

Instructions to Candidates

**Guide to submitting assessment tasks and
recognition of prior learning (RPL)
applications**
2013



**Australian Federation of
Employers and Industries**

**Level 2, 97-99 Bathurst Street
Sydney New South Wales 2000**

**PO Box A233,
Sydney South New South Wales 1235**

Phone:	02 9264 2000
Fax:	02 9264 5699
Email:	training@afei.org.au
Website:	www.afei.org.au

Welcome

Welcome to AFEI training.

Our philosophy is to have a practical approach to learning through applied projects, work related case studies and active learning techniques. We combine this with the trainer's awareness of industry requirements, which means you derive the benefits of practical and relevant learning.

We strongly encourage you to gain recognition for the work skills you possess, no matter how you acquired them. Formal recognition in the form of a Statement of Attainment or Qualification will ensure transferability of your skills, ie your skills will be recognised by every Registered Training Organisation and employer in Australia.

The following information is provided to assist you in undertaking your assessment tasks or applying for RPL. You can discuss the specific requirements of your course assessments with your trainer or any of our training staff by contacting us on 02 9264 2000.

Competency Based Training and Assessment

'Competency comprises the knowledge, skills and consistent application of that knowledge and skills to the standard of performance required in employment.'

Competency standards (also referred to as national industry/enterprise competency standards) are national standards that set out the work skills and knowledge required for effective performance in the workplace and defined by industry. Competency standards are an endorsed component of training packages or, where no training package exists, as the basis for defining the learning outcomes of an accredited course.

In keeping with the principles and practices of competency-based assessment, the competency will be made on an accumulation of evidence, not on isolated activities or events.

Once you have been assessed against the standards you will receive a grade of Competent or Not Yet Competent. Not yet competent means that you have not met the requirements and will be given another opportunity for re-assessment.

What do you mean by an Assessment?

The learning component of qualifications we offer is delivered in a classroom environment and participants are expected to undertake their own reading and research in addition to theory and practical activities provided by our trainers. Participants will be provided with resources that include notes, readings, practical exercises and assessment tasks.

Assessment tasks are conducted using various methods, but generally take place by way of attending training and completing exercises and/or case studies, and a workplace based project.

Assessment tasks are designed to assess the appropriate mix of skills and knowledge, allowing candidates to apply theory to practical workplace situations. Where possible an assessment will be designed for completion as work based tasks, giving assessment candidates opportunity to apply their learning in their day to day work situations.

A student is deemed to be competent when all requirements have successfully been completed within a unit of competency or module. The stated assessment outcomes in competency based courses are: **Competent** when the student can demonstrate competency in all learning outcomes, **Not Yet Competent** when the student has not yet demonstrated competency in all learning outcomes.

A student who has yet to demonstrate competency in an assessment task can re-attempt that assessment task once, without having to re-enrol in the course.

Plagiarism is the act of passing off another person's work as that of your own. Examples include copying the work of another person or summarising the work of another. Any student found plagiarising work will receive a non-completion result in the unit of competency or module attempted. Any person who knowingly aids another person to commit plagiarism shall be dealt with as if they themselves had committed plagiarism.

The assessment process will be valid, reliable, flexible and fair. Workplace-based projects must be submitted within two months of attending the course or as agreed with the course trainer.

Completing the work based project

Upon completion of the learning, or classroom, component of your course, obtain a copy of the assessment task from your trainer. Read over this material and confirm any requirements that immediately come to mind with your trainer. You should ensure that you have the email and telephone contact details of your trainer so that you can discuss aspects of your task and its application within your particular workplace, should this be desired.

Develop and collect your evidence carefully, in line with the task instructions. Some assessment tasks require a supervisor or mentor to confirm your skills in the workplace, as well as confirming that the work submitted is authentic.

Complete the assessment cover sheet, attach your evidence and submit to the AFEI Training Coordinator. It is strongly recommended that you retain a full copy of your task.

Your assessor may contact you to discuss certain aspects of your assessment submission or to request further evidence. Should your task be found Competent by the assessor, it will be returned to you along with written feedback and a Statement of Attainment and/or Certificate of Completion.

Your certificate can be used to gain credit towards other Nationally Accredited Qualifications.

Recognition

Participants enrolled with AFEI have the option to apply for Recognition of Prior Learning (RPL). A credit transfer is also available if you have previously completed the specific units of a qualification.

An RPL application is not to be taken lightly and does require considerable work. You must provide sufficient evidence to demonstrate that you do have current competence in the relevant units. AFEI assessors must be convinced that you are able to meet the specific performance criteria in order to be able to grant recognition.

There are three ways to gain recognition for a unit of competency or qualification:

- **Credit Transfer:**

Provide AFEI with certified copies of Statements of Attainment or Qualifications issued by any Australian Registered Training Organisation, or bring in your originals to our office, and we will give you credit for those units of competency, provided you can show us that the skills you learned are still current. Evidence of currency of skills may be in the form of your current job description or supervisor reference.

- **Recognition of Prior Learning (RPL):**

RPL or Recognition of Current Competency (RCC) is a process that allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills and knowledge you picked up on the job, through non-accredited training or from other life experiences that do not necessarily include formal training.

- **Successful Completion:**

Undertake the training and successfully complete the work based assessment task.

Evidence

In order to grant recognition against units of competency or a qualification, you need to supply us with evidence that is:

- **Current:**
Your learning or ability is still current against the competency being assessed.
- **Valid:**
Evidence must have a direct relationship with the particular element or unit of competency for which the evidence has been submitted.
- **Authentic:**
The evidence of learning being honest and accurate. This means that documentation of the applicant's learning is genuine and that it represents learning by the applicant rather than someone else. When in doubt, the assessor will conduct an interview or oral tests as a way of exploring the authenticity of an applicant's evidence. RPL applicants will be required to sign a declaration when submitting their work to confirm its authenticity.
- **Sufficient:**
Applicants must submit sufficient evidence to enable the assessor to make a decision to approve or reject a claim for recognition. To ensure sufficiency, the applicant may need to provide additional evidence, different forms of evidence or undertake further assessment tasks.

Types of evidence

Applicants are able to collect evidence from a range of sources and should consider the following list:

- ✓ **Accredited training**
 - Qualifications from colleges, private training providers, TAFE and universities who are Registered Training Organisations (RTO)
- ✓ **Non-accredited training**
 - In-house training
 - Continuing education programs
 - Adult education courses that the applicant may have undertaken through community colleges
- ✓ **Work experience**
 - Responsibility for specific organisational functions
 - Experience in a particular work role
 - Participation in professional development programs
 - On the job training

✓ **Life experience**

- Participation in professional associations
- Organisational roles in community groups
- Hobbies
- Personal study in specific skills or fields of knowledge
- Volunteer work

✓ **Direct Evidence**

Direct evidence is best described as anything that has been created by the applicant. These include any certified and authenticated reports, policies or other documentation such as:

- business plans, budget documents, discussion papers, proposals, training guides or training materials.
- Certificates, or statements of attainment from courses undertaken and/or successfully completed at University, TAFE or any other training provider.

✓ **Indirect Evidence**

Indirect evidence is anything reflecting the value of work produced by the applicant or other evidence about the applicant or the role that confirms the applicant's ability to perform in the context of the competencies for which the applicant is seeking credit. Examples of workplace documents that can provide indirect evidence include:

- A testimonial statement from a supervisor or a senior company executive which identifies and acknowledges the applicant's knowledge, responsibilities or abilities in relation to specific tasks or competencies.
- An annual report which identifies the applicant's or team achievements.
- A performance review which identifies the applicant's strengths and achievements.
- A published article about the applicant's achievement(s) in the workplace.
- A detailed job description of the applicant's current position or a position held previously.
- An attendance certificate for a training activity or other professional development activity aligned to particular competencies.
- Annual subscription as evidence of an active membership of a professional association.
- Minutes from a meeting to acknowledge the applicant's effort.
- Any personal letter of commendation from professional people within the community.

Steps in the RPL application

Step 1

Discuss with the Training Coordinator or Trainer/Assessor the units or qualifications for which you may be able to provide evidence and request copies of the self assessment guides.

Step 2

Obtain a copy of the competencies for your particular qualification and review the requirements of each unit. Read the Performance Criteria carefully for the units for which you are applying — a full list of the units required for each qualification is available through the website at: www.training.gov.au/.

Step 3

Prepare a portfolio of evidence - collect as many examples of relevant documents/products/materials as you can. Organise the portfolio in a logical sequence, numbering the documents and make an index for easy reference.

Step 4

Identify your portfolio documents against all the Elements and Performance Criteria for each Unit of Competency. Ensure you have linked your responses to the numbered document in the portfolio of evidence.

Step 5

Review and evaluate your responses to all sections to determine if you have provided current, valid, authentic, reliable and sufficient evidence to support all the requirements of the units selected.

Step 6

Retain a full copy for your own records.

Step 7

Submit the completed mapping documents and supporting portfolio of evidence to AFEI for assessment. When the application has been assessed you will be notified of the outcome. If additional information is required you will be contacted by the Training Coordinator. This step could take 3 to 4 weeks. An RPL evidence checklist will be used to record the assessment.

Useful bits of evidence

- Your CV
- Current and past job descriptions or duty statements
- Referee/supervisor reports
- Minutes of meetings where you or your team have been applauded for achievements
- Certificates of attendance at professional development events

See below for a sample of a completed self assessment.

Self Assessment Guide

Unit of Competency: BSBWHS402A Assist with compliance with WHS laws

Element	Performance Criteria	Evidence I can provide	Attachments/ Comments
1. Assist with determining the legal framework for WHS in the workplace	1.1 Access current WHS legislation and related documentation relevant to the organisation's operations	Completed WorkCover accredited HSR Refresher training	Attachment 1: HSR Refresher training certificate
	1.2 Use knowledge of the relationship between WHS Acts, regulations, codes of practice, standards and guidance material to assist with determining legal requirements in the workplace	Completed WorkCover accredited HSR Refresher training	Attachment 1: HSR Refresher training certificate
	1.3 Assist with identifying and confirming the duties, rights and obligations of individuals and parties as specified in legislation	Completed workplace committee chairperson training	Attachment 2: Certificate of attendance
	1.4 Assist with seeking advice from legal advisors where necessary	Committee requested site inspection regarding emergency evacuation procedures from external SME	Attachment 3: Report from SME
2. Assist with providing advice on WHS compliance	2.1 Assist with providing advice to individuals and parties about their legal duties, rights and obligations, and where they are located in WHS legislation	Currently workplace committee chairperson	Attachment 4: Resumé and job description
	2.2 Assist with providing advice to individuals and parties about the functions and powers of the WHS regulator and how they are exercised, and the objectives and principles underpinning WHS	Committee reports	Attachment 5: Committee minutes
3. Assist with WHS legislation compliance measures	3.1 Assist with assessing how the workplace complies with relevant WHS legislation	Workplace inspections	Attachment 5: Committee minutes
	3.2 Assist with determining the WHS training needs of individuals and parties, and with providing training to meet legal and other requirements	Deliver training to staff regarding WHS	Attachment 6: HR training records, training plan
	3.3 Assist with developing and implementing changes to workplace policies, procedures, processes and systems that will achieve compliance	Committee project to amend procedure for emergency evacuation	Attachment 7: Committee minutes and draft procedure amendments

What to do if you are not happy with the assessment outcome

If you are unhappy with your assessment result you are entitled to have your assessment task reviewed. A request for a review of your assessment must be made within fourteen (14) days of receipt of your assessment result. This is how it works:

1. You request a review of the marked project by writing to the Training Coordinator seeking a formal review.
2. Once the written request has been received, AFEI will arrange for the assessment task/answer to be reviewed in consultation with the course trainer and an independent person/panel.
3. You will be advised of the result of the assessment review in writing.
4. If, after review, you are still dissatisfied with the assessment task result, you can appeal to the AFEI Chief Executive for a further review, by making a request in writing. This request must be lodged with AFEI within fourteen (14) days of receiving the results of the first review. The Chief Executive will then arrange an independent review of the assessment result and will then advise you of the decision.
5. If you are still not happy with the result you can contact ASQA (Australian Skills Quality Authority).

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

Name:

Company:

Postal address: Post Code:

Telephone No: Fax No:

E-mail:

Qualification:

Unit code/s and unit name/s:

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Please review the attached Applicant Information for RPL before completing and submitting your application. The application fee for RPL assessment is:

- Members \$160.00 per unit Number of units required = ____ x \$160 each = \$_____
- Non Members \$180.00 per unit Number of units required = ____ x \$180 each = \$_____

Forward your completed application, along with the relevant application fee as calculated above (refer to the payment options below), to: Training Coordinator, AFEI
 PO Box A233
 Sydney South NSW 1235.

Following receipt of your application you will be contacted by an Assessor to discuss your application.

I declare that:

- the evidence presented is my own work, or is part my work
- if others have contributed to the evidence presented, then their efforts are clearly indicated.

Applicant signature:..... Date:.....

PAYMENT OPTIONS: Please tick method of payment

- Cheque:** Mail cheque with your completed application form to: AFEI, PO Box A233, Sydney South NSW 1235
- Direct Deposit:** Payments can be made to the following bank A/c: BSB: 082-080 A/c No.: 509 137 288
- Credit Card payments:** Complete payment details below and return via: Fax: 02 9267 9597 **OR**
 Mail: AFEI, PO Box A233, Sydney South NSW 1235

AMOUNT DUE as calculated above: \$ _____

Company Name: _____

Card Type: American Express Diners Card Mastercard Visa

Card Number: Expiry: /

Cardholders Name: _____ Cardholders Signature: _____