Everthought Education
RTO Code: 32438

Recognition of Prior Learning – Information and Guidelines	
Qualification Code	BSB40920
Qualification Name	Certificate IV in Project Management Practice

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Section 1. CANDIDATES INFORMATION AND GUIDELINES

Welcome to Everthought Education. Information in this RPL Kit must be supplemented with a face-to-face meeting and ongoing discussions. Additional documents will be supplied to the Applicant wherever required; these documents may include but are not limited to:

- ❖ Everthought Education's RPL Policy
- ❖ Everthought Education's credit transfer policy
- ❖ Everthought Education's assessment policy
- ❖ Issuance of Qualification and Statement of Attainment policy

Please contact our trade advisor on 1300 656 498 and one of our RPL specialists will contact you to discuss the RPL Application Process.

Disclaimer

Whilst every effort has been made to ensure the accuracy of the information contained in this RPL Assessment Tool Kit, no guarantee can be given that all errors and omissions have been excluded. No responsibility for loss occasioned to any person acting or refraining from action as a result of the material in this RPL Assessment Tool Kit can be accepted by Everthought Education. Contents of this RPL Kit were deemed valid at time of printing, but qualifications and the contents within them, may change.

1.01 RTO DETAILS

Name of RTO	Everthought Education Pty Ltd
RTO No.	32438
Scope	https://training.gov.au/Organisation/Details/32438
Phone	1300 656 498
Email	
Website	https://everthought.edu.au/

1.02 QUALIFICATION CODE AND NAME

1.02(a) Description

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

This RPL Assessment Tool Kit has been developed by Everthought Institute in consultation with industry, as a resource to assist RPL Assessors by providing a set of quality assessment tools which can be used to conduct whole of qualification RPL. This Kit also contains information which can be provided to the candidate.

1.02(b) Qualification Rules

Total number of units = 9
- ❖ 3 core units plus
- ❖ 6 elective units, of which:
    - o 3 elective units must be selected from Group A
    - o for the remaining 3 elective units:
    - o up to 3 units may be selected from Groups A and B
    - o if not listed, up to 3 units may be selected from a Certificate IV or higher from this or any other currently endorsed Training Package qualification or accredited course.

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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. Chosen elective units must not include BSBPMG430 Undertake project work.

Section 2.   ASSESSORS INFORMATION

It is essential that all the parts (A-D) and Self-assessment questionnaire of RPL Kit and minimum of two referee Verifications are fully completed.

The RPL process is an assessment only process that uses a combination of both formal and informal collection of evidence to make a judgement on competence. It uses a combination of questioning with the candidate and a current/previous employer, practical assessment (where applicable) to provide evidence of the candidate's competence.

This RPL Kit has been developed using the current standard Core and Required Elective Units of Competency for this Qualification. Assessors must also consult the benchmark as a reference option to always validate assessment during the RPL assessment process.

Units of Competency may be accessed at https://training.gov.au/Training/Details/bsb40920

2.01 INTRODUCTION

You must read through all sections of this RPL Kit to get an overview and understanding of the processes and requirements.

This RPL process includes:
➢ Explanation of RPL documents
➢ Qualification Rules and list of units of competency contained in this kit.
➢ Candidate Self-Assessment
➢ Candidate Competency Conversation and Evidence mapping Matrix.
➢ Referee Competency Conversation
➢ Referee Verification form

2.02 EXPLANATION OF RPL DOCUMENTS

1. **Unit Description:** This document is designed to assist candidates with the self-assessment questionnaire to rate themselves against each unit of competency.

2. **RPL Self-Assessment questionnaire**: The purpose of completing the Self-assessment questionnaire is to enable candidates who believe that they already possess the competencies, to assess their skills and knowledge against each unit of Competency and assessing their ability against each task.

3. **Candidate's Information – Part A:** The purpose of this document is to supply a copy of their resume which includes dates during which employment occurred, a short description of work undertaken and contact details of employer or supervisor of the to support their initial decision. A list of suggested industry specific evidence or supporting documentation (in addition to the generic documentation) is provided to assist the candidate in collecting evidence to support their application. The document also contains evidence mapping matrix is designed to provide additional evidence sources to support students' claim for Recognition of Prior Learning

4. **Candidate Interview Questions – Part B**: The interview allows the candidate to confirm their knowledge as identified by their Application and Self-Evaluation against relevant units of competency. The Assessor may use these questions to guide the interview, ensuring that the candidate addresses the key points identified for each question. The conversations is also used by the Assessor to reinforce the evidence and confirm the skills and knowledge of the candidate.

5. **Referee Verification – Part C***: As a part of the assessment the candidate requires evidence from a minimum of two referees (Employer, supervisor or equivalent). This evidence will be used to validate the candidate's skills and experience.

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6. **Recognition of Prior Learning (RPL) – Record of Results – Part D**: This is used for the final assessment decision. This records the final outcome of assessment and identifies if a candidate has been successful in achieving RPL for the relevant unit/s. It also proposes a study pathway for students who require additional training for any units not achieved.

Section 3. STEPS TO COMPLETE THE RPL KIT

3.01 STEP 1: PROVIDE INFORMATION ON EXISTING SKILLS AND KNOWLEDGE

1. Complete the **Self-Assessment Questionnaire** this can be done with an assessor, or independently. Be honest and rate your experience in each task. If you don't have experience or are unsure - leave the box unchecked.

2. **Locate your current resume**. The resume needs to contain all your skills and experience in industry, including your current role. If you require assistance with writing a resume, contact your assessor.

3. **Find your job descriptions**. Speak with your employer, there is a good chance they will have this on your file. If you want to apply privacy you might find your job description on Seek (https://www.seek.com.au/). Do your best to get both your current and previous job descriptions.

4. Locate any **letters and other documentation** from employers. See examples under the section Examples of Evidence.

5. **Find references**. These could be recent supervisors who have seen your work and will be able to confirm your skills. You may also have community contacts in a volunteer context, or even clients you have worked with.

6. Collect all certificates, awards, or completion statements from previous training that you have completed. Tell your assessor about this. If you can't locate these, we may be able to do an online search for you, simply contact student services.

7. Supply all your documentation either directly to your assessor or to your trade advisor.

3.02 STEP 2: UNDERSTANDING EVIDENCE REQUIREMENTS FOR EACH UNIT OF COMPETENCY

3.02(a) An Overview

A Qualification consists of many Units of Competency, and you are required to understand the evidence requirements of each of these. This is the benchmark standard. Some units have the ability to be assessed holistically, or together.

❖ Your Assessor will contact you to discuss the evidence required for each Unit of Competency for BSB40920 Certificate IV in Project Management Practice.

The student's role is to gather as much evidence as possible and provide a comprehensive response to the competency conversation. You need to understand that the more evidence provided, the better the result. Students are empowered to provide as much information as possible.

❖ The benchmark which you will be assessed against will be the relevant industry competency standards and critical aspects of evidence for each Unit of Competency.

❖ Depending on the industry you have worked in you may, or may not, have documentary evidence available to meet this benchmark. This should not deter you from seeking RPL as your Assessor will work with you during this process to ensure you include all the evidence possible.

❖ If you don't understand, or are uncertain, about the evidence listed for each Unit of Competency, even after meeting with the Assessor, please do not hesitate to contact your assessor to discuss it in further detail.

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3.02(b)   Examples of Evidence

The following is a list of the types of evidence that can be used to help you demonstrate competency against the National Accredited Units of Competency. Include anything that you feel is relevant and will help you to meet the Unit of Competency requirements. It is important to note that a single piece of evidence can be used to meet more than one aspect of any Unit of Competency in the Evidence Requirement guide.

Resume, Curriculum Vitae	Records – (training records, stock orders, financial receipts, receiving/dispatch logs)
Job/Position Description	Team meeting notes
Certificates/Qualifications	Training needs analysis/goals/session plan
Statements of Attainment	Witness testimony or third-party reports
Unit (s) of competence completed	Completed job cards
Memos (you have drafted)	Plans you have created
Letters (you have drafted)	Spreadsheets
Documents / forms you use	Performance appraisals/review
Video recordings / photographs of you undertaking activities	Official records of work experience
Procedures/Policy	Training Diary
Organisational Chart (with names)	Letter/s of validation
Reports you have drafted (with redaction)	Checklists
Policy and Procedures used in your work for WHS, and Care Plans, and providing care.	Samples of work- undertaking care tasks, providing support to a variety of clients including clients with Dementia, Personal Support and aids (mobility, eating, showering, dental hygiene etc)
Schedules/Rosters	Review of logbooks/ work logs
Diary entries	Team projects (outlining your roles)
Email correspondence	Notations made on documents
Copy of daily 'To do list'	Minutes of meetings (that involve you doing an action with a result) and Agendas
	Redacted case notes/progress notes
Letters of support/appreciation	Mandatory training certificates
Statutory declarations	References from previous employers/employer
Workplace evidence with redaction	Personal statements written about you (opportunity to explain in detail your activities, explain planning process decision making, outcomes etc.)
Department documents and standards used	References from supervisor/peers
	Statements from supervisors/peers

3.03 STEP 3: INITIAL ASSESSMENTS OF EVIDENCE AND ADDITIONAL ASSESSMENT TASKS

Your Assessor will review the information you have provided so far (usually with you) and begin to match up your skills to the Unit(s) of Competency/Qualification. Your Assessor will ask you to participate in a Candidate interview question, which relates to the Units of Competency chosen for RPL. This will be used as additional evidence when determining competency against performance criteria. The questions are to confirm your knowledge to successfully complete the Unit of Competency.

Your Assessor will negotiate with you a time to complete the Candidate interview questions. The Candidate interview questions will take place at an Everthought Education's campus or an applicant's workplace or distance. RPL applicants will be provided with an Assessment Information Guide and other relevant information prior to undertaking the activity. During this time, your Assessor will discuss with you how you apply the skills and knowledge for each of your RPL units in your workplace. Wherever possible, you should try to supply additional evidence sources to support your claim for Recognition of Prior Learning.

3.04 STEP 4: RECORDS OF RESULTS

After collecting additional evidence and conducting additional assessment tasks (if applicable) your Assessor will conduct a final review of the evidence and will record your results in Part D.

This record will list the results for each Unit of Competency undertaken during this RPL process. It also allows the Assessor to supply feedback to you and lists any future action if required.

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3.04(a)   Issuance of Statement of Attainment or Qualification

To issue a full qualification, you are required to be Competent in all required Units of Competency for the Qualification as specified in the Qualification Rules (refer to Step 1).

If you don't get RPL for all Units of Competency, you will be issued a Statement of Attainment for the Unit/s of Competency for which RPL has been granted.

For the Unit/s of Competency for which you are not granted RPL, you can enrol and undertake the training and assessment required to attain the Qualification. You must successfully complete all the tasks satisfactorily to be deemed Competent. If you have successfully completed all units in accordance with the qualification rules, you will be issued a Certificate.

All Statement of Attainment and Qualification Certificates will be issued within 30 days of granting RPL for the Competency/Qualification.

3.04(b)   RPL Feedback Evaluation

Everthought Education is committed to improving its RPL process and your feedback will assist in ensuring RPL at Everthought Education is valid, flexible, fair and reliable.

Once the RPL process is complete and you are ready to Graduate you will receive a Student Feedback form via email, please complete and return to your assessor or trade advisor.

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