

**BSB42015 Certificate IV in Business
and Management**

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

SAMPLE ONLY

Information for the Candidate

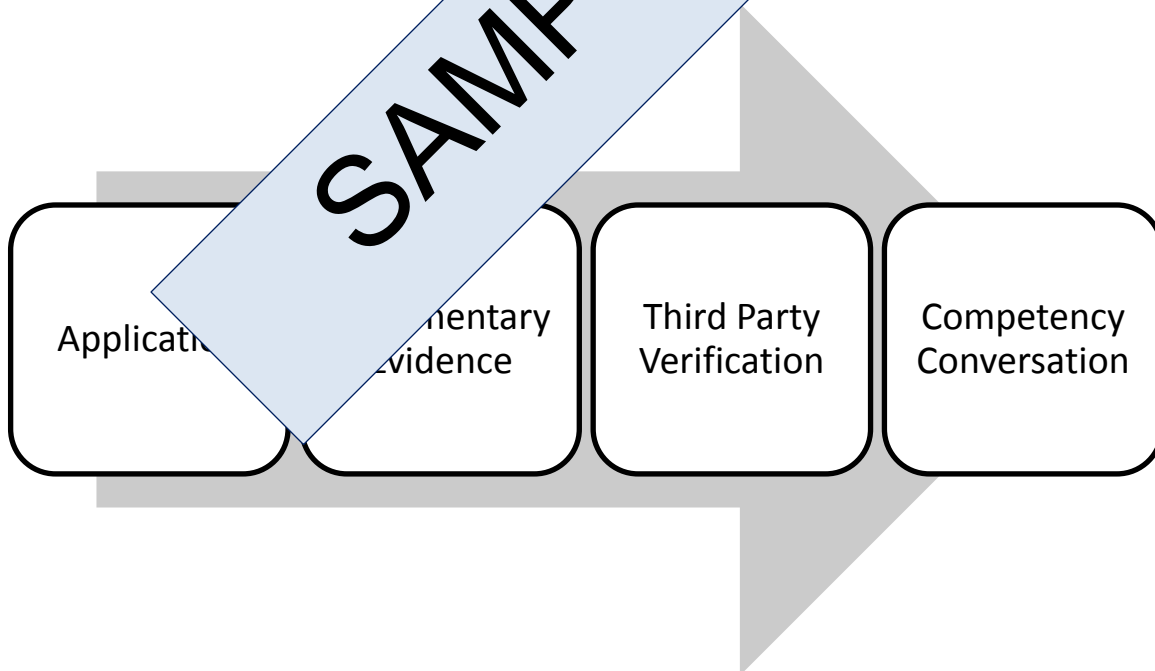
What is RPL?

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 be granted a nationally recognised qualification.

It is a process of gathering evidence. Your assessor checks the evidence you provide against the process and once they have sufficient evidence they can assess you for the qualification.

You are responsible for gathering and submitting the evidence that you think you will need. It is your assessor's responsibility to advise, guide and support you through 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 that shows details of your work experience for at least the last 3 years.

Approach two people who can provide you with a testimonial (called a reference) of your work experience. Ideally one of these people should be your current supervisor in your current position but if this is not possible, speak to your assessor for other options. Confirm their consent to providing the Third Party Verification and provide 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 are relevant to your situation.
- Providing you with a Candidate Guide for the units of competency selected.
- Discussing your particular situation and the evidence you need to gather for gathering evidence.

2. Documentary evidence

Qualifications and Certificates

Any current qualifications or certificates that you have completed will contribute to evidence of competency in your qualification – even if they are not directly to the qualification. Collect together all of your:

- Certificates, Statements of Attainment and Licences (nationally recognised qualifications)
- Certificates or evidence of completion of any training, seminars or webinars you have attended (if they are not nationally recognised qualifications, they demonstrate your commitment to professional development)

Your assessor will 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 assess your knowledge. It is an informal discussion - not an examination. A competency conversation may be face to face or by telephone, Skype or other means.

Your assessor will make notes of your responses. They may be present to having your responses recorded, so that they have an accurate record. You have the right to refuse recording of your voice or videoing.

There is a list of the questions that your assessor will ask you in the unit Candidate Guides. We have also provided hints as to what you will need to talk about. We recommend that you read the questions in advance, so that you can think about and prepare your responses.

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

What your assessor will do

Your assessor will assess the evidence that you provide, as it is gathered and submitted. They will "mark" the evidence 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 is satisfied the evidence is 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

BSB42015 Certificate IV in Leadership and Management

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

They apply solutions to a defined range of predictable and unpredictable situations and analyse and evaluate information from a variety of sources.

The Units of Competency

12 units of competency are required for this qualification. Four units are "core" and are required. They are:

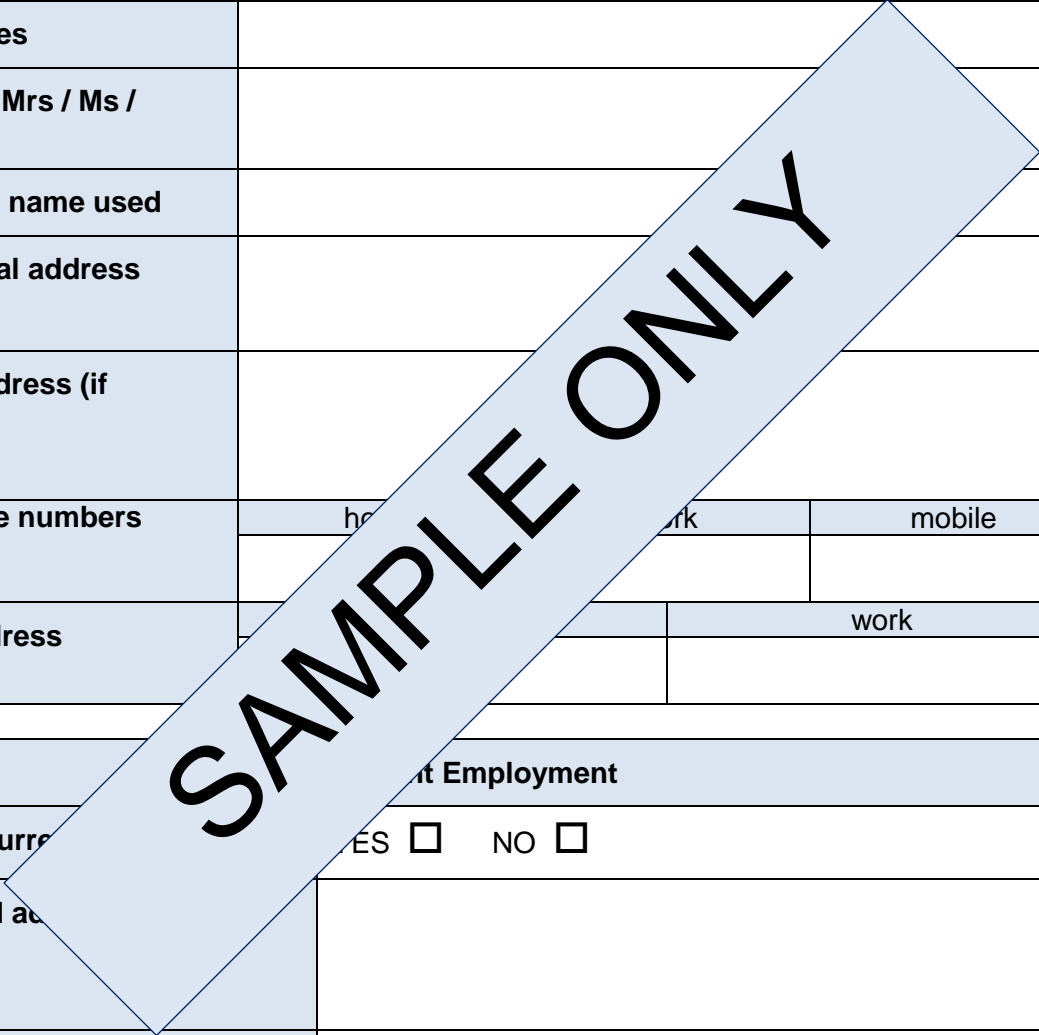
- BSBLDR401 Communicate effectively
- BSBLDR402 Lead effective work
- BSBLDR403 Lead team
- BSBMGT402 Implement

Your assessor will require you to complete the other 8 units to complete the qualification.

SAMPLE ONLY

RPL Application Form
Qualification: BSB42015 Certificate IV in Leadership and Management

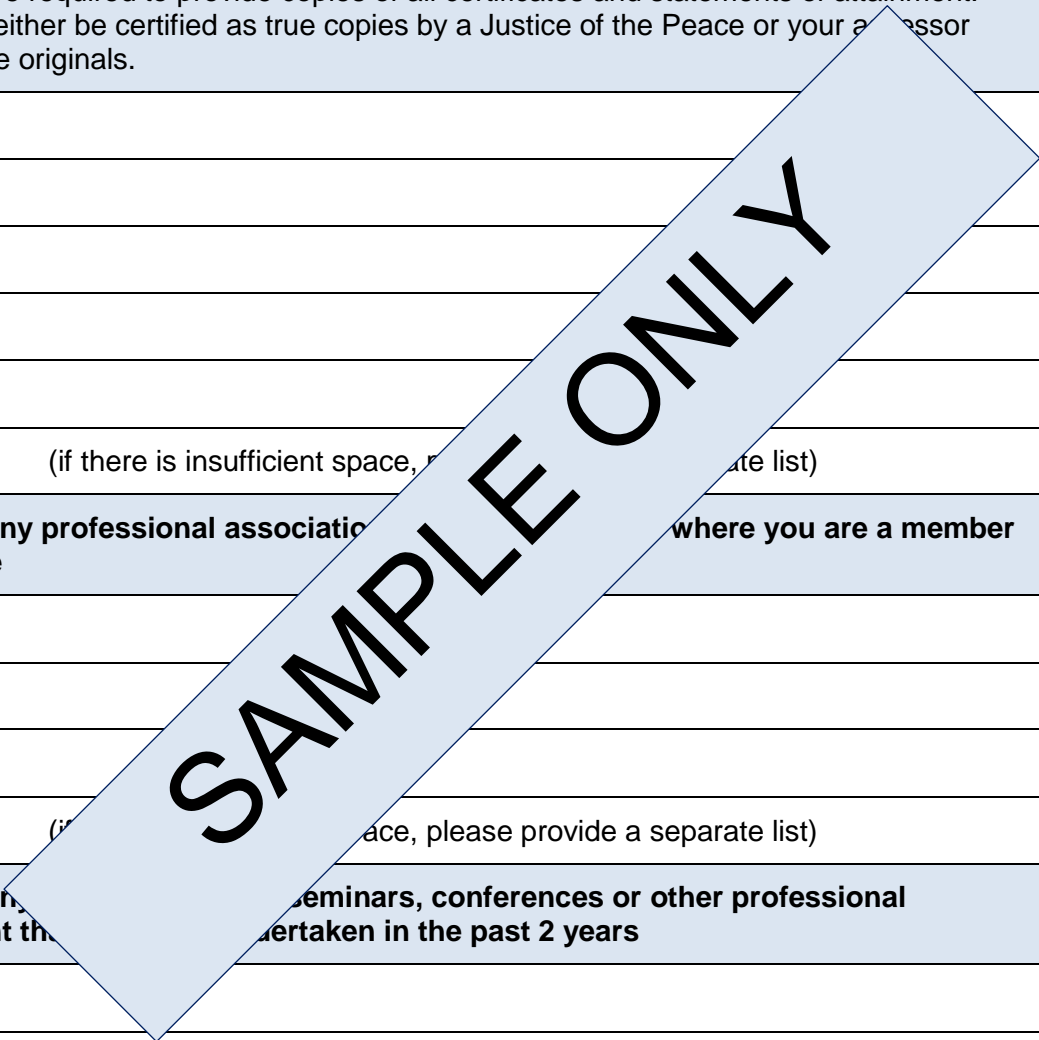
Candidate - Personal Details		
Last name		
First names		
Title (Mr / Mrs / Ms / Other)		
Any other name used		
Residential address		
Postal address (if different)		
Telephone numbers	home	work
		mobile
Email address		work
Current Employment		
Are you currently employed?	YES <input type="checkbox"/> NO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



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

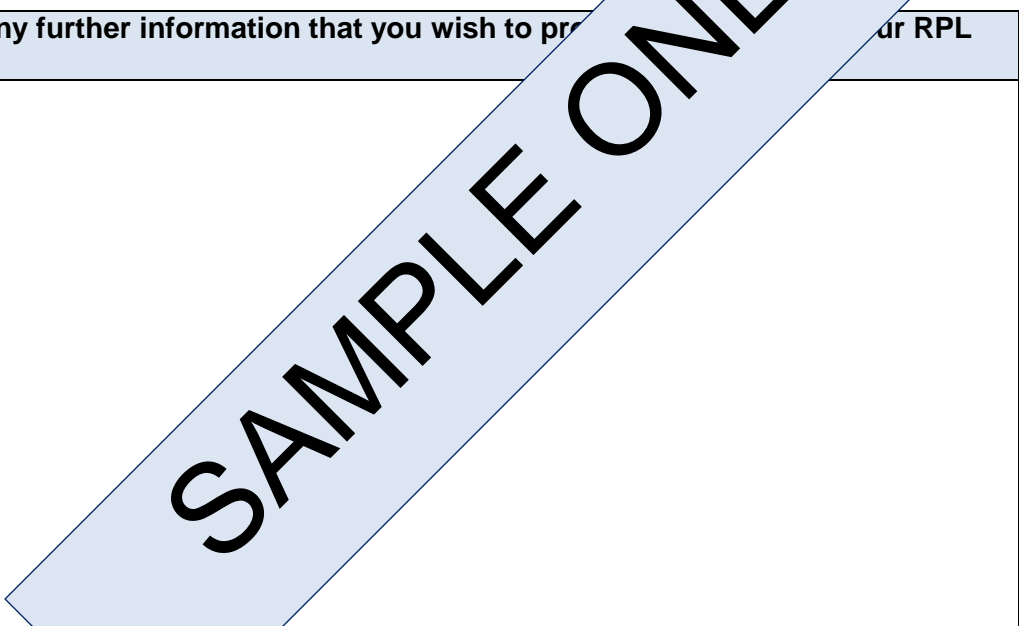
RPL Application Form
Qualification: BSB42015 Certificate IV in Leadership and Management

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 that you have undertaken 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: BSB42015 Certificate IV in Leadership and Management

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 wish to provide for your RPL application	
	

Candidate declaration

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

Signed _____ Dated _____