Plenty RPL

Recognition of Prior Learning (RPL) for
TAE40116 Certificate IV in Training and Assessment

Complete this kit & email back to RPL@plenty.edu.au

This RPL kit is used as the first step in assessing candidates against the requirements of the TAE40116 Certificate IV in Training and Assessment.

What's RPL?

RPL stands for 'Recognition of Prior Learning' and is an assessment only process that lets people with substantial existing skills and knowledge demonstrate their competence without having to first be trained. There are many advantages in undertaking the RPL process with Plenty RPL:

- **Competitive edge!** Gain a powerful, competitive edge over other managers with this very popular qualification.
- **Speed!** We support busy professionals by structuring most of the RPL assessment around a face-to-face meeting, videoconference or telephone call.
- **Quality!** Utilise well-designed and high-quality RPL processes with Plenty Training, which enjoys consistently high average quarterly feedback scores of over 4 out of 5 from around 3,000 students per year.

How much?

There is no charge to complete this application, submit it to us and have an assessor recommend whether or not you are a suitable candidate for RPL. Upon enrolment the applicable RPL fee will apply.

> " We offer a 100% refund** if we don't get you 'over the line' – provided you answer all of our questions truthfully!

The qualification

This qualification is required by individuals delivering training and assessment services within the Vocational Education and Training (VET)* sector – including within Registered Training Organisations (RTOs) – as required under the national Standards of Registered Training Organisations (RTOs) 2015.

*Vocational Education and Training (VET) provides training in job related and technical skills and covers a large range of job roles and industries such as the trades, office work, retail, hospitality and technology. Qualifications range from Certificate I to Graduate Diplomas.

What now?

1	**Select your units**	You only need ten minutes to rate your experience and background against the units of competence on the following pages.
2	**Email us this kit and your resume**	Send us this completed kit and your resume. We will review your selected units and your background and let you know whether we think you are suitable for RPL.
3	**Enrol**	If we believe that you are suitable for RPL we will invite you to enrol. You can enrol via telephone.
4	**RPL meeting**	We will send you a list of the topics ahead of a 1-2 hour RPL interview via meeting or telephone at a mutually-convenient time.
5	**Follow-up evidence**	We will then send you a list of any follow-up evidence items we discussed during the meeting (such as documents you've produced). All evidence must be current. This generally means it needs to be from within the past two - three years.

**Terms and conditions apply. See our website for details.

Candidate Information

Name

Telephone

Email

List any training qualifications you already hold

Attach your CV or summarise your training design, delivery and assessment experience

Do you have access to a former employer or supervisor who can attest to your experience?   Yes   No

What professional development have you undertaken within the past year or so to ensure that you maintain the currency of your training design, delivery and assessment competencies?

    Worked in training
    Subscribed to industry newsletters
    Attended training courses or seminars
    Research I have performed (reading relevant books, researching current information, etc.)
    Other » specify:

Any other comments?

I certify that my answers are true and accurate to the best of my knowledge and I apply for preliminary RPL assessment at this time.

RPL candidate signature

Date

Self-assessment (nine core units)

You must have experience performing each of the following nine core tasks. For each of these tasks, rate the extent to which you have the required experience and knowledge – i.e., select either 'a lot', 'some', or 'none'.

Core Task	Required experience and knowledge	None	Some	A lot
I have planned assessment activities and processes TAEASS401	I have planned and organised assessments on at least five separate occasions, using different endorsed or accredited units of competency for each of the five occasions I have planned and organised two RPL assessments I have prepared the assessment plan and developed assessment instruments I have contextualised assessments and incorporated reasonable adjustment I know the ethical and legal requirements of an assessor I understand competency based assessment I know how to interpret and use qualifications and units (from training.gov.au) I understand the principles of assessment and rules of evidence I know different types of assessment methods			
I have assessed competence TAEASS402	I have assessed competency of at least five candidates within the Vocational Education and Training (VET) context against at least one entire unit of competency for each candidate I have assessed at least one candidate for RPL I have prepared for assessment, gathered quality evidence, made the assessment decision, recorded the assessment decision and reviewed the assessment process I understand qualification packaging rules I understand reasonable adjustments and when they are applicable I understand the types of evidence including assessment instruments and RPL I know the potential barriers relating to assessment I have made reasonable adjustment in the assessment of at least one candidate			
I have participated in assessment validation TAEASS403	I have participated in at least three validation sessions that address the critical aspects of validation I can clearly explain purposes of validation and the legal and ethical responsibilities of assessors I have prepared for validation, contributed to validation process, and contributed to validation outcomes I know how to interpret qualifications and units to determine the needed evidence I know the reasons for carrying out validation and the different approaches to validation			
I have designed and developed assessment tools TAEASS502	I have developed at least three assessment tools that use different assessment methods and address at least one unit of competency each I have developed compliant assessment tools I have reported on the trial and review of the assessment tools I know the components of competency and dimensions of competency			
I have planned, organised and delivered group-based learning TAEDEL401	I have prepared and delivered at least two consecutive 40+ minute training sessions to a learner group of at least eight individuals At least one of these sessions was delivered to a different learner group of at least eight individuals showing how the needs of this group were addressed I have good presentation, conflict resolution and oral communication skills I understand learning theories, learning principles and learner styles I know different training delivery methods / techniques appropriate to group delivery I know how to recognise and resolve inappropriate behaviour I have identified and responded to individual needs of learners I know about using resources and support personnel to guide inclusive practices			
I have planned, organised and facilitated learning in the workplace TAEDEL402	I have developed, prepared and facilitated at least two work-based learning sessions I have conducted learning facilitation relationships with at least two different individuals I have planned, organised and facilitated learning in the workplace I understand operational demands of the work and impact of changes on work roles I know how to identify skill needs I know how the safety (WHS) requirements relate to delivering training			

Plenty RPL

Self-assessment (nine core units) cont.

Core Task	Required experience and knowledge	None	Some	A lot
I have designed and developed learning programs TAEDES401	I have designed, developed and reviewed at least two different VET learning programs, at least one of which covered an entire national unit of competency found on training.gov.au I know about ISCs and how training packages are developed I know learning principles and instructional design principles I know how to develop new learning activities and materials I know different delivery modes and methods I understand the OHS considerations that need to be included in the learning program			
I have used training packages and accredited courses to meet client needs TAEDES402	I have selected units of competency and contextualised them to meet client needs I have analysed at least two training specifications, including at least one training package I have analysed and interpreted a national qualification and units of competency I understand AQF qualification levels and guidelines I understand the role of ISCs, RTOs and ASQA. I know the dimensions of competency I know both the new and old format of units of competency			
I have addressed adult language, literacy and numeracy skills TAELLN411	I have used tools to identify the LLN skill requirements of training specifications I have gathered information on the current LLN skills of a learner group I have used at least two learning resources to address LLN requirements I have used at least two strategies that address identified LLN needs I have used advice from specialist LLN practitioners I have selected, used and reviewed at least two assessment strategies that cater for the identified LLN needs of the learner group			

Plenty RPL

Self-assessment (one elective unit)

Select any one of the following electives which best match your background. For each of your selections rate the extent to which you have the required experience and knowledge – i.e., select either 'a lot', 'some', or 'none'.

✓	Elective Unit	Required experience and knowledge	None	Some	A lot
	I have made a presentation BSBCMM401	I have prepared, delivered and evaluated the effectiveness of at least one presentation I know the principles of effective communication. I understand data collection methods to support review of my presentations I understand anti-discrimination legislation I know a range of presentation aids and support materials			
	I have contributed to assessment TAEASS301	I have conducted at least three evidence-gathering activities with different candidates I have presented clear and concise documentation of the evidence I have presented documented feedback from others involved in the assessment I know the principles of assessment and the rules of quality evidence I understand the barriers relating to evidence gathering processes			
	I have provided work skill instruction TAEDEL301	I have conducted at least three training sessions for different groups which involved demonstrated and instructed particular work skills and which addressed different learning objectives I have identified hazards, conducted prestart-up checks if required, and observed and interpreted learner behaviour that may put people at risk			
	I have mentored in the workplace TAEDEL404	I have prepared a mentoring plan that will last at least one year I have facilitated at least three mentoring sessions I have documented information on these sessions from both the mentor and mentee I know the relevant laws and standards relating to workplace mentoring I understand training plans and responsibilities I know mentoring methodologies and strategies I know equal employment opportunity, equity and diversity principles			
	I have facilitated e-learning TAEDEL501	I have facilitated one complete e-learning program and have at least twice organised and facilitated e-learning activities I can distinguish between a technical problem and a content problem I know how to use a chat room, forum, bulletin board, etc. I know relevant technologies and tools, including content management and learning management systems I know how to ensure electronic discussions are culturally sensitive			
	I have completed another unit at Certificate IV or higher level	Unit code and name:			

Congratulations, you have now completed the first stage of the RPL process! Email this document to us at RPL@plenty.edu.au (along with your resume) and we'll get back to you within 24 hours!