

**BSB51918 Diploma of leadership and
management**

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

Information for the Candidate

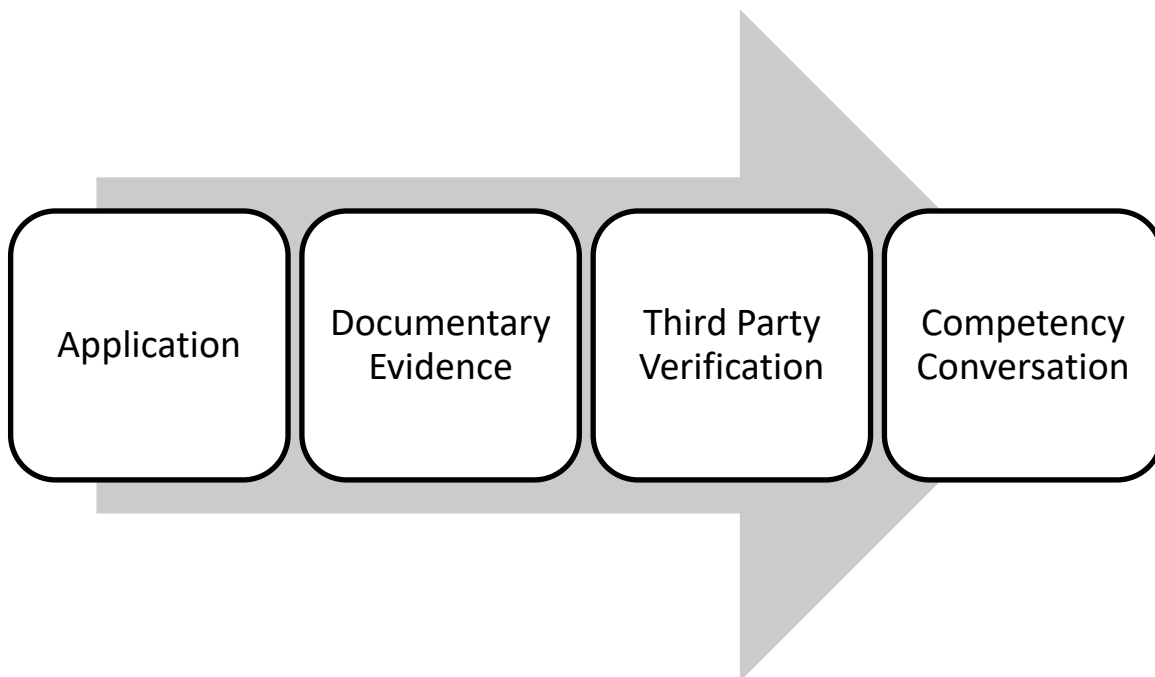
What is RPL?

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 issued a nationally recognised qualification.

It is a process of gathering evidence. Your assessor checks the evidence at each stage in the process and once they have sufficient evidence they can assess you as 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 questions 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 Third Party Verification) of your work experience. Ideally one of these people should be your immediate superior in your current position but if this is not possible, speak to your assessor about your options. Confirm their consent to providing the Third Party Verification. Give their names and contact details on the application form.

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

- Confirming the units of competency that are most appropriate for you.
- Providing you with a Candidate Guide for each unit of competency selected.
- Discussing your particular situation and making suggestions for gathering evidence.

2. Documentary evidence

Qualifications and Certificates of Attendance

Any current qualifications that you already hold will contribute to evidence of competency in your qualification – even if they do not relate directly to the qualification. Collect together all of your:

- Certificates, Statements of Attainment and Licences (nationally recognised qualifications)
- Certificates of Attendance in relation to any training, seminars or webinars you have attended (even though 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, where you discuss and explain your work experience. This enables your assessor to confirm your knowledge. It is an informal discussion - not an examination. The competency conversation may be face to face or by telephone, Skype or other means of communication.

Your assessor will make notes of your responses. They may ask if you consent to having your responses recorded, so that they have an accurate and complete record. You have the right to refuse recording of your voice or videoing the meeting.

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

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

What your assessor will do

Your assessor will review the evidence that you provide, as it is gathered and submitted. They will “map” the evidence against the requirements of each unit and at each stage make a judgement as to 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

BSB51918 Diploma of leadership and management

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.

The Units of Competency

12 units of competency are required for this qualification. 4 units are “core” and are required. They are:

- BSBLDR511 Develop and use emotional intelligence
- BSBMGT517 Manage operational plan
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness

Your assessor will work with you to select the other 8 units to complete the qualification.

RPL Application Form
Qualification: BSB51918 Diploma of 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	personal		work

Current Employment	
Are you currently employed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Name and address of current 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: BSB51918 Diploma of 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 and organisations where you are a member or associate
1.
2.
3.
(if there is insufficient space, please provide a separate list)
Please list any training courses, 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: BSB51918 Diploma of 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 in 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 _____