

# RPL Application

## Business Services and Management

Please indicate below which qualifications your applicant is applying for.

- BSB30107 Certificate III in Business
- BSB40207 Certificate IV in Business
- BSB50207 Diploma of Business
- BSB30407 Certificate III in Business Administration
- BSB40507 Certificate IV in Business Administration
- BSB40807 Certificate IV in Frontline Management
- BSB51107 Diploma of Management
- BSB41507 Certificate IV in Project Management
- BSB51107 Diploma of Project Management

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.

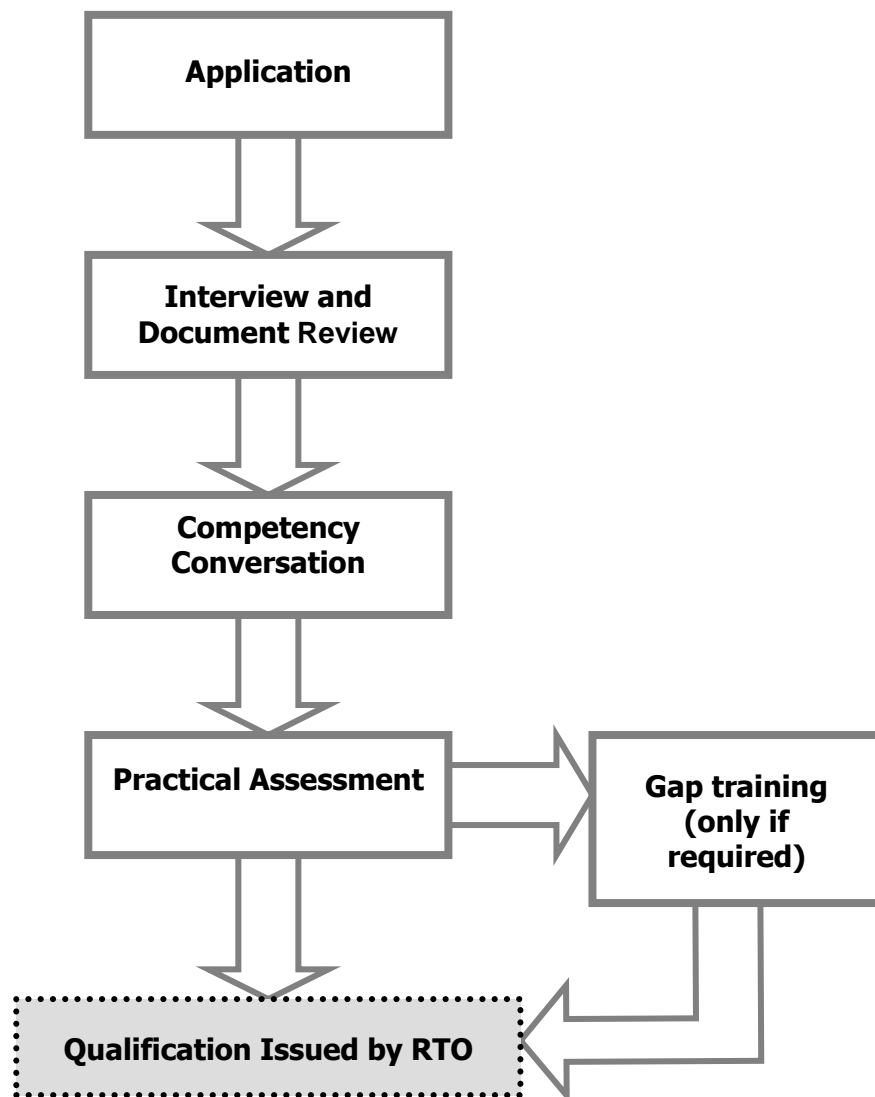
Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

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

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



**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








**Other Comments:**

**List of Attachments:**