

Student

Recognition of Prior Learning

Kit



Certificate IV in Competitive Systems & Practices

MSS40316

What is Recognition of Prior Learning?

Recognition of prior learning (RPL) is a process of analysis and assessment to provide you credit for skills, knowledge and experience gained through working and prior training and education. It can be gained at any stage of your life by formal and informal learning and through paid or unpaid work experience, life experience or community work.

Your current qualifications may also assist you with gaining that formal recognition through Credit Transfers (CT). The units of competency, which make up your current and valid qualifications, can be used as evidence for credit transfers.

Remember, it is your responsibility to provide Vative Academy with as much evidence as possible to cover all the units of competency making up the entire qualification and there is no formal training or learning-taking place through this process, it is purely an assessment activity only.

Why apply for Recognition of Prior Learning?

Applying for Recognition of Prior Learning (and/or Credit Transfers) could help you with:

Increasing your job opportunity

Whether you are re-entering the workplace or applying for that dream position, RPL will allow you to fast track your formal qualifications to have that edge during your job prospecting.

Improved job security

You can use RPL as a way of undertaking professional development to keep your currency within your current role.

Career change

You may be looking for that change of lifestyle and believe you already have a great deal of the skills and knowledge to demonstrate your competency to enter that industry pathway.

Learning is not duplicated

If you want to demonstrate that you already have the skills and knowledge required for a particular course you can avoid duplicating your learning.

Entry into a training course

RPL can be utilised to satisfy any pre-requisite requirements to other courses including higher educational qualifications such as Bachelor Degrees or Masters.

Reduce program length

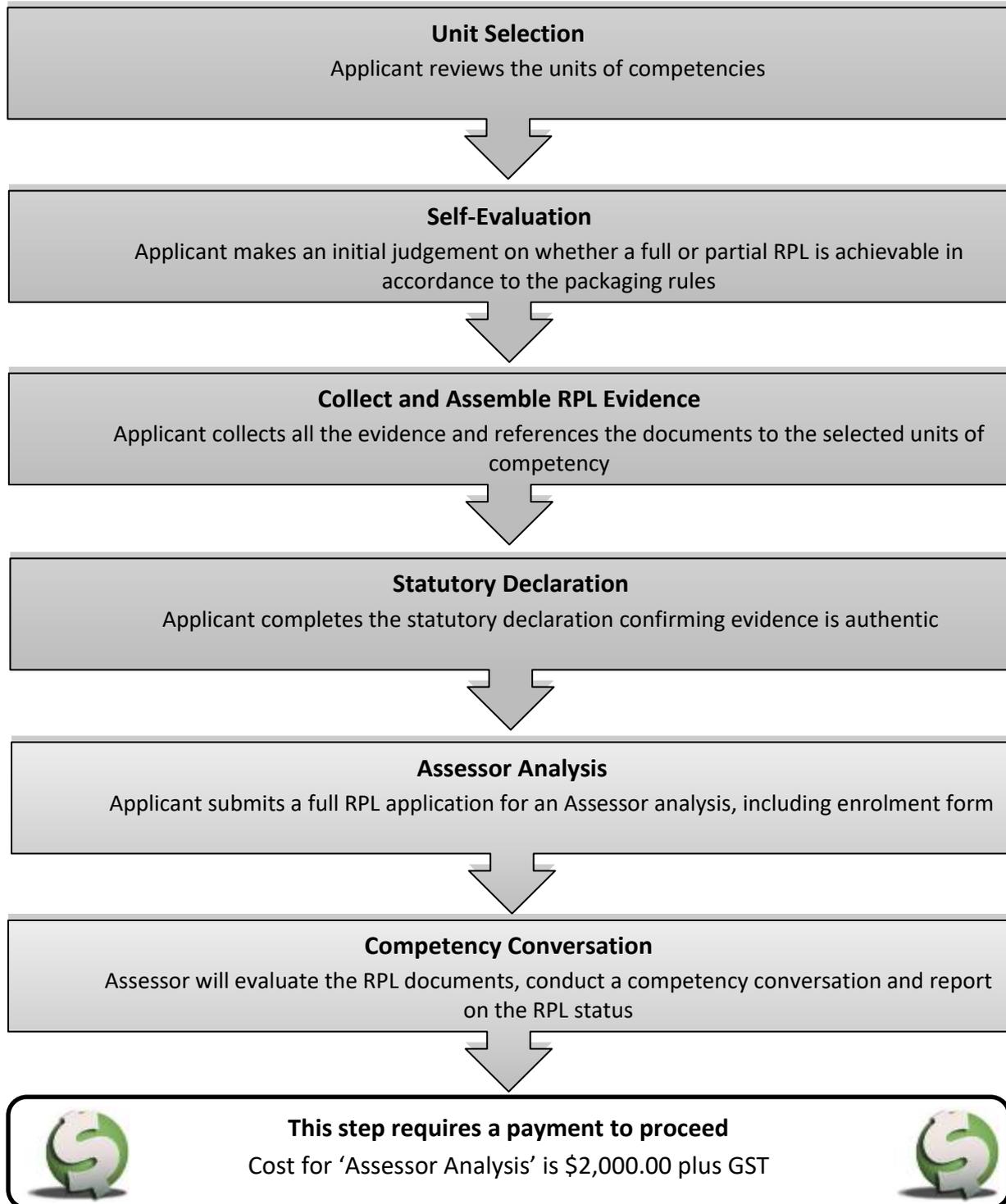
RPL can reduce the course length of a qualification you are thinking to enroll as well as reduce the overall cost.

Status and recognition

You may just want to hang that qualification you have always wanted above your desk!

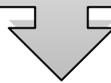
How to apply for Recognition of Prior Learning

This kit has been developed to streamline the application for recognition of prior learning



Practical and Observation Assessment (If required)

Assessor can observe any practical activities to determine aspects of competency



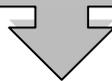
This step requires a payment to proceed

Cost for 'Competency conversation, Practical and Observation Assessment' is \$1000.00 plus GST



Gap Training (If required)

Assessor will evaluate if there is a gap in the required skills & knowledge and suggest training



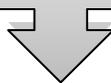
This step requires a payment to proceed

Cost for 'Gap Training' is priced on application



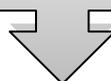
Final Assessment

Assessor will consider all submitted evidence and make a final judgement on competency



Certification

A full qualification certificate or statement of attainment is achieved



This step requires a payment to proceed

Cost for 'Certification' is priced \$125.00 plus GST



RPL Completed

You are now officially recognised for your prior knowledge to an Australian Qualification Training Framework (AQTF) level.

Qualification Description

The MSS40316 Certificate IV in Competitive Systems and Practices specifies the competencies required by team leaders or those in similar job roles that are responsible for the implementation of competitive systems and practices in the work of a team or in a work area.

This qualification provides the skills and knowledge required by a team leader or other person to implement competitive systems and practices in the work of a team or work group, or by a specialist in competitive systems and practices. The qualification packaging has been developed on an assumption that competency will be developed through a combination of on and off-the-job learning strategies.

This qualification provides the skills needed to improve efficiency in a team or work area as well as in a person's own work role through the implementation of competitive systems and practices. It complements but does not duplicate qualifications supplying operational, production, maintenance, logistics or other technical skills to industry. Where these skills are required appropriate qualifications from other Training Packages should be considered.

The skills in this qualification are often known in industry under a variety of titles many of which relate to manufacturing which is the origin of many competitive systems and practices. The most common term is lean manufacturing. However, other names for some of the system skills and techniques include agile manufacturing, lean operations, six sigma, lean six sigma, and so on.

Further details to this qualification including employability skills can be found through this link: <https://training.gov.au/Training/Details/MSS40316>

Qualification Level Criteria

These statements of the typical achievement of graduates required to be awarded this level qualification through the RPL process:

Summary	Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning
Knowledge	Graduates at this level will have broad factual, technical and some theoretical knowledge of a specific area or a broad field of work and learning
Skills	Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply a range of methods, tools, materials and information to: <ul style="list-style-type: none"> • complete routine and non-routine activities • provide and transmit solutions to a variety of predictable and sometimes unpredictable problems
Application of knowledge & skills	Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters

Unit Selection

To be awarded the MSS40316 Certificate IV in Competitive Systems and Practices, competency must be achieved in twelve (12) units of competency.

Where you cannot demonstrate adequate evidence to your assigned Assessor you will be given the option to undertake additional training to close the skill gap or pursue to achieve a 'Certificate of Attainment' listing the units you have been deemed competent in through the RPL process.

The following kit contains the following unit selection

Unit Code	Unit Title	Rule
MSMENV472	Implement and monitor environmentally sustainable work practices	Core
MSS403001	Review competitive systems and practices	Core
MSS403010	Facilitate change in an organisation implementing competitive systems and practices	Core
MSS403002	Ensure process improvements are sustained	A
MSS403030	Improve cost factors in work practices	B
MSS402080	Undertake root cause analysis	C
MSS403033	Map an operational process	B
MSS403040	Facilitate and improve implementation of 5S	B
MSS403041	Facilitate breakthrough improvements	B
MSMSUP390	Use structured problem-solving tools	B
MSMWHS200	Work safely	C
MSS403035	Implement the visual workplace	B

Core Unit Requirements:

MSMENV472 Implement and monitor environmentally sustainable work practices

Unit Description:

This competency covers the outcomes required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

This competency applies to those who have responsibility for a specific area of work or who lead a work group or team. It addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools. It includes: Identifying areas for improvement; Developing plans to make improvements; Implementing and monitoring improvements in environmental performance.

This competency applies to all sectors of the manufacturing industry and members of its value chain. It may also be applied to all sections of an organisation, including office, warehouse etc.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSMENV472>

Portfolio of Evidence

Portfolio must include evidence of the ability to implement and monitor integrated environmental and resource efficiency management policies and procedures within an organisation.

Evidence **should** include however not limited to:

- Plans to improve sustainability
- Documents demonstrating monitoring and investigation
- Documents demonstrating implemented environmental improvements

Documented evidence **must** demonstrate the techniques and methods used to:

- Monitor and investigate current resource usage
- Develop plans to improve sustainability
- Implement environmental improvements.
- Environmental performance is routinely monitored and investigated
- Areas for improvements are followed through and the implemented changes are in turn monitored and investigated.

MSS403001 Review competitive systems and practices

Unit Description:

This unit of competency covers the skills and knowledge required to implement and review competitive systems and practices in a person's own work within a team or work area, including the consideration of the impact on the work of others. The unit focuses on the holistic application of competitive systems and practices to achieve improved performance in own work and in activities with others in the team or work area that contribute to improving customer benefit.

The unit applies to the areas of cost, quality, delivery, safety/environment, and employee capability including continuous reviewing of performance against these 5 areas.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSS403001>

Portfolio **must** include documented evidence of having participated towards implementing and reviewing competitive systems and practices

Evidence **should** include however not limited to:

- Specifications and documentation relating to planned, currently being implemented, or implemented changes to work processes and procedures
- Documentation and information in relation to production, waste, overheads and hazard control/management
- Documentation and information in relation to key performance indicators for area of operations
- Stakeholder engagement
- Reports to and from supervisors/managers to monitor implementation and make adjustments

Documented evidence **must** demonstrate the techniques and methods used to:

- Identify key performance indicators appropriate to their own work area
- Implement and review competitive systems and practices in own work
- Select improvements that deliver the greatest overall benefit
- Monitor the implementation of improvements and make appropriate adjustment

MSS403010 Facilitate change in an organisation implementing competitive systems and practices

Unit Description:

This unit of competency covers the skills and knowledge required by individuals responsible for facilitating change processes in an organisation implementing competitive operational practices.

This unit has a strong emphasis on planning, encouraging and facilitating in a changing environment within the organisation, including using appropriate communication, teamwork, problem solving, initiative and self-management.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSS403010>

Portfolio **must** include documented evidence of having participated towards facilitating change processes in an organisation implementing competitive operational practices

Evidence **should** include however not limited to:

- Documentation and information in relation to the competitive operational practices being implemented in the organisation
- work plan for implementing change
- KPIs for own work responsibility and that of the work area
- Meeting minutes demonstrating stakeholder engagement
- Reports to and from supervisors/managers to seek assistance and approval for changes

Documented evidence **must** demonstrate the techniques and methods used to:

- Identify the competitive systems and practices used in their own work
- Identify changes to their own work flowing from the implementation of the relevant competitive systems and practices
- Implement changes
- Know when and how to seek assistance with work changes
- Make suggestions for improvements.

Elective Unit Selections – Group A:

MSS403002 Ensure process improvements are sustained

Unit Description:

This unit of competency covers the skills and knowledge required to ensure that the gains which have been made by using improved methods, processes and equipment are sustained as the new baseline/standard for an area of work and so prevent regression to former practices, or digression to less efficient practices.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSS403002>

Portfolio **must** include documented evidence of having already implemented competitive systems and practices related improvements in own work and ensured that performance improvement gains where sustained.

Evidence **should** include however not limited to:

- Documentation relating to measures of performance
- Documentation and information in relation to audits
- Business performance goals used to determine best measures of improved performance
- Specifications and documentation relating to corrective actions and procedures to reflect improvements

Documented evidence **must** demonstrate the techniques and methods used to:

- Identify process and operational changes
- Identify and assess impact of performance improvements
- Identify actions and resources required for further improvements
- Communicate and negotiate with others on improvements
- Apply procedures for seeking approvals and reporting non-conformances
- Determine appropriate period and procedures for monitoring implemented changes

MSMWHS200 Work Safely

Unit Description:

On completion of this unit, the worker will be able to identify Workplace Health and Safety (WHS) hazards, and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. The worker will also be capable of participating in and contributing to WHS management issues.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSMWHS200>

Portfolio of Evidence

Portfolio must include documented evidence of having participated in and contributed to WHS management within a manufacturing environment

Evidence **should** include however not limited to:

- Hazard checklists
- Risk Assessment
- Workplace safety audit
- Incident form documenting own response to a hazard, accident or incident
- Incident form documenting own response to an emergency
- Contribution to workplace meeting's relevant to safety

Documented evidence **must** demonstrate the techniques and methods used to:

- recognize potential situations requiring action
- implement appropriate corrective action.
- Access WHS information and how to use it
- Consult on issues relating to safety

Elective Unit Selections – Group B:

MSS403030 Improve cost factors in work practices

Unit Description:

This unit of competency covers the skills and knowledge required to evaluate the product or process outcomes of a team in terms of their cost components and to be able to determine, in general terms, the cost impacts of alternative actions.

This unit requires the application of skills associated with communication and information gathering and problem solving to analyse the cost components of work processes and are also required to identify opportunities for improved cost-efficiency.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSS403030>

Portfolio **must** include documented evidence of having participated towards assessing the relative costs of alternatives and use this as one of the key factors in decision making.

Evidence **should** include however not limited to:

- Documentation and information in relation to cost components of work area or team function
- Specifications and rationale relating to opportunities for improved cost-efficiency
- Documentation and information in relation to planning and organizing and implementing improved cost-efficiency strategies

Documented evidence **must** demonstrate the techniques and methods used to:

- Identify scope of own work and the team or area work and relate it to the overall flow of work in the organisation
- Express cost factors in specific terms (e.g. Cost per item, process and task)
- Identify and express cost factors in basic financial terms
- Analyse variability in costs and recommend improvements
- Use cost/benefit to select preferred improvement strategies.

MSS403033 Map an operational process

Unit Description:

This unit of competency covers the skills and knowledge required to identify and visually document the sequence and interactions of related steps, activities or tasks that make up an individual operational process, from beginning to end.

For the purposes of this unit, an operational process is a group of structured and identifiable activities that contribute to delivering a specified and measurable result, such as a product, deliverable or service.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSS403033>

Portfolio **must** include documented evidence of having contributed towards delivering a specified and measurable result, such as a product, deliverable or service.

Evidence **should** include however not limited to:

- Process mapping demonstrating sequence and interactions of related steps, activities or tasks that make up an individual operational process, from beginning to end.
- Specifications and rationale relating to customer requirements and relate process steps
- Documentation and information in relation to feedback and communication relevant to the process map

Documented evidence **must** demonstrate the techniques and methods used to:

- Identify organisation and customer requirements and relate process steps to those requirements
- Identify, analyse and evaluate information from a variety of sources
- Identify, map and document process steps for a defined purpose
- Analyse process map to determine suitability against the original purpose of the process mapping.

MSS403035 Implement the visual workplace

Unit Description:

This unit of competency covers the skills and knowledge required to implement improvements to an existing visual workplace or undertake initial implementation of a visual workplace.

The implementation will usually occur in conjunction with the implementation of other competitive systems and practices. It applies to manufacturing, office, logistics or other service environments along any part of the value stream. It includes the development of the visual concepts and the implementation of the visual workplace.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSS403035>

Portfolio **must** include documented evidence of having as part of own work role, implemented a visual workplace.

Evidence **should** include however not limited to:

- Photographs of visual displays implemented
- Specifications and rationale relating to information needs, location and use of visual display
- Visualising information and instructions
- Stakeholder feedback relevant to information requirements

Documented evidence **must** demonstrate the techniques and methods used to:

- Develop and locate appropriate visual displays
- Facilitate the use of visual workplace
- Analyse feedback and data from visual workplace and make improvements.

MSS403040 Facilitate and improve implementation of 5S

Unit Description:

This unit applies to individuals who facilitate 5S in a team or work area, including implementation, monitoring and improvement. The facilitation may be undertaken by individuals in a competitive systems and practices implementation role, who need to provide support and encouragement to others to facilitate the achievement of 5S outcomes in the workplace.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSS403040>

Portfolio **must** include documented evidence of having contributed towards facilitating the implementation and improvement of the 5S

Evidence **should** include however not limited to:

- Documentation and information in relation to the identification of waste
- Procedures relevant to implementation and monitoring of 5s practices
- Individual and team planning relevant to the implementation of 5s
- Individual and team skills analysis and skills development
- Meeting minutes relevant to 5S and related concepts
- 5s Audit
- Corrective actions reports

Documented evidence **must** demonstrate the techniques and methods used to:

- Identify the scope of the services and/or functions supplied to and by the team or work area and the deliverables expected by customers, including the ultimate customer
- Facilitate a systematic approach to implementing 5s
- Lead and motivate others in achieving 5s outcomes and making improvements to the 5s systems
- Set up systems for monitoring and improving 5s implementation
- Manage non-conformances in implementation of 5s.

MSS403041 Facilitate breakthrough improvements

Unit Description:

This unit of competency covers the knowledge and skills required to facilitate implementation of discrete targeted improvement activities to achieve breakthrough improvements in selected processes, operations or products. Typically this approach is used for improvements in areas of waste identified through value stream mapping.

The unit also covers ensuring that the improvements are sustained. The process of achieving breakthrough improvements is often called kaizen blitz in lean terminology.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSS403041>

Portfolio **must** include documented evidence of providing guidance and support to assist a team of employees to identify improvements that can be implemented to operations, processes or products in a brief intensive project.

Evidence **should** include however not limited to:

- Project plan to deliver breakthrough improvements to reduce waste.
- Specifications, rationale and documentation used to develop project plan ie: value stream map, analysis of workflow
- Documentation relevant to the implementation of project plan
- Documentation relevant to the evaluation and reporting of project plan

Documented evidence **must** demonstrate the techniques and methods used to:

- Interpret operations, processes and products in terms of value to the customer
- Identify, analyse and evaluate information from a variety of sources to identify opportunities for breakthrough improvements
- Lead and motivate others in planning, implementing and sustaining improvements.

MSS402080 Undertake root cause analysis

Unit Description:

This unit of competency covers the skills and knowledge required to undertake root cause analysis (RCA). This unit covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.

The unit applies to the formal problem solving to root cause that the individual must undertake in their own work area or where the individual contributes to problem solving to root cause as part of a team.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSS402080>

Portfolio **must** include documented evidence of having contributed towards root cause analysis to analyse and resolve a problem.

Evidence **should** include however not limited to:

- Tools, techniques and charts to define the problem
- Simple charts, such as cause and effect diagrams
- Specifications and documentation relating to recommend solutions and implementation procedures
- Stakeholder engagement

Documented evidence **must** demonstrate the techniques and methods used to:

- Undertake problem identification
- Use appropriate processes to achieve root cause identification, including use of technology
- Prioritise solutions
- Recommend solutions and implementation procedures to problems within own area and range of technical skills and knowledge
- Evaluate implementation of solutions.

MSMSUP390 Use structured problem-solving tools

Unit Description:

This unit of competency covers the skills and knowledge required to use structured process improvement tools to solve process and other problems.

Further details of this unit including Performance Criteria, required Skills and Knowledge:

<https://training.gov.au/Training/Details/MSMSUP390>

Portfolio must include documented evidence of having participated and contributed towards the assessment of cost factors in their work

Evidence **should** include however not limited to:

- Documentation and information in relation to how do you in the workplace identify the problem
- Specifications rationale and documentation relating to actions you take to Determine fundamental cause of problem
- Documentation relating to actions taken to ensure Determine corrective action
- Reports and other documentation to Communicate recommendations

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- identify at least one (1) problem
- analyse problem using at least one (1) analysis tool drawn from each of two (2) different groups of tools (basic, visual, process, business and organisation specific)
- select the preferred solution
- develop and use an implementation plan
- communicate effectively with other personnel.

RPL RPL Application

To begin the process of obtaining Recognition of Prior Learning (RPL) you will need to complete the following details:

Participant Details

First Name	Middle Name
Surname/Family Name	
Preferred Name	D.O.B
Date	<input type="radio"/> Male <input type="radio"/> Female
Mobile Number	Home Number
Email Address	
Address	
Employment Status	
Place of Employment	

Self-Evaluation

At this point of the RPL Application you should have an understanding of the units you seeking to apply for RPL (or credit transfers). Ensure that all your evidence is current and are labelled with the relevant unit of competency to confirm that there are no obvious gaps in obtaining a full RPL.

If you have other attained prior qualifications in levels Certificate, III, IV, Diploma, or Advanced Diploma you may use up to make up the required units as credit transfers.

Supporting Documentation

To ensure you have the best opportunity to receive a full RPL for the qualification you are aiming to receive in the quickest time-frame you are best accumulate and also submit as many of the following supporting documentation:

- CV, resume or work history
- Current and/or previous position descriptions
- Certificates/Statement of attainments, results of assessment
- Details of in house courses, workshops, seminars, orientation or induction sessions
- References/letters from previous employers/supervisors
- Special Licences/tickets
- Indentures/trade papers
- Photographs of work undertaken
- Diaries/task sheets/job sheets/log books
- Membership of relevant professional associations
- Other documentation that may demonstrate industry experience

Statutory Declaration

Complete the statutory declaration below and ensure your signature is validated by an eligible witness listed on the following page

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

I, **Full Name** of **Address, Suburb & Post Code**

make the following declaration under the Statutory Declarations Act 1959:

I hereby declare that the evidence presented in this portfolio is my own work and reflects my actual experience, performance and prior learning. I have not copied the work of other people and I have not cited material without appropriate acknowledgement or attribution.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Declared at **Place** on **Day** of **Month & Year**

Before me, **Signature of person before whom the declaration is made**

Full Name

Occupation

Address

A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.

A statutory declaration under the Statutory Declarations Act 1959 may be made before–

A person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor Dentist Legal practitioner
Medical practitioner Nurse Optometrist
Patent attorney Pharmacist Physiotherapist
Psychologist Trade marks attorney Veterinary surgeon

A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

A person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
Bailiff
Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Clerk of a court
Commissioner for Affidavits
Commissioner for Declarations
Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

RPL Submission

Now that you have made an informed decision and confident enough to proceed with a submission and payment of your RPL application you'll need to send the evidence and pay through the following methods:

Sending the RPL application



Registered Mail:

Attention: Vative Academy - RPL Assessment
Address: 260A Blackburn Road
Suburb: Glen Waverley
Post Code: 3150



Email

All documents must be in PDF format and under 20MB in size per e-mail submission. You may send multiple emails relating to your RPL application

E-mail: academy@vative.com.au
Subject line: RPL Application – (add your full name)



Fax

Fax number: 03 9803 1315
Cover page: You must submit a cover page with the following information

- Attention: Vative Academy - RPL Assessment
- Number of pages sending through
- Ensure all your contact details are completed in the application form

Sending Payment

Once submission and payment has been made refunds are not applicable. An invoice will be e-mailed through to you or if an email isn't supplied it will be sent via postal mail.

Electronic Funds Transfer

Bank: Westpac
BSB: 033-149
Account: 395224
Name: Inspirative Training Pty Ltd
Description: Add you first initial and your full surname followed by the word RPL
Eg: FJonesRPL

Cheque

Cheques must be made out to Inspirative Training Pty Ltd and send with a cover note with your details or along with your submission if mailed.

What's Next ?

Within 10 business days of receiving your submission, Vative Academy will conduct an analysis on your RPL evidence and supporting documentation. The Assessor will contact you via telephone and conduct a 'competency conversation' which designed to help the assessor gather and validate the evidence and your skills and knowledge. The competency conversation will take approximately 30 to 60 minutes through the process of questions and answers whereas each question provides key points to look for in your responses.

The Assessor's will take notes about the context of the discussion or other key points and examples that may be relevant in confirming your competence. An assessor may prefer to audio record the conversation, rather than take notes. An assessor cannot record the conversation without asking your permission and receiving your consent.

The Assessor will then provide you with a report on their findings, evaluating which units of competency you have been deemed 'Competent' in, where there was insufficient evidence to demonstrate competency in any of the elected units the Assessor will deem the unit 'Not Yet Competent' (NYC). Units which you've been deemed NYC will have the Assessors reasons to this judgment, which you then have the options to:

Options	Cost (<i>excludes GST</i>)
Resubmission	\$1000.00 for re-assessment of more than 50% of the required units \$500.00 for re-assessment of less than 50% of the required units
Practical & Observation Assessment	\$1000.00 will assess competencies through a practical demonstration of your skills. The practical tasks/scenarios via observation will be conducted within your workplace (or another suitable venue) for up to 4 hours. This assessment will be focused on skills that are required to be demonstrated for the selected units of competency.
3 rd Party Verification	\$1000.00 to assess competencies with workplace referees and confirm your skills and experience in the qualification. A 3 rd party verification is where evidence is provided about the units/competencies for which you are seeking RPL by a third party. The approach in gaining third party validation is where the third party (this may be a colleague, line manager, or community referee who has seen you either in a voluntary capacity or in the workplace performing duties associated with the competencies for which you are seeking RPL) completes a third party interview identifying your industry skills and abilities. This activity will be documented as evidence for your RPL.
Appeals	You may appeal the outcome of recognition of prior learning. This process and required forms for Appeals and Grievances is noted within you student handbook. There are no costs associated with the appeals process.

Privacy Statement

Vative Academy is required to provide the Government departments with student and training activity data which may include information you provide in this RPL enrolment form. Information is required to be provided in accordance with the VET Student Statistical Collection Guidelines. The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. You may be contracted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.