

BSB51918 Diploma of Leadership and Management

Recognition of Prior Learning Assessor Guide

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The Instruments in this Assessment Tool

The Assessment Tool for this qualification includes the following instruments:

- **Qualification Assessor Guide** (this document) which relates to the qualification as a whole and provides guidance on the overall RPL process to follow.
- **RPL Candidate Application and Guide** for the qualification, which is the first document to provide the candidate. This document explains the RPL process and the qualification. It also contains all of the forms which the candidate needs to complete and submit in order to apply for RPL. You, the assessor, should familiarise yourself with the contents of this document. You may need to explain the process further or make adjustments to comply with the Principle of Flexibility.
- **Unit RPL Assessor Guides**, one for each unit of competency. These documents should be used by you, the assessor, to guide and record the RPL evidence gathering process. They contain:
 - All of the assessment instruments required for RPL of the unit
 - Mapping matrix for summarising and analysing the evidence
 - Summative assessment record form
- **Unit Candidate Guides** for each unit of competency. These documents are to be given to the candidate. They contain:
 - A list of suggested documentary evidence for the unit
 - The competency conversation questions and hints to allow the candidate to prepare
 - Third Party Verification form

The Process

RPL Candidate Application and Guide

The candidate may be emailed or given the RPL Candidate Application and Guide for the qualification prior to an initial interview or at the time of initial interview.

Once this is completed and submitted to you, you will need to review the application and make a preliminary judgement on whether the candidate should be accepted for RPL.

Ensure that you check the application thoroughly and also confirm that the two referees nominated are appropriate for providing Third Party Verification.

Electives selection

Once you have perused the candidate's RPL application and they have been accepted as suitable for RPL, you will need to guide the candidate on the selection of electives for the qualification. This will depend upon the candidate's work context and prior experience. In most cases the unit selection will take place in a preliminary interview with the candidate which may be face to face or via electronic means.

Unit Candidate Guides

Provide the candidate with the Candidate Guides for each unit of competency they wish to RPL – either printed or electronically. Each unit is a separate document. You may choose to provide them one by one so that the candidate is not overwhelmed at the beginning.

Ensure that the candidate understands what they need to do and give them guidance on evidence that they may need to collect. There is a list of suggested documentary evidence in each unit candidate guide but you will need to contextualise this list in discussion with the candidate.

Competency Conversation

Each unit candidate guide has the questions you will ask and hints on what the candidate will need to discuss during the competency conversation. Give the candidate sufficient time to prepare their answers prior to holding the competency conversation.

The competency conversation may be held at any time during the RPL process, although in most cases the candidate should attempt to gather as much documentary evidence prior to the meeting.

It may be appropriate for the candidate to submit typed answers to the questions prior to holding the competency conversation. This should be the decision of the candidate rather than a requirement.

Unit RPL Assessor Guides

RPL is an evidence gathering process. Every RPL is unique and the process therefore needs to be flexible.

Evidence should be mapped as you receive it. The unit RPL Assessor Guides contain detailed mapping and a place for you to record evidence. The RPL Assessor Guide will become the final record of assessment that should be able to be validated. Therefore, you should complete this document throughout the evidence gathering process.

It contains the following instruments:

- Guidance for the assessor that is specific to the unit of competency
- Documentary evidence instrument – mapped – for you to complete
- Third Party Verification instrument – for you to record your review of TP verification
- Competency Conversation instrument – for you to use and complete during or immediately after the meeting
- Guidance on practical activities if required to bridge evidence gaps
- Mapping matrix instrument – for you to update each time evidence is reviewed and to assist you in determining when evidence is sufficient.
- Summative assessment record – for you to complete.

Principles of Assessment

It is essential to comply at all stages of the assessment with the principles of assessment.

- **Fairness** – the principles of access, equity and inclusivity must be applied. However, to be fair to the candidate, they should also not be disadvantaged by accepting them for RPL if you, the assessor, do not believe they will succeed. If this occurs, it is your responsibility to guide and support the candidate and discuss other options.
- **Flexibility** – RPL is different for every candidate. You, the assessor, must contextualise the assessment where relevant to the candidate's circumstances and apply reasonable adjustments as appropriate, without compromising the evidence requirements of the units. Bear in mind that the Assessment Conditions stated in the unit apply to RPL in the same way they apply to a learning and assessment pathway.
- **Reliability** – any qualified assessor with the vocational competency should be able to peruse the evidence and come to the same conclusion you have reached. If in doubt at any stage of the evidence gathering process, ask another assessor to undertake moderation. Always ensure that you record all of the evidence, so that your final judgement is able to be validated. If moderated, record the details of the moderation.
- **Validity** – the assessment must relate directly to the requirements of each competency. It must address all performance criteria, knowledge evidence, performance evidence and foundation skills. Contextualisation and reasonable adjustments should not compromise the validity of the competency standard.

Rules of Evidence

Record all evidence in the unit RPL Assessor Guide so as to comply with the Rules of Evidence.

- **Valid** – your record of evidence must be clear and precise, so that it demonstrates that the assessment relates directly to the requirements of the unit of competency.
- **Sufficient** – you can use the mapping matrix in the unit Assessor Guide to assist with confirming sufficiency of evidence. Note that the Performance Evidence for a unit usually states that performance must be demonstrated “at least once”.
- **Current** – this is often an issue with RPL, particularly where documentary evidence is not recent. Evidence recorded must be “recent”. The purpose is to ensure that the candidate is competent now, not in the past. There is no hard and fast rule as to what constitutes “recent”. You, the assessor, must use your expertise.
- **Authentic** – this can also be an issue with RPL. Documentary evidence should be the candidate's own work, unless the documentary evidence is something like a policy that supports evidence that the candidate can locate, interpret and apply. Third Party Verification must be authenticated. There is a form for this purpose in the Unit RPL Assessor Guides. If the competency conversation is submitted in typed form and there is no meeting, you must confirm that the document is the candidate's own work.

The Qualification

Modification History

Release	Comments
Release 1	This qualification first released with BSB Business Services Training Package Version 3.0.

Qualification Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB51918 Diploma of Leadership and Management	BSB51915 Diploma of Leadership and Management	Updates to core and elective units	Equivalent qualification

Packaging Rules

Total number of units = 12

4 core units plus

8 elective units, of which:

- 4 elective units must be selected from Group A
- up to 4 may be additional units from Group A or Group B
- if not listed below, up to 2 electives may be from Diploma or above in the Business Services Training Package
- if not listed below, 1 elective unit may be from any currently endorsed Training Package or accredited course at Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Unit Selection

<i>Check the box to indicate units selected – total of 12 units required.</i>	
CORE (required)	
BSBLDR511 Develop and use emotional intelligence	<input checked="" type="checkbox"/>
BSBMGT517 Manage operational plan	<input checked="" type="checkbox"/>
BSBLDR502 Lead and manage effective workplace relationships	<input checked="" type="checkbox"/>
BSBWOR502 Lead and manage team effectiveness	<input checked="" type="checkbox"/>
GROUP A (minimum of 4 required)	
BSBCUS501 Manage quality customer service	<input type="checkbox"/>
BSBHRM405 Support the recruitment, selection and induction of staff	<input type="checkbox"/>
BSBLDR513 Communicate with influence	<input type="checkbox"/>
BSBMGT502 Manage people performance	<input type="checkbox"/>
BSBMGT516 Facilitate continuous improvement	<input type="checkbox"/>
BSBPMG522 Undertake project work	<input type="checkbox"/>
BSBRISK501 Manage risk	<input type="checkbox"/>
BSBWHS501 Ensure a safe workplace	<input type="checkbox"/>
BSBWOR501 Manage personal work priorities and professional development	<input type="checkbox"/>
GROUP B	
BSBADM502 Manage meetings	<input type="checkbox"/>

Confirmation

The above units were selected by the candidate, with advice from the assessor.

Candidate Name		Assessor Name	
Candidate Signature		Assessor Signature	
Date		Date	