

RPL Application

Horticulture/Conservation and Land Management

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

Please indicate below which qualifications you are applying for.

Certificate II _____

Certificate III _____

Certificate IV _____

Diploma _____

Advanced Diploma _____

Assessor Name: _____

Date: ____/____/____

Tips and Hints To Help You Prepare For Recognition

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

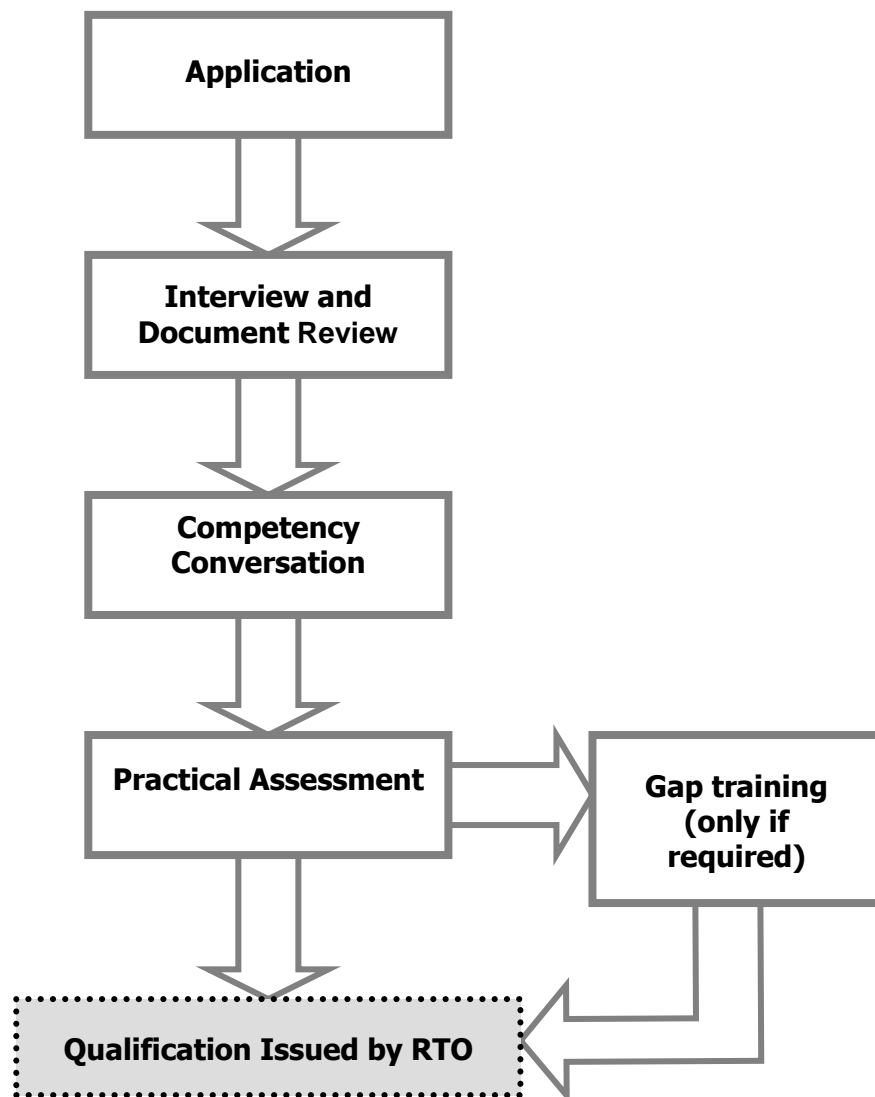
Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. 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.
2. Bring your position description and any performance appraisals you may have had in the past.
3. Consider the possibilities for workplace contact. Are you in a workplace 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 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 skills level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills. These could be letters from employers, 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.

Overview of Recognition Process

This kit has been developed to streamline the application for recognition of prior learning.



Steps in the RPL Process

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience 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:

General employment documents

- brief CV or work history
- position descriptions
- certificates/results of assessment
- details of in house courses, workshops, seminars, orientation or induction sessions
- references/letters from previous employers/supervisors

Workplace documents

- any licences
- brief CV or work history
- certificates/results of assessment
- indentures/trade papers
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- tickets held e.g. 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

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.

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

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the unit of competency 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 related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (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 the full qualification. If you do have skill gaps, these may be addressed through flexible training.

RPL Application Form

This form asks you to provide information about yourself and your request for recognition of previous training and experience. After completing this application form you may be invited to attend an interview. The interview will be based upon the questions included in this application. The purpose of this interview will be to confirm and clarify your request for recognition and to make sure that all relevant learning experiences have been identified.

Family Name:	Given Name:	Phone:	Address:
Course or Qualification:	Date of Application:	Mobile:	Address 2:

A Employment and Work Experience

Please provide information about any work experience, full or part time, voluntary or unpaid, which may be relevant to your application. Start with your most recent job or placement. If insufficient space below please provide additional pages

Employer	Employment Status (Full time, Part time, Casual)	Referee:	Telephone:	Type of Work (Key Tasks)	Start Date:	Finish Date:

Prepared by:	Last date updated:	Doc. No.:	Version:
Filename and path: S:\Training Services\Centre\Admin\Masters\Forms\CURRENT FORMS\MTSADMIN006B - RPL Application - Horticulture.doc			AQTF Standard:

Short Courses and Community Education

If insufficient space below please provide additional pages - Please attach an outline of the course(s) content

Year	Title	Type of Course (e.g. staff development programme, workshop, personal development)	Course length (Hours)

C Other Evidence

Membership of Trade or Professional Associations

List any relevant professional associations of which you are now or have previously been a member.

Include any positions held and key tasks associated with that role

Association	Member from	to	Position held (if any)	Role (if any)
	/ /	/ /		
	/ /	/ /		

Community Involvement

Indicate relevant involvement, including official positions, with any team, club, and society or community organisation

Association	Member from	to	Position held (if any)	Type of Involvement
	/ /	/ /		
	/ /	/ /		

Other Interests or Skills

Please list any other activity through which you have gained skills relevant to this application (e.g. parenting, hobbies etc).

If insufficient space please provide additional pages

Activity	Relevant Skills Acquired

Evidence Presented for Assessment of RPL for the Diploma of Conservation Land Management

**Glenn Porteous
July 2009**

Example

Application of RPL for the Diploma of Conservation Land Management

Glenn Keith Porteous
Date: July 2009

Units that are being applied for by Recognition of Prior Learning:

UNITS

RTD5510	Implement Plans of Management
RTC5520	Manage Parks and Reserves
RTC5504	Develop a Management plan for a designated area

Units that are being applied for by Credit Transfer:

RTD5507	Develop Conservation Strategies for Cultural Resources
RTD5003	Manage Natural Area Restoration Programs
RTC5908	Prepare Estimates, Quotes and Tenders
RTD5910	Contribute to Regional Planning Process
RTC5194	Prepare Reports
PSPPM502	Manage Projects
TDTR398	Negotiate a Contract

Current Level Qualification:

Diploma in Horticulture (Park and Garden Management)
Parchment No.TV101LMM0088077

EVIDENCE:

Current Position: ***Horticulture Training Coordinator – Maxima Training Services***

Resume
Job Description

Attached
Attached

LIST OF ATTACHMENTS

- Photos of City of West Torrens Biodiversity Project
- Resume
- Job Description Maxima Training Services
- Diploma of Horticulture (Park & Garden Management)

Parchment No: TV101LMM0088077

- Advance Certificate in Urban Horticulture Parchment No: 5670BLW930096
- Cert III in General Construction (Painting & Decorating) Cert No: 1304, State Reg No: 94034
- Certificate IV in Training and Assessment – TAA 40104 Parchment number HRD06 F1004
- Certificate IV in Assessment & Workplace Training Cert No: 1057, State Reg No: 94034
- Cert of Completion – Safety Supervisor Master Builders’ Association (MBA)
- Membership Certificate of National Safety Council of Australia
- Laser Safety Officer’s & Operator’s Certificate MBA
- Certificate of Appreciation Dept. Correctional Services
- Certificate of Appreciation McLaren Vale & Fleurieu Visitor Centre
- Academic Record for Dip of Horticulture
- Academic Record for Adv. Certificate in Urban Horticulture
- Record of Safety Induction – Maxima Training Services
- Reference from OARS SA
- Reference for Building Contractor’s Licence
- Reference – Personal
- Reference – Personal (OARS)
- References re: Building Contractors Licence
- Reference – International Horticultural Services (x 2)
- Examples of Maxima Training Services Promotional Material
- Example of Community Environmental Group Application
- Example of Our Patch Plant Order
- Example of Letter to outline community project days for the Coast Care program
- Letter of support from Adelaide and Mt. Lofty Natural Resource Management Board – Re: Tedder Reserve
- Letter of support from the City of Charles Sturt – Re: Coast care program

EVIDENCE:

RUHHRT601A Develop Staff Training Plans

My current role as Horticultural Training Coordinator with Maxima Training Services states in the Job Description that the role requires me to develop staff training plans.

Sources of Support

- Horticulture Training Coordinator
 Maxima Training Services
- Job Description
- Resume
- Diploma of Horticulture
- Certificate IV in Workplace Training and Assessment

RUHHRT 603A Promote the Business

My current role as Horticultural Training Coordinator with Maxima Training Services states in the Job Description that the role requires me to promote the business.

Sources of Support

- Horticulture Training Coordinator
 Maxima Training Services
- Job Description
- Resume
- Diploma of Horticulture
- Certificate IV in Workplace Training and Assessment

EVIDENCE:

RTD5510A Implement Plans of Management

My current Job Description as Horticultural Training Coordinator with Maxima Training Services states the role requires me to:

To manage project design and implementation including:

- a) Consultation with stake holders including community stakeholders and external agencies
- b) Asset management, financial/risk/business management and environment sustainability considerations
- c) Incorporating landscape values (i.e. features, characteristics, land uses and historical modifications)
- d) Identify and recommend appropriate management strategies for parks, degraded sites and natural areas incorporated within training programs to facilitate sustainable re-development

Occupational Health, Safety and Requirements:

- a) Complying with Maxima’s Occupational Health Safety & Welfare policy and procedures
- b) Participation in activities associated with the management and promotion of workplace health and safety
- c) Compliance with risk controls and safety measures specified for undertaking workplace tasks including wearing personal protective equipment where appropriate
- d) Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps in the workplace
- e) Compliance with Maxima’s Injury Management policies and procedures pertaining to Injury Management including Rehabilitation and Claims Management
- f) Proactively assist in the rehabilitation of Maxima employees who are or have suffered a workplace injury or illness, by working in conjunction with the Rehabilitation Coordinator and Rehabilitation Consultants

Sources of Support

- *Refer to Sources of Support for list of organisations projects have been completed with.*
- Refer to job description
- Refer to attached resume
- Resume
- Diploma of Horticulture
- Refer to letters of support

EVIDENCE:

RTD5520A Manage Parks and Reserves

My current Job Description as Horticultural Training Coordinator with Maxima Training Services states the role requires me to:

To manage project design and implementation including:

- a) Consultation with stakeholders including community stakeholders and external agencies
- b) Asset management, financial/risk/business management and environmental sustainability considerations
- c) Incorporating landscape values (i.e. features, characteristics, land uses and historical modifications).
- d) Identify and recommend appropriate management strategies for parks, degraded sites and natural areas incorporated within training programs to facilitate sustainable re-development.
- e) Liaise with Stakeholders and Management in relation to funding applications regarding resourcing requirements.

Occupational Health, Safety and Requirements:

- g) Complying with Maxima's Occupational Health Safety & Welfare policy and procedures
- h) Participation in activities associated with the management and promotion of workplace health and safety
- i) Compliance with risk controls and safety measures specified for undertaking workplace tasks including wearing personal protective equipment where appropriate
- j) Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps in the workplace
- k) Compliance with Maxima's Injury Management policies and procedures pertaining to Injury Management including Rehabilitation and Claims Management
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Example