within two days of the RPL toolkit being sent to the student, the Industry Educator telephones the student to explain the RPL process and answer any questions. During this phone call the Industry Educator provides the following information:

- Advice on how to collect and present evidence to support their application
- Overview of the RPL toolkit and how to complete documentation
- Time frame for submission of the RPL portfolio (Student has five weeks to submit their evidence portfolio)

** After 3 weeks the educator calls the student to check on the progress and answer any questions.

STEP 3

Educator Receives and Reviews RPL Evidence

Using the Evidence Portfolio provided by the student and matching the evidence against the Evidence Guide, the Industry Educator conducts the RPL assessment ensuring the Principles of Assessment and Rules of Evidence are followed.

The Industry Educator identifies Units of Competencies which meet the Evidence Requirements. Any gaps in the evidence are identified and the student is provided with an opportunity to supply additional evidence (Student has one week to submit additional evidence).

STEP 4

The Industry Educator then conducts a Competency Conversation with the student and confirms Third-Party Reports with the Supervisor. Once completed the Industry Educator saves the RPL evidence in the student file located on RQ common drive.

A copy of the following is placed in the RTO Quality and Compliance Coordinator's in-tray for compliance reviews.

- Competency Conversation
- Mapping Guide
- Self-Assessment Questionnaire and Evidence Submission
- RPL Unit Assessment cover sheet indicating the assessment outcome for each unit

STEP 5

Using the RPL Unit Submission – Compliance Review Form the RTO Quality and Compliance Coordinator completes the compliance review for each unit, within one week of submission. Quality and Compliance Coordinator submits the completed RPL submission to the RTO Administrator for processing.

STEP 6

RTO Administrator sends feedback to the student and Industry Educator regarding outcome of RPL submission. RPL is recorded as a unit outcome in the students file and entered in RQ Student Management System. Students individual training plans are updated to reflect any RPL granted.

STEP 7

Appeals

An appeal can be made to RQ to request a review of a decision, including assessment decisions. Appeals should be made to the Industry Educator in the first instance, if unresolved, contact the RTP Quality and Compliance Coordinator, if still unresolved, contact the RTO Operations Manager. RQ will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process.

Section A

Educator's Information

(Student not required to take any action)

Using this RPL Educator Kit

To support the Educator making an RPL determination and for ease of use, we have grouped Performance Criteria, Knowledge Evidence or Performance Evidence where applicable.

All text outlined in red is directed to support you making a determination. Each comment/benchmark has an overarching statement, which means:

- Where you see “**answers must include**”, without the Student providing this, a gap exists which will require further evidence.
- Where you see “**answers may be similar to**” this is your guide as to the type of answer you will be receiving. Student answers do not need to be identical to what is written, although it does give you guidance on the type of answer you should be receiving. It is expected that your industry experience will support your decision about whether the answer is correct, sufficient and reliable.
- Where you see “**benchmarks/key points**” you are to use your professional judgement. It is expected that your industry experience will support your decision about whether the answer is correct, sufficient and reliable.

Advice for Educators

Racing Queensland benchmark standard for assessing

To ensure reliability, flexibility and fairness, all Racing Queensland Educators are asked to use this Marking Guide for each determination. The following yardsticks will ensure assessments are completed to the same standard:

Sufficient

- Demonstrates competence more than once and over a period of time
- Four (4) pieces of evidence. At least two (2) which must be direct evidence.

Valid

- Each unit has been designed to assess the element, performance criteria, skills, knowledge and context described in the unit
- You will notice there is space for you to provide feedback to the Student. To ensure your determination is valid and robust, please outline your reasons in detail if further information is required prior to RPL being granted and offer suggestions of what additional evidence may be provided

Authentic

- The Student will be asked to provide historic employment information, which must be validated before being accepted
- An Educator must be 100% assured as to the authenticity of the Students work. If there are any concerns as to the authenticity of the Student's work, this will be verified through further conversations with supervisors

Current

- Currency of evidence submitted by the Student has to be no more than 2 years from the date of assessment. Should evidence be provided prior to this timeline, the Educator can determine if extra ordinary circumstances prevail.

Important reminders:

1. It is important for an Educator to review each unit's elements, performance criteria, knowledge evidence, performance evidence and assessment conditions prior to commencing any RPL activity.
2. Where possible, in order to maximise efficiency, more than one (1) unit can be assessed at the same time e.g. the same piece of evidence (such as a Licence) will be used for more than one (1) unit.
3. Assessing a single unit of competency is not time or cost effective. Where possible, effort should be made to assess several units from the qualification at the same time through working with units that have aspects in common. Look holistically at the job role as it occurs in industry and assess groups of units together where possible.
4. Competency Conversations are just that – conversations, and not oral exams. The Competency Conversation is to maximise a student's opportunity to demonstrate competence. Questioning methods will be used to draw out further information on the Student's experience and skills, using probing techniques.
5. Tasks are developed to enable a Student to demonstrate their skill via a practical assessment where the Educator observes them completing tasks related to the unit and completes a detailed Observation checklist.
6. Educators must authenticate and/or verify information provided and take detailed notes throughout the RPL process. Verification of verbal conversations with the student is generally done by speaking with a Supervisor. Detailed documentation is very important and Educators are tasked with taking detailed notes throughout the assessment including the rationale for their judgement as this can be referred to at Audit.
7. The assessment record is a legal document and must be signed, dated and stored as per Racing Queensland's RTO policies and procedures. Recording assessment details is CRITICAL. Please keep detailed records or recordings of conversations, skills demonstrations and documents.
8. You will need to verify the information provided by the student. A Third Party verification form is included in section E for use in recording the conversation with the supervisor/referee.

Pre-requisites

(The following units have prerequisites. To complete a unit in the left column, you must either already hold the prerequisite, or apply for RPL and have sufficient evidence)

Unit	Prerequisite								
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork								
RGRPSH209 Attend horses at race meetings and trials	RGRPSH201 Handle racehorses in stables and at trackwork								
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry. Note the following chain of prerequisites that also apply to this unit. <table border="1"> <thead> <tr> <th>Unit of competency</th> <th>Prerequisite requirement</th> </tr> </thead> <tbody> <tr> <td>RGRPSH205 Perform basic riding skills in the racing industry</td> <td>RGRPSH201 Handle racehorses in stables and at trackwork</td> </tr> </tbody> </table>	Unit of competency	Prerequisite requirement	RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork				
Unit of competency	Prerequisite requirement								
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork								
RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills Note the following chain of prerequisites that also apply to this unit. <table border="1"> <thead> <tr> <th>Unit of competency</th> <th>Prerequisite requirement</th> </tr> </thead> <tbody> <tr> <td>RGRPSH306 Develop basic trackwork riding skills</td> <td>RGRPSH205 Perform basic riding skills in the racing industry</td> </tr> <tr> <td>RGRPSH205 Perform basic riding skills in the racing industry</td> <td>RGRPSH201 Handle racehorses in stables and at trackwork</td> </tr> </tbody> </table>	Unit of competency	Prerequisite requirement	RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork		
Unit of competency	Prerequisite requirement								
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry								
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork								
RGRPSH404 Ride horses at trackwork	RGRPSH307 Exercise horses in pacework. Note the following chain of prerequisites that also apply to this unit. <table border="1"> <thead> <tr> <th>Unit of competency</th> <th>Prerequisite requirement</th> </tr> </thead> <tbody> <tr> <td>RGRPSH307 Exercise horses in pacework</td> <td>RGRPSH306 Develop basic trackwork riding skills</td> </tr> <tr> <td>RGRPSH306 Develop basic trackwork riding skills</td> <td>RGRPSH205 Perform basic riding skills in the racing industry</td> </tr> <tr> <td>RGRPSH205 Perform basic riding skills in the racing industry</td> <td>RGRPSH201 Handle racehorses in stables and at trackwork</td> </tr> </tbody> </table>	Unit of competency	Prerequisite requirement	RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills	RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork
Unit of competency	Prerequisite requirement								
RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills								
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry								
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork								
RGRPSH207 Perform racing stable duties	RGRPSH201 Handle racehorses in stables and at track.								
RGRPSH405 Ride horses in jump outs	RGRPSH404 Ride horses at trackwork. Note the following chain of prerequisites that also apply to this unit. <table border="1"> <thead> <tr> <th>Unit of competency</th> <th>Prerequisite requirement</th> </tr> </thead> <tbody> <tr> <td>RGRPSH404 Ride horses at trackwork</td> <td>RGRPSH307 Exercise horses in pacework</td> </tr> <tr> <td>RGRPSH307 Exercise horses in pacework</td> <td>RGRPSH306 Develop basic trackwork riding skills</td> </tr> <tr> <td>RGRPSH306 Develop basic trackwork riding skills</td> <td>RGRPSH205 Perform basic riding skills in the racing industry</td> </tr> </tbody> </table>	Unit of competency	Prerequisite requirement	RGRPSH404 Ride horses at trackwork	RGRPSH307 Exercise horses in pacework	RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills	RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry
Unit of competency	Prerequisite requirement								
RGRPSH404 Ride horses at trackwork	RGRPSH307 Exercise horses in pacework								
RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills								
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry								

Educator's Confirmation of Evidence Submitted

(Educator to confirm against the Evidence Submission Form provided by the Student)

This document gives you an opportunity to track a learner's assessment progress at a glance. Please refer to information below for types of direct and indirect evidence the Student may provide as part of their application.

It is expected that this summary will be attached to each candidate's evidence compiled during the RPL assessment process, regardless of outcome.

In the final column, please place a ✓ if you can deem the Student competent with the evidence provided or a ✗ if additional assessment or further evidence is to be gathered.

The following units of competency are applicable to the Recognition of Prior Learning for **RGR30518 Certificate III in Racing (Trackwork Rider)**:

Unit Code	Unit Name	Direct Evidence	Indirect Evidence	Competency Conversation	Third Party Referee report	Other evidence	Place a ✓ to confirm evidence has been verified	Place a ✓ if sufficient documentary evidence has been submitted or a ✗ to indicate further is required.
Core								
ACMEQU208	Manage personal health and fitness for working with horses							
BSBWHS201	Contribute to health and safety of self and others							
RGRCMN203	Comply with racing industry ethics and integrity							
RGRPSH201	Handle racehorses in stables and at trackwork							
RGRPSH205*	Perform basic riding skills in the racing industry							
RGRPSH209*	Attend horses at race meetings and trials							
RGRPSH211	Work effectively in the horse racing industry							
RGRPSH304	Identify factors that affect racehorse fitness and suitability to race							
RGRPSH306*	Develop basic trackwork riding skills							
RGRPSH307*	Exercise horses in pacework							
RGRPSH404*	Ride horses at trackwork							
Elective								
ACMEQU205	Apply knowledge of horse behaviour							
ACMGAS202	Participate in workplace communications							
RGRPSH207	Perform racing stable duties							
RGRPSH301	Implement stable operations							
RGRPSH302	Supervise handling of horses							
RGRPSH303	Organise and oversee transportation of horses							
RGRPSH308	Provide first aid and emergency care for horses or other equines							
RGRPSH309	Implement feeding programs for racehorses under direction							
RGRPSH310	Prepare for self-management in racing							
RGRPSH405*	Ride horses in jump outs							
RGRPSH407	Educate thoroughbred horses for racing							
RGRPSH420	Participate in implementing racehorse exercise programs							

Assessment Plan

(To be completed in detail, by Educator with Student)

Student's Name:	
Educator's Name:	
<p>Note: Before this Assessment Plan can be prepared, the Student must be fully enrolled, and not yet commenced in the course.</p> <p>Following a review of the Student's RPL application, including all the evidence submitted, if gaps were identified, this plan needs to be developed to support the Student in achieving a competent outcome which may be through training and assessment.</p>	
Assessment process outline	Complete the table below to outline the gaps identified to the Student and what actions are required to enable the Student to achieve competency.

Unit Code	Unit Name	Actions to be taken by Student to achieve competence
	CORE	
ACMEQU208	Manage personal health and fitness for working with horses	
BSBWHS201	Contribute to health and safety of self and others	
RGRCMN203	Comply with racing industry ethics and integrity	
RGRPSH201	Handle racehorses in stables and at trackwork	
RGRPSH205*	Perform basic riding skills in the racing industry	

RGRPSH209*	Attend horses at race meetings and trials	
RGRPSH211	Work effectively in the horse racing industry	
RGRPSH304	Identify factors that affect racehorse fitness and suitability to race	
RGRPSH306*	Develop basic trackwork riding skills	
RGRPSH307*	Exercise horses in pacework	
RGRPSH404*	Ride horses at trackwork	
	ELECTIVE	
ACMEQU205	Apply knowledge of horse behaviour	
ACMGAS202	Participate in workplace communications	
RGRPSH207	Perform racing stable duties	
RGRPSH301	Implement stable operations	
RGRPSH302	Supervise handling of horses	
RGRPSH303	Organise and oversee transportation of horses	

RGRPSH308	Provide first aid and emergency care for horses or other equines	
RGRPSH309	Implement feeding programs for racehorses under direction	
RGRPSH310	Prepare for self-management in racing	
RGRPSH405*	Ride horses in jump outs	
RGRPSH407	Educate thoroughbred horses for racing	
RGRPSH420	Participate in implementing racehorse exercise programs	

Section B

Student Information and Application Forms

Tips to prepare for RPL

To enable your Educator to formally recognise your skills and knowledge they must ensure it meets a national industry standard. This means you must provide sufficient evidence to be assessed as competent for each unit. Assessment occurs in a variety of ways. Being prepared can save you time and make the recognition process easier and speedier.

To support this, here are a few tips:

1. Be prepared to provide verifiable documentary evidence about your past work history and job roles. If you have a resume, update it. If you don't have a resume, complete the Employment History document as part of your application form. Include paid or volunteer work and what you actually did in those positions.
2. If you have a position description or any performance appraisal documentation, include it in your submission.
3. Consider who you know who can confirm your skill level? Think about current or previous Employer/Supervisors, community contacts, clients or colleagues who have seen you work in the past 24 months and can confirm your skill set. The Educator will need to contact them. Please provide details, the person's, name and contacts, the name of the business, that person's role.
4. Collect any certificates. These could be from other training programs you have completed, i.e. in-house company training, formal education, professional development.
5. Any other documents or ways you can 'prove' you have the skills and knowledge outlined in the unit for which you are applying for RPL.

The RPL process

In accordance with the requirements of the *Standards for Registered Training Organisations 2015*, Racing Queensland offers Recognition of Prior Learning (RPL) to all Students. RPL acknowledges that individuals may already have the skills and knowledge to be credited with one or more units of competency in a qualification.

Individuals can gain credit towards a qualification by providing evidence of their current competency, which may have been gained through formal or informal learning, work experience or general life experience. What this could mean is that you may be assessed as Competent without needing to complete the formal training.

Every qualification is made up of units of competency. Each unit of competency consists of four (4) things, Elements (topics that the unit covers), Performance Criteria (information that is covered within each topic), Knowledge Evidence (the unit content you need to understand) and Performance Evidence (the demonstration that you can apply the content from the unit). In an RPL process you provide different forms of 'evidence' whereby Racing Queensland can assess you on these four (4) things.

How RPL works at Racing Queensland

Each unit is assessed via RPL by reviewing your "portfolio of evidence" against what the unit requires. Your portfolio will be made up of:

1. Self-Assessment

This is where you assess your own level of capability or can demonstrate a skill "frequently, sometimes or never" and state what sort of evidence you can provide to support this.

2. Your Work History

A current resume **or** recent employment history outlining what work you did, what daily tasks you performed, where and over what period and who we can contact to verify (a sample template is provided at the back of this document).

3. RPL Evidence Summary

This is where you attach copies of your supporting evidence to demonstrate your capability in the unit requirements.

4. Evidence review

The Educator will review all evidence submitted and if sufficient evidence has not been provided, discuss with the Student to develop an Assessment Plan. If the Educator determines sufficient evidence has been provided, a competent outcome will be awarded.

5. Competency Conversation

An interview between you and/or your Employer/Supervisor (phone, video conference or face to face) with your Educator may then take place where they will ask questions or clarify your knowledge of the topic. This conversation is documented and may also be recorded and will contribute to your portfolio of evidence.

6. Practical Demonstrations (only applicable if sufficient evidence was not provided)

There may still be gaps for which you have not provided evidence. Should this be the case we also provide scenarios for you, as an additional way to provide evidence in your portfolio. You may be observed by the Educator demonstrating tasks which confirm your competence.

Appealing recognition outcomes

During or post this process, if you are not satisfied with the outcomes of your RPL application, you have the right to appeal the outcome like other assessment decisions. Further information on the appeals process is available within the Student Handbook.

Reasonable adjustment

Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.

Evidence to be provided by the Student

What is evidence? What can be provided?

Minimum evidence requirements: The Student MUST submit at least three (3) pieces of evidence. Two (2) of which must be direct evidence. A fourth piece of evidence may be sourced via a competency conversation between the Educators and the Student (additionally via a competency conversation with the Supervisor).

Evidence comes in two (2) forms - **Direct** (Primary) and **Indirect** (Secondary).

Direct evidence is anything that can easily be confirmed or verified by the Educator.

Examples of direct evidence include a Racing Licence***, Track Record Book, Winning Rides Book, qualifications or certificates (e.g. First Aid Certificate), payslip, video of you completing a task, witness verified statement, photographs, samples of work you have done, oral questioning, work diaries, testimonials, supervisor reports, referee reports etc. (Please note, qualifications or certificates must be certified by a Justice of the Peace or Statutory Declaration.)

Indirect evidence is used as we recognise just because you don't have direct evidence doesn't mean you don't have the skill. Given this, whilst we ask for direct evidence in the first instance, there is opportunity to also provide indirect evidence as well.

Examples of indirect evidence include anything such as testimonials (which must still have contact details, a date and signature), diary notes, performance reviews, emails, minutes of meetings, articles etc. Indirect evidence creates a picture that, when all put together, infers competence.

In summary, your portfolio of evidence is like any other assessment process. It needs to be sufficient, valid, authentic and current, and this is why we ask you submit as much direct evidence per topic that you can.

*** If you hold any of the following licence types, as per the Standards relating to your licence, it can be used as Direct Evidence where appropriate:

- Trainer
- Jockey
- Apprentice Jockey
- Riders (non-race)
- Rider's Agent
- Stablehand

Note: if applicable the same piece of evidence can be used multiple times for different topics and units.

If you can't provide this in entirety, we will supplement your evidence portfolio with a Competency Conversation interview where the Educator will ask questions and record all answers as information to be used to assess your competence.

Practical assessment may be required where the Educator will advise you of the tasks to be completed whilst they observe your competence. In addition a third party report from your employer or supervisor confirming your skills and experience may also be requested.

However, if Racing Queensland believes a gap, nevertheless remains, and training would benefit, we may ask you to undertake the self-paced training program relating to the unit in question.

Please note, Racing Queensland will verify all information you provide by contacting relevant parties.









How to submit your evidence

All evidence MUST be clearly identified in the Evidence Submission Unit Summary. The process for submitting your evidence is via USB. Note all evidence must be separated into folder/s using the unit code and name, clearly aligning what evidence relates to what unit.















Remember; you are able to use the same piece of evidence for multiple units of competency and/or the Performance Criteria's listed in the Evidence Submission Unit Summary, it just needs to be clearly identified.

For example, you may have a video of you leading a horse that relates to several Performance Criteria's, save this video into each folder and designate in the Evidence Submission Unit Summary the video number. The below is an example of how the evidence should be referenced.

An important thing to remember is to put separate files on your USB as per example below:

	RGRPSH201 Handle racehorses in sta...	3/6/2020 8:28 AM	File folder
	RGRPSH205 Perform basic riding skill...	3/6/2020 8:37 AM	File folder
	RGRPSH207 Perform racing stable d...	3/6/2020 9:17 AM	File folder
	RGRPSH209 Attend horses at race m...	3/6/2020 9:36 AM	File folder
	RGRPSH211 Work effectively in the ...	3/6/2020 9:33 AM	File folder
	RGRPSH301 Implement stable operat...	3/6/2020 9:36 AM	File folder
	RGRPSH306 Develop basic trackwork...	3/6/2020 9:36 AM	File folder
	RGRPSH307 Exercise horses in pace...	3/6/2020 9:39 AM	File folder

Then in each file of the USB, please supply the evidence as per example below:

	L - Trackwork Rider License	24/02/2021 10:59 AM	JPG File	284 KB
	R (a) - Supervisor Reference	25/02/2021 3:56 PM	Adobe Acrobat Docu...	74 KB
	R (b) - Track Supervisor Reference	25/02/2021 3:56 PM	Adobe Acrobat Docu...	74 KB
	V 1	4/03/2021 5:37 PM	MP4 File	61,528 KB
	V 2 + 8 + 15	4/03/2021 5:37 PM	MP4 File	61,528 KB
	V 3 + 7	4/03/2021 5:37 PM	MP4 File	61,528 KB
	V 4 + 5 + 9	4/03/2021 5:37 PM	MP4 File	61,528 KB
	V 6	4/03/2021 5:37 PM	MP4 File	61,528 KB
	V 10 + 12 + 14 + 15 + 21	4/03/2021 5:37 PM	MP4 File	61,528 KB
	V 11	12/02/2021 6:24 PM	MP4 File	17,150 KB
	V 13	12/02/2021 6:21 PM	MP4 File	9,636 KB
	V 16 + 17 + 18	4/03/2021 5:37 PM	MP4 File	61,528 KB
	V 19 + 20	4/03/2021 5:37 PM	MP4 File	61,528 KB
	WH - Work Hhistory	25/02/2021 3:56 PM	Adobe Acrobat Docu...	74 KB

The evidence (videos, license, references etc.) in the example above needs to match each Evidence Submission document.

Note below an example of a partially completed Evidence Submission.

Evidence Guide:	Circle the supplied evidence:
R – Reference	<input checked="" type="checkbox"/> R (a) – Supervisor
L – License (Racing)	<input checked="" type="checkbox"/> R (b) – Track Supervisor
WH – Work History (Resume)	R (c) – Additional
V – Video Evidence	<input type="checkbox"/> L
E – Extra Evidence	<input checked="" type="checkbox"/> WH
	<input checked="" type="checkbox"/> V 1 + 4 + 5 + 6 + 7 + 9 + 10 + 11 + 13:
	<input checked="" type="checkbox"/> V 2
	<input checked="" type="checkbox"/> V 3 + 12 + 19 + 20
	<input checked="" type="checkbox"/> V 8
	<input checked="" type="checkbox"/> V 14
	<input checked="" type="checkbox"/> V 15
	<input checked="" type="checkbox"/> V 16 + 17 + 18
	<input checked="" type="checkbox"/> V 21
	E

Next steps

To make the RPL process straightforward for you. In the next few pages your RPL application begins and is in the following order:

1. **What units are you applying to be RPL'd in?** Please indicate by a ✓ the units you are applying to be RPL'd in.
2. **A Self-Assessment Questionnaire** for each unit you are applying to be RPL'd in.
3. **RPL Evidence Submission Summary** for each unit you are applying to be RPL'd in. **You are required to clearly cross reference the evidence being submitted.**
4. A **Competency Conversation** between you and the Educator.
5. **An Employment History form** OR a **current detailed resume.**
6. If required, Practical Observations will be arranged if gaps are still present.

How long does this RPL process take?

From the time we receive your RPL portfolio, please allow 10 working days for each unit to be assessed or for further information to be requested. On average, once a fully complete portfolio of evidence is submitted, you should have your result in 10 working days.

Questions

If you have any questions throughout this process, please call the Education Department on 3869 9781 or email training@racingqueensland.com.au

Applications will not be reviewed unless ALL forms and supporting evidence have been submitted in the manner outlined.

RPL APPLICATION FORM

Applicant Details (To be completed by Student)

Title (Mr, Mrs, Dr, Ms, Miss etc.):	
First Name:	
Last Name:	
Date of Birth:	
Home Address:	
Postal Address (if different from above):	
Contact Number:	
Email:	
Unique Student Identifier Number (USI):	

Current Employment

Employer Name:	
Stable Location:	
Period of Employment with This Trainer:	
Contact Number:	
Email:	

Declaration

I declare the information contained within this application is true and correct and that all documents are genuine. I agree for Racing Queensland to contact anyone documented in my submission to verify my skills and knowledge.

Student Signature: _____ Date: _____

Student Checklist before submission

(Please do not submit until all of these are attached)

Items completed and attached to my submission include:	Yes, this is attached to my application
RPL Application Form	<input type="checkbox"/>
Self-Assessment Questionnaire Per Unit	<input type="checkbox"/>
RPL Evidence Submission Summary Per Unit (cross referenced as requested)	<input type="checkbox"/>
All direct and indirect evidence as documented in the Evidence Submission Summary (At least four (4) in total)	<input type="checkbox"/>
Completed Employment History Form (one only) or, Detailed Resume (including referee contact details)	<input type="checkbox"/>