

Student RPL Guidelines

Applying for Recognition of Prior Learning (RPL)

Albrighton Consulting

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Introduction

These guidelines are designed to help you put together evidence through a **recognition process** to achieve a Nationally Recognised Qualification. This guide outlines a formal process that is based on a portfolio of evidence submitted by you, the candidate. We view RPL as partly a self-assessment process where the candidate initially makes an informed decision on whether to apply for recognition for part of or the entire qualification.

As you work through the requirements of the qualification you will be asked to gather:

- Evidence of prior training and qualifications where appropriate
- Evidence of your current competence in some or all of the units within your qualification.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

- Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
- Bring your position description and any performance appraisals you have from any industry related shops/offices/facilities you have worked in.
- Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
- Think about who can confirm your skill level. Think about current or recent supervisors 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 community contacts or even clients themselves who can vouch for your skill level.
- Collect any certificates from in-house training or formal training you have done in the past.
- You can speak with training organisation about other ways you can show your skills in the industry. These could be letters from employers, verification forms, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

Preparing your RPL Application

Before preparing your application, you should read the full description of the competencies for which you are applying for recognition. This is usually done in consultation with one of our RPL Assessors who will clearly explain evidence requirements to you if unsure.

You should then complete the RPL Assessment Tools that will assist you in identifying the appropriate evidence for each element. You should aim to identify a number of items of evidence for each element, although the number will vary widely depending on the element. It is quite normal that one item of evidence may be used for several elements in the one unit of competency and even for different competencies.

A range of evidences will be submitted. This may include a current resume, or equivalent document such as a Personal Statement, that provides details of qualifications, employment history and any other relevant experience to your application.

RPL Assessment

Provide information of your skills and experience

The assessor is looking for specific evidence across the units of competency. Achievement of elements demonstrated through performance criteria in the context of your work environment

When completing the Assessment Tools 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:

- any licences
- brief CV or work history
- job and person specifications
- certificates/results of assessment
- tickets held eg forklift, crane, etc
- photographs of work undertaken
- diaries/task sheets/job sheets/log books
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience
- employer verification forms

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects 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 industry experience and conduct a competency conversation with you. You will be required to answer questions related to the industry area to identify your current skills.

What will the Assessor look for in the Assessment of the application?

The assessor will take an integrated and holistic approach to assessment and is looking for:

- 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

- evidence of valid, current processes that aligns to the units of competency, the performance criteria and evidence guide which can be authenticated as the work of the candidate
- demonstrated knowledge of adult learning, equity principles and legislation as they apply to the learning and assessment or work environments
- demonstration of required knowledge of the national training framework and the vocational education and training system
- evidence of the application of required skills and key competencies

The following Rules of Evidence will be used by the RPL Assessor in assessment of your Evidence.

- **Currency** – relates to the age of collected evidence. Competency requires demonstration of current performance – therefore the evidence collected must be current/very recent. Try to find evidence which shows that you can perform the competency now. If all your evidence is 5 to 10 years in the past and you have not been active in recent years then currency of skills and knowledge is questioned.
- **Validity** – is when the process assesses what it claims to assess. Try to ensure that the evidence relates clearly and directly to the elements and performance criteria in each unit of competency. Check the overview of evidence and the specific evidence requirements if you are not sure if the products and processes are appropriate.
- **Sufficiency** – relates to the amount of evidence collected. The collection of sufficient evidence is necessary to ensure all aspects of the competency have been captured and to satisfy the need for repeatable performance. Supplementary sources of evidence may be necessary. Try to present enough evidence, not too much, not too little across the units of competency. The specific evidence requirements in each unit will indicate the minimum amount of evidence that must be submitted.
- **Authenticity** – relates to ensuring the evidence is from or of the candidate and not another person. The assessor needs to be satisfied that the evidence gathered is the candidate's own work. Do not make things up and do not say that work done by someone else is yours. Provide evidence that the work is yours through third party letters of authentication and statutory declarations.

Assessment Tool Example

The existing Assessment Tools can be used as the document with which to record your RPL evidence and attach associated questions if necessary. Any areas where evidence is not clearly evident in Job Roles or past experience, will require further questioning of the student and may even require a referee. Keep these records and attach to each assessed unit as required.

An example of the use of an assessment tool is given here.

Student name:	Jane Doe
Assessor name:	Deirdre Albrighton
Unit/s of competency:	BSBFIM502A Manage payroll
Workplace:	Smith Shoes
Date of assessment:	01/01/2014

Unit Descriptor:	This unit describes the performance outcomes, skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Application of the unit:	This unit applies to individuals employed in a range of work environments who are required to establish and work with payroll systems. They may work as senior administrative staff or may have responsibility for managing payroll systems and calculations.
Licensing/Regulatory Information:	Not applicable.

Elements and Performance Criteria <i>Did the trainee perform the following skills:</i>	Evidence Provided
1. Establish procedures for the management of payroll 1.1. Establish <i>security procedures</i> that ensure the confidentiality and security of payroll information 1.2. Ensure procedures guarantee substantiation of claims for allowances 1.3. Establish <i>control measures</i> to safeguard organisation's financial resources in accordance with <i>legislative and organisational requirements</i> 1.4. Establish systems to ensure that statutory obligations are met and records are kept for the period determined by government legislation	State manger of Smith. Requirements to report by exception. Negotiate salary above award.IE as a manger sick leave, fill out forms, leave, salary for new starters. Payroll for appointment tax declarations. Determining remuneration was done by awards but the company would often adjust to above award rates and negotiate contracts
2. Prepare payroll data 2.1. Use <i>nominated industrial awards, contracts and government legislation to calculate gross pay and annual salaries</i> 2.2. Calculate <i>statutory and voluntary</i> deductions using government and employee documentation 2.3. Provide payroll data to payroll processor for calculation within <i>designated time lines</i>	Payroll system would nominate info but as state manager I was required to monitor these and to adjust where necessary. Cognos was the payroll. Time sheets for casual employees would be signed off. Contractors were also on weekly basis and had to be signed off to correspond to payment cycle.
3. Authorise payment of salaries 3.1. Check payroll, and authorise salaries and wages for payment in accordance with organisational policy and procedures 3.2. Reconcile salaries, wages and deductions in accordance with organisational policy and procedures 3.3. Deal with salary, wage and related enquiries in accordance with organisational policy and procedures	Payroll system would nominate info but as state manager I was required to monitor these and to adjust where necessary. Cognos was the payroll. Time sheets for casual employees would be signed off. Contractors were also on weekly basis and had to be signed off to correspond to payment cycle.

<p>4. Administer salary records</p> <p>4.1. Process declaration forms for new and existing employees in accordance with Australian Taxation Office requirements</p> <p>4.2. Forward periodic deductions to <i>nominated creditors</i> within designated time lines</p> <p>4.3. Prepare and despatch payments to government authorities accurately and in accordance with the relevant government legislation</p> <p>4.4. Calculate and transcribe group tax amounts and make payments in accordance with taxation procedures</p> <p>4.5. Prepare and reconcile employee group certificate amounts from salary records</p>	<p><u>Gap Training Required</u></p> <p>Complete readings and exercise for assessment.</p> <p>Purchase HRM By Raymond Stone. Ensure it is the 6th edition and with the bonus Fair Work Supplement.</p> <p>Read sections on Remuneration.</p> <p>Online search of ATO for process of managing tax records, group certificates etc. As per elements at left.</p> <p>http://www.ato.gov.au/businesses/default.asp?menu=42684</p>		
The trainee's performance was:	Not Yet Competent <input type="checkbox"/>		Competent <input type="checkbox"/>
Comments / Feedback:			
Trainee signature:			
Assessor Signature:			

Copies of the evidence that you have identified in the RPL Assessment Tools must also be submitted to us by post to Po Box 73 Seaford SA 5169 or email admin@albrightonconsulting.com.au.

Verification Form Example

As the manager/supervisor of a participant completing the Mitsubishi Leadership Program your assistance is sought in confirming the participant's competence in the areas detailed below. Mitsubishi Leadership Program is a competency based program and therefore requires skills and knowledge learnt in the workshops to be demonstrated within the workplace. This manager verification form is based on their manager/supervisor's workplace observations and will be used by the participant's assessor to support evidence provided by the participant.

Please only verify the sections below that you believe the participant is competent in. Other forms of assessment and evidence gathering will be used in conjunction with your observations. If a

participant is deemed not yet competent in a particular section, you may be required to provide further verification.

In some cases it may be more appropriate for someone other than the direct manager to “sign off” as they work more closely with the participant and observe these behaviours.

Unit: BSBMGT502B Manage people performance

Participant Name: _____

Competencies Verified	Supervisors/Managers Name, Signature & Date
Element 1: Allocate work	
<ul style="list-style-type: none"> Consult relevant groups and individuals on work to be allocated and resources available 	
<ul style="list-style-type: none"> Develop work plans in accordance with operational plans 	
<ul style="list-style-type: none"> Allocate work in a way that is efficient, cost effective and outcome focussed 	
<ul style="list-style-type: none"> Confirm performance standards, Code of Conduct and work outputs with relevant teams and individuals 	
<ul style="list-style-type: none"> Develop and agree performance indicators with relevant staff prior to commencement of work 	
<ul style="list-style-type: none"> Conduct risk analysis in accordance with the organisational risk management plan and legal requirements 	
Element 2: Assess performance	
<ul style="list-style-type: none"> Design performance management and review processes to ensure consistency with organisational objectives and policies 	

<ul style="list-style-type: none"> • Train participants in the performance management and review process 	
<ul style="list-style-type: none"> • Conduct performance management in accordance with organisational protocols and time lines 	
<ul style="list-style-type: none"> • Monitor and evaluate performance on a continuous basis 	
Element 3: Provide feedback	
<ul style="list-style-type: none"> • Provide informal feedback to staff on a regular basis 	
<ul style="list-style-type: none"> • Advise relevant people where there is poor performance and take necessary actions 	
<ul style="list-style-type: none"> • Provide on-the-job coaching when necessary to improve performance and to confirm excellence in performance 	
<ul style="list-style-type: none"> • Document performance in accordance with the organisational performance management system 	
<ul style="list-style-type: none"> • Conduct formal structured feedback sessions as necessary and in accordance with organisational policy 	
Element 4: Manage follow up	
<ul style="list-style-type: none"> • Write and agree performance improvement and development plans in accordance with organisational policies 	

<ul style="list-style-type: none"> • Seek assistance from human resources specialists where appropriate 	
<ul style="list-style-type: none"> • Reinforce excellence in performance through recognition and continuous feedback 	
<ul style="list-style-type: none"> • Monitor and coach individuals with poor performance 	
<ul style="list-style-type: none"> • Provide support services where necessary 	
<ul style="list-style-type: none"> • Counsel individuals who continue to perform below expectations and implement the disciplinary process if necessary 	
<ul style="list-style-type: none"> • Terminate staff in accordance with legal and organisational requirements where serious misconduct occurs or ongoing poor-performance continues 	

What if I Don't Achieve All Competencies by the end of the RPL Assessment?

On submission of your assessment, you will receive feedback from the assessor. If there are gaps in evidence or a question arising from the quality of the evidence, authenticity or currency you will be contacted and given the opportunity to resubmit 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.

The assessor will sign off on the units of competency that have been achieved and the Statements of Attainment indicating partial completion or the full qualification will be issued. If you do have skill gaps, these may be addressed through flexible training.