

Recognition of Prior Learning (RPL) for TAE40116 Certificate IV in Training and Assessment

Complete this kit & email back to RPL@plenty.edu.au

**This RPL kit is used as the first step in assessing candidates against the requirements of the
TAE40116 Certificate IV in Training and Assessment.^**

What's RPL?

RPL stands for 'Recognition of Prior Learning' and is an assessment only process that lets people with substantial existing skills and knowledge demonstrate their competence without having to first be trained. There are many advantages in undertaking the RPL process with Plenty RPL:

- **Competitive edge!** Gain a powerful, competitive edge over other managers with this very popular qualification.
- **Speed!** We support busy professionals by structuring most of the RPL assessment around a face-to-face meeting, videoconference or telephone call.
- **Quality!** Utilise well-designed and high-quality RPL processes with Plenty Training, which enjoys an average satisfaction rating of 4.6 out of 5 from around 3,000 students per year.*

How much?

There is no charge to complete this application, submit it to us and have an assessor recommend whether or not you are a suitable candidate for RPL. Upon enrolment the applicable RPL fee will apply.

“ We offer a 100% refund** if we don't get you 'over the line' – provided you answer all of our questions truthfully! ”

The qualification

An amendment was recently made to the Standards for Registered Training Organisations (RTOs) 2015. A summary of the new mandatory trainer and assessor qualifications are:

Standard 1.14: From 1 April 2019, training and assessment must only be delivered by persons who have either:

- TAE40116 Certificate IV in Training and Assessment; or
- TAE40110 Certificate IV in Training and Assessment PLUS unit TAELLN411/TAELLN401A Address adult language, literacy and numeracy skills PLUS unit TAEASS502/TAEASS502A/TAEASS502B Design and develop assessment tools; or
- A diploma or higher level qualification in adult education.

Standard 1.15: From 1 April 2019, persons conducting assessments only must have either:

- One of the qualification sets listed above; or
- TAESS00011 Assessor Skill Set (comprising units TAEASS401, TAEASS402, TAEASS403 and TAEASS502); or
- TAESS00001 Assessor Skill Set (comprising units TAEASS401B, TAEASS402B, TAEASS403B) PLUS unit TAEASS502 / TAEASS502A / TAEASS502B.

What now?

1 Select your units	You only need ten minutes to rate your experience and background against the units of competence on the following pages.
2 Email us this kit	Send us this completed kit. We will review your experience and background and let you know whether we think you are suitable for RPL.
3 Enrol	If we believe that you are suitable for RPL we will invite you to enrol. You can enrol online or via telephone.
4 RPL meeting	We will send you a list of the topics ahead of a 1-2 hour RPL interview via meeting or telephone at a mutually-convenient time.
5 Follow-up evidence	We will then send you a list of any follow-up evidence items we discussed during the meeting (such as documents you've produced). All evidence must be current. This generally means it needs to be from within the past couple of years.

^ This qualification is delivered in conjunction with, and certification is issued by, Blueprint Career Development (RTO # 30978)

*2015 calendar year data results.

**Terms and conditions apply. See our website for details.

Call us on 1800 786 651 if you need any help

Candidate Information

Name

Telephone

Email

What is your preferred time and date for a RPL interview?

List any training qualifications you already hold

Attach your CV or summarise your training design, delivery and assessment experience

Do you have access to a former employer or supervisor who can attest to your experience? Yes No

What professional development have you undertaken within the past year or so to ensure that you maintain the currency of your training design, delivery and assessment competencies?

Worked in training

Subscribed to industry newsletters

Attended training courses or seminars

Research I have performed (reading relevant books, researching current information, etc.)

Other » specify:

Any other comments?

I certify that my answers are true and accurate to the best of my knowledge and I apply for preliminary RPL assessment at this time.

RPL candidate signature

Date

Self-assessment (nine core units)

You must have experience performing each of the following nine core tasks. For each of these tasks, rate the extent to which you have the required experience and knowledge – i.e., select either 'a lot', 'some', or 'none'.

Core Task	Required experience and knowledge	None	Some	A lot
I have planned assessment activities and processes TAEASS401	<ul style="list-style-type: none"> I have planned and organised assessments on at least five separate occasions, using different endorsed or accredited units of competency for each of the five occasions I have planned and organised two RPL assessments I have prepared the assessment plan and developed assessment instruments I have contextualised assessments and incorporated reasonable adjustment I know the ethical and legal requirements of an assessor I understand competency based assessment I know how to interpret and use qualifications and units (from training.gov.au) I understand the principles of assessment and rules of evidence I know different types of assessment methods 			
I have assessed competence TAEASS402	<ul style="list-style-type: none"> I have assessed competency of at least five candidates within the Vocational Education and Training (VET) context against at least one entire unit of competency for each candidate I have assessed at least one candidate for RPL I have prepared for assessment, gathered quality evidence, made the assessment decision, recorded the assessment decision and reviewed the assessment process I understand qualification packaging rules I understand reasonable adjustments and when they are applicable I understand the types of evidence including assessment instruments and RPL I know the potential barriers relating to assessment I have made reasonable adjustment in the assessment of at least one candidate 			
I have participated in assessment validation TAEASS403	<ul style="list-style-type: none"> I have participated in at least three validation sessions that address the critical aspects of validation I can clearly explain purposes of validation and the legal and ethical responsibilities of assessors I have prepared for validation, contributed to validation process, and contributed to validation outcomes I know how to interpret qualifications and units to determine the needed evidence I know the reasons for carrying out validation and the different approaches to validation 			
I have designed and developed assessment tools TAEASS502	<ul style="list-style-type: none"> I have developed at least three assessment tools that use different assessment methods and address at least one unit of competency each I have developed compliant assessment tools I have reported on the trial and review of the assessment tools I know the components of competency and dimensions of competency 			
I have planned, organised and delivered group-based learning TAEDEL401	<ul style="list-style-type: none"> I have prepared and delivered at least two consecutive 40+ minute training sessions to a learner group of at least eight individuals At least one of these sessions was delivered to a different learner group of at least eight individuals showing how the needs of this group were addressed I have good presentation, conflict resolution and oral communication skills I understand learning theories, learning principles and learner styles I know different training delivery methods / techniques appropriate to group delivery I know how to recognise and resolve inappropriate behaviour I have identified and responded to individual needs of learners I know about using resources and support personnel to guide inclusive practices 			
I have planned, organised and facilitated learning in the workplace TAEDEL402	<ul style="list-style-type: none"> I have developed, prepared and facilitated at least two work-based learning sessions I have conducted learning facilitation relationships with at least two different individuals I have planned, organised and facilitated learning in the workplace I understand operational demands of the work and impact of changes on work roles I know how to identify skill needs I know how the safety (WHS) requirements relate to delivering training 			

Self-assessment (nine core units) cont.

Core Task	Required experience and knowledge	None	Some	A lot
I have designed and developed learning programs TAEDES401	I have designed, developed and reviewed at least two different VET learning programs, at least one of which covered an entire national unit of competency found on training.gov.au I know about ISCs and how training packages are developed I know learning principles and instructional design principles I know how to develop new learning activities and materials I know different delivery modes and methods I understand the OHS considerations that need to be included in the learning program			
I have used training packages and accredited courses to meet client needs TAEDES402	I have selected units of competency and contextualised them to meet client needs I have analysed at least two training specifications, including at least one training package I have analysed and interpreted a national qualification and units of competency I understand AQF qualification levels and guidelines I understand the role of ISCs, RTOs and ASQA. I know the dimensions of competency I know both the new and old format of units of competency			
I have addressed adult language, literacy and numeracy skills TAELLN411	I have used tools to identify the LLN skill requirements of training specifications I have gathered information on the current LLN skills of a learner group I have used at least two learning resources to address LLN requirements I have used at least two strategies that address identified LLN needs I have used advice from specialist LLN practitioners I have selected, used and reviewed at least two assessment strategies that cater for the identified LLN needs of the learner group			

Self-assessment (one elective unit)

Select any one of the following electives which best match your background. For each of your selections rate the extent to which you have the required experience and knowledge – i.e., select either 'a lot', 'some', or 'none'.

✓	Elective Unit	Required experience and knowledge	None	Some	A lot
	I have made a presentation BSBCMM401	I have prepared, delivered and evaluated the effectiveness of at least one presentation I know the principles of effective communication. I understand data collection methods to support review of my presentations I understand anti-discrimination legislation I know a range of presentation aids and support materials			
	I have contributed to assessment TAEASS301	I have conducted at least three evidence-gathering activities with different candidates I have presented clear and concise documentation of the evidence I have presented documented feedback from others involved in the assessment I know the principles of assessment and the rules of quality evidence I understand the barriers relating to evidence gathering processes			
	I have provided work skill instruction TAEDEL301	I have conducted at least three training sessions for different groups which involved demonstrated and instructed particular work skills and which addressed different learning objectives I have identified hazards, conducted prestart-up checks if required, and observed and interpreted learner behaviour that may put people at risk			
	I have coordinated and facilitated distance learning TAEDEL403	I have organised and facilitated at least two distance-based learning instances utilising units of competency as the benchmarks for learning I have a sound knowledge of adult learning principles and learner styles I have used technology to support distance-based learning I know types of support mechanisms relevant to distance learners			
	I have mentored in the workplace TAEDEL404	I have prepared a mentoring plan that will last at least one year I have facilitated at least three mentoring sessions I have documented information on these sessions from both the mentor and mentee I know the relevant laws and standards relating to workplace mentoring I understand training plans and responsibilities I know mentoring methodologies and strategies I know equal employment opportunity, equity and diversity principles			
	I have facilitated e-learning TAEDEL501	I have facilitated one complete e-learning program and have at least twice organised and facilitated e-learning activities I can distinguish between a technical problem and a content problem I know how to use a chat room, forum, bulletin board, etc. I know relevant technologies and tools, including content management and learning management systems I know how to ensure electronic discussions are culturally sensitive			
	I have maintained training and assessment information TAETAS401	I have provided advice on training or assessment services to a range of learners I have managed certification and records relating to a range of learners I have completed AVETMISS and in-house reporting documentation I know my organisation's procedures relating to records and reporting procedures I know the requirements in the national standards relating to record retention I understand copyright and privacy laws in terms of electronic technology			
	I have participated in a quality audit BSBAUD402	I have prepared multiple audit plans for a range of quality audits I have participated in audits as a member of an audit team I have knowledge of relevant legislation and national standards I have developed a comprehensive report for the exit meeting I know auditing methods, techniques, codes of practice and ethics I know AS/NZS ISO 9000:2006 and AS/NZS ISO 19011			

Self-assessment (one elective unit) cont.

✓	Elective Unit	Required experience and knowledge	None	Some	A lot
	I have developed teams and individuals BSBLED401	I have identified and implemented learning opportunities for others I have given and received feedback from team members I have created learning plans to match skill needs I know relevant legislation such as anti-discrimination, privacy, WHS, etc. I know career paths and competency standards relevant to my industry			
	I have promoted products and services BSBMKG413	I have coordinated promotional activities I have analysed feedback and data of promotional activities in order to make recommendations on future activities I have presented and advocated promotional strategies within the organisation I have assessed and reported on customer satisfaction I know relevant legislation such as anti-discrimination, privacy, WHS, etc. I know the planning processes for organising promotional activities I know my organisation's marketing plan and budgets			
	I have built client relationships and business networks BSBREL402	I have established and maintained relationships with a range of clients I have participated in and contributed to a business network I know relevant legislation such as anti-discrimination, privacy, WHS, TPA, etc. I know marketing communications concepts and processes I know principles and techniques for effective communication and networking I know sources of business related networks I have developed and maintained client loyalty strategies and strategies to elicit feedback from clients			
	I have analysed and presented research information BSBRES401	I have presented research information and data I have maintained and handled data and documents systematically I have analysed and interpreted data to support organisational activities I know research processes and strategies to identify new sources of information I know relevant legislation such as anti-discrimination, privacy, WHS, etc. I know my organisation's record keeping/filing systems I know how to research new sources of information and to use them most efficiently and effectively			
	I have completed another unit at Certificate III or higher level	Unit code and name:			

Congratulations, you have now completed the first stage of the RPL process! Now just email this document to us at RPL@plenty.edu.au and we'll get back to you within 24 hours!