

**BSB41415 Certificate IV in Work Health
and Safety**

**Recognition of Prior Learning
Application Form
and
RPL Guide**

SAMPLE ONLY

Information for the Candidate

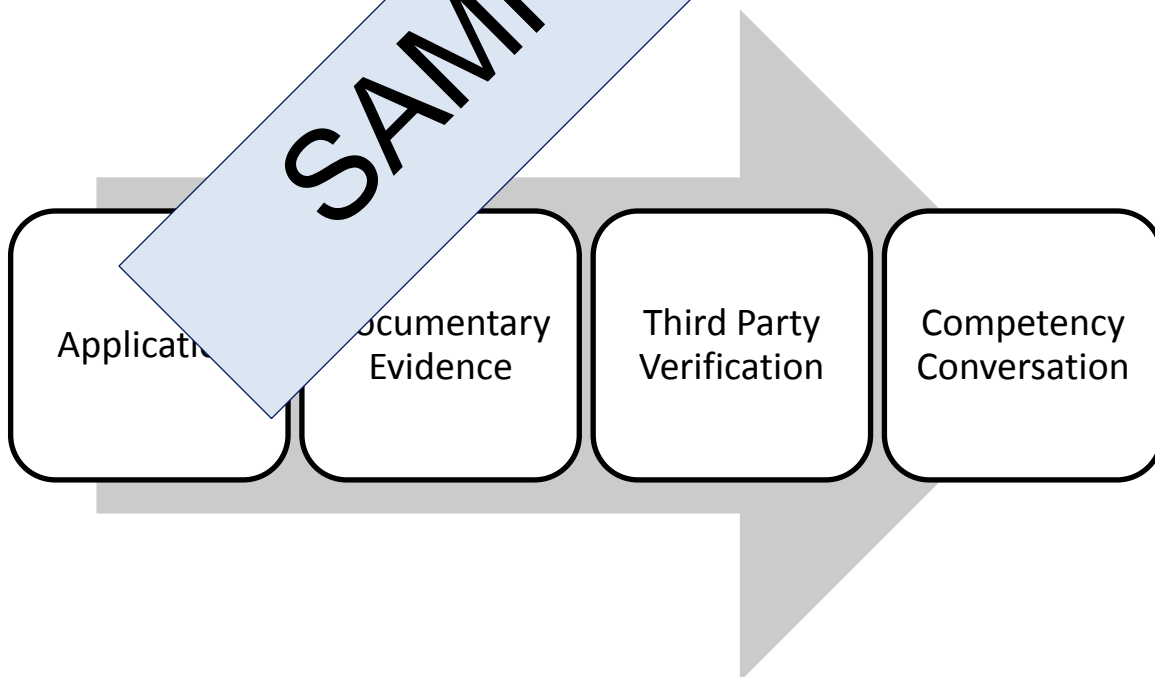
What is RPL?

Recognition of Prior Learning is the way that the knowledge and skills that you have attained through your work and life experience are recognised, so that you can gain a nationally recognised qualification.

It is a process of gathering evidence. Your assessor checks the evidence you provide at each stage in the process and once they have sufficient evidence they can declare you competent.

You are responsible for gathering and submitting the evidence that your assessor will need. It is your assessor's responsibility to advise, guide and support you throughout the process of gathering evidence. Do not hesitate to ask your assessor for help at any stage.

The RPL process



The graphic shows the main elements of the RPL process. It will usually occur in the order shown. However, because RPL is a process of gathering enough evidence to demonstrate your competency, the order can be different.

What you need to do

1. Application Form

Complete the application form, giving as much detail as you can. Add further pages if there is insufficient room. Make sure that you have provided an up-to-date CV which shows details of your work experience for at least the last 3 years.

Approach two people who can provide you with a testimonial (confirmation of your work experience). Ideally one of these people should be superior in your current position but if this is not possible, speak to your colleagues for options. Confirm their consent to providing the Third Party Verification and contact details on the application form.

Submit the application to your assessor. Your assessor will review your application and advise you on the next step. This will involve:

- Confirming the units of competency that you are applying for.
- Providing you with a Candidate Guide for the competency selected.
- Discussing your particular situation and options for gathering evidence.

2. Documentary evidence

Qualifications and Certificates

Any current qualifications and certificates you hold will contribute to evidence of competency in your qualification. Collect together all the evidence that relates directly to the qualification. Collect together all of your:

- Certificates of Completion of Training and Licences (nationally recognised qualifications)
- Certificates of Attendance in relation to any training, seminars or webinars you have attended. If these are not nationally recognised qualifications, they demonstrate your commitment to professional development)

Your assessor will need to either see the originals of the certificates or be provided with a certified copy of the originals. Any Justice of the Peace can certify the copies for you.

Workplace documents

Your assessor will provide you with a separate Candidate Guide for each unit of competency where you are seeking RPL. These documents will have lists of the types of documents that will help confirm your competency.

If you can provide copies to your assessor, this is recommended. You can also ask your assessor to peruse originals and then hand them back to you.

Note: If you cannot provide documentary evidence, this does not necessarily mean that you cannot RPL the qualification. In this case it is possible that your assessor will ask you to complete selected practical activities to demonstrate competency.

3. Third party verification

Each Candidate Guide for a unit of competency will have a Third Party Verification form. Print two copies of this form and ask the people you identified as referees to complete the form. Once the forms are completed, submit them to your assessor. Your assessor will contact each third party to authenticate the evidence. This may be email or telephone.

4. Competency conversation

A competency conversation is a meeting between you and your assessor to discuss and explain your work experience. This enables your assessor to verify your knowledge. It is an informal discussion - not an examination. Your conversation may be face to face or by telephone, Skype or other means.

Your assessor will make notes of your responses. You will consent to having your responses recorded, so that they have an audio or video record. You have the right to refuse recording of your voice or video.

There is a list of the questions that you will be asked in each of the unit Candidate Guides. We have also provided hints that you will need to talk about. We recommend that you read these hints beforehand, so that you can think about and prepare your responses.

Your assessor may suggest you provide typed answers prior to holding the competency conversation, as this can save time and cost of the RPL process. If your typed answers are sufficient, a competency conversation may not be necessary.

What you need to do

Your assessor will verify the evidence that you provide, as it is gathered and submitted. They will check this against the requirements of each unit and at each stage make a judgement on whether the evidence is sufficient and give you feedback and advice.

Once the assessor judges the evidence sufficient, they will record you as competent in the unit. Once the evidence for all the units is sufficient, the training organisation will issue your Certificate or Statement of Attainment. (A Certificate is for a full qualification. A Statement of Attainment is for a partial qualification – one or more units of competency.)

Your assessor will guide and support you throughout the evidence gathering process, but you should note that it is your responsibility to provide the evidence.

If there are evidence gaps, your assessor will advise you on the next step.

This may be:

- gathering further documentary evidence; or
- completing practical activities as instructed by your assessor

If, after all evidence is complete, your assessor identifies that there are gaps in your skills or knowledge, they will recommend options for undertaking training to bridge the gaps.

The Qualification

BSB41415 Certificate IV in Work Health and Safety

This qualification is suitable for people working in a Work Health and Safety (WHS) role who work to provide leadership and guidance to others and have some limited responsibility for the output of others.

The qualification reflects the role of workers who apply a broad range of well-developed skills in a wide variety of contexts and may include supervisors and facilitators.

The Units of Competency

10 units of competency are required for this qualification. Five units are "core" and are required. They are:

- BSBWHS402 Assist with compliance
- BSBWHS403 Contribute to improvement including WHS consultation and participation processes
- BSBWHS404 Contribute to hazard identification, risk assessment and risk control
- BSBWHS405 Contribute to the development and maintaining WHS management systems
- BSBWHS406 Contribute to the investigation of incidents

Your assessor will select the other 5 units to complete the qualification.

SAMPLE ONLY

RPL Application Form
Qualification: BSB41415 Certificate IV in Work Health and Safety

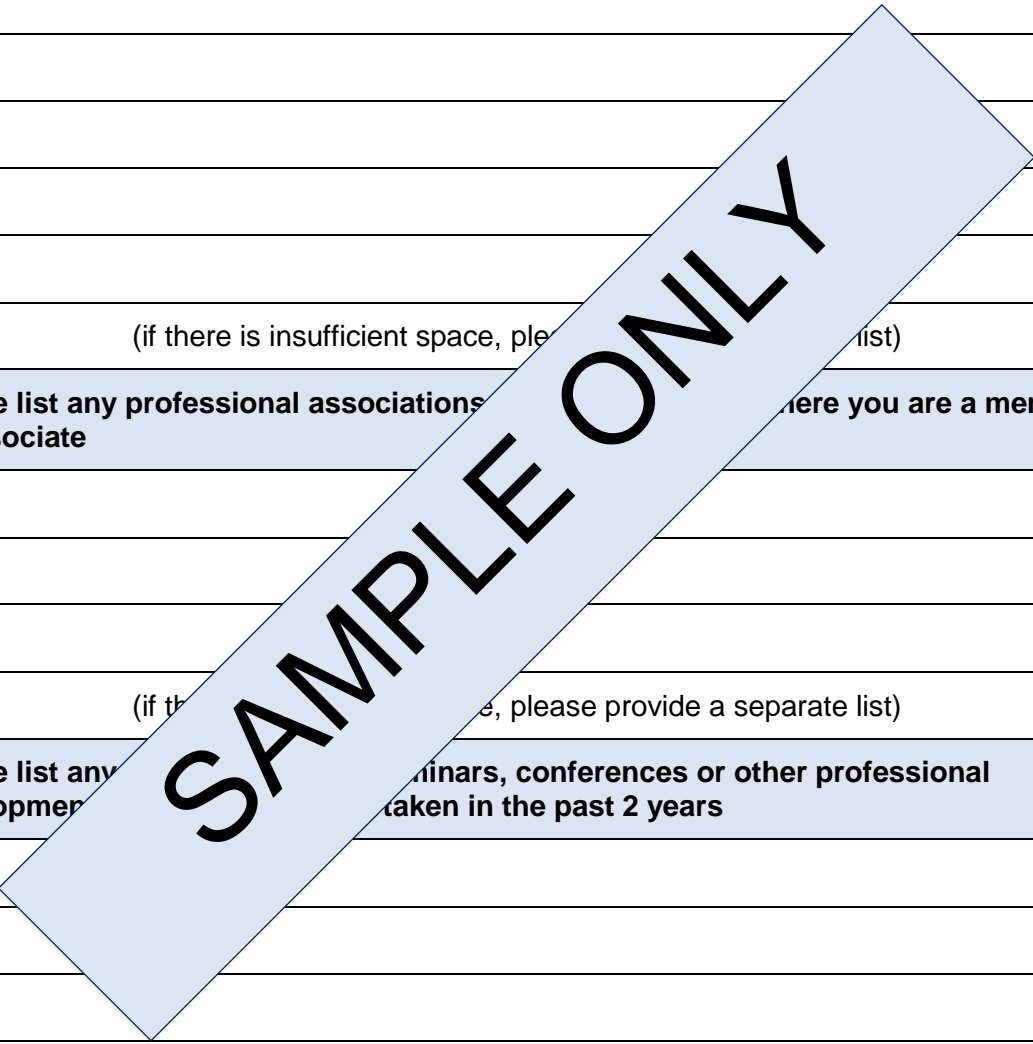
Candidate - Personal Details		
Last name		
First names		
Title (Mr / Mrs / Ms / Other)		
Any other name used		
Residential address		
Postal address (if different)		
Telephone numbers	home	mobile
Email address	home	work
Employment		
Are you currently employed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Name and address of employer		
Job title		
Brief description of job role		

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NOTE You are required to attach a CV (resume) to your RPL application, covering your work experience for at least the last 3 years.

RPL Application Form
Qualification: BSB41415 Certificate IV in Work Health and Safety

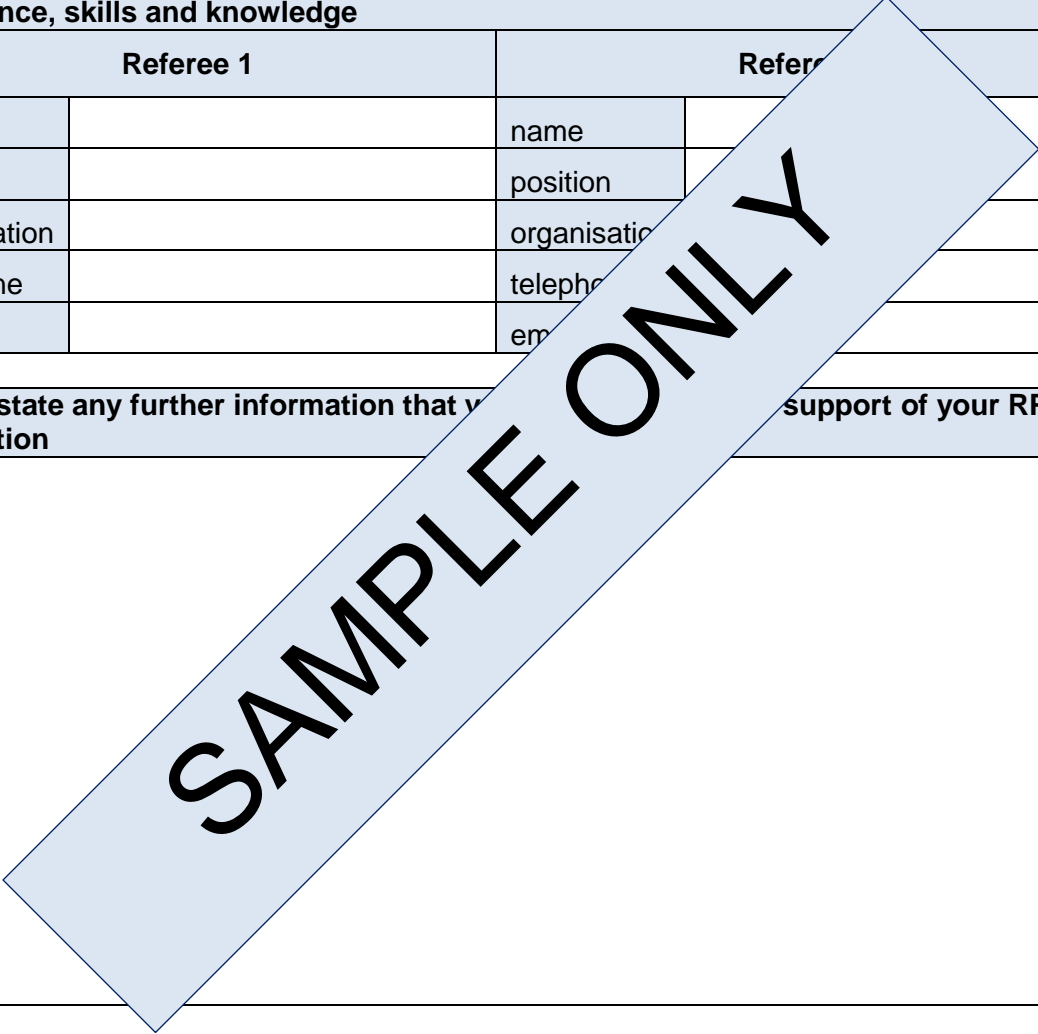
Current Qualifications and Professional Development	
Please list your current qualifications, if any	
Note: You are required to provide copies of all certificates and statements of attainment. These must either be certified as true copies by a Justice of the Peace or your assessor must view the originals.	
1.	
2.	
3.	
4.	
5.	
(if there is insufficient space, please provide a separate list)	
Please list any professional associations or organisations where you are a member or associate	
1.	
2.	
3.	
(if there is insufficient space, please provide a separate list)	
Please list any seminars, conferences or other professional development activities taken in the past 2 years	
1.	
2.	
3.	
4.	
5.	
6.	
(if there is insufficient space, please provide a separate list)	



RPL Application Form
Qualification: BSB41415 Certificate IV in Work Health and Safety

Referees			
Please provide contact details of at least 2 referees who can authenticate your work experience, skills and knowledge			
Referee 1		Referee 2	
name		name	
position		position	
organisation		organisation	
telephone		telephone	
email		email	

Please state any further information that you require support of your RPL application	



Candidate declaration

I declare that the information provided in my above application and work history is true and correct.

Signed _____ Dated _____