Student Recognition of Prior Learning Kit

Advanced Diploma of Competitive Systems & Practices
MSS60312
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 Inspirative Training 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.

**Unit Selection**
Applicant selects the elective units of competencies best aligned to their prior learning

**Self-Evaluation**
Applicant makes an initial judgement on whether a full RPL is achievable in accordance to the packaging rules

**Collect and Assemble RPL Evidence**
Applicant collects all the evidence and references the documents to the selected units of competency

**Statutory Declaration**
Applicant completes the statutory declaration confirming evidence is authentic

**Assessor Analysis**
Applicant submits a full RPL application for an Assessor analysis

**This step requires a payment to proceed**
Cost for ‘Assessor Analysis’ is $1000.00 plus GST

**Competency Conversation**
Assessor will evaluate the RPL documents, conduct a competency conversation and report on the RPL status

**Practical and Observation Assessment (If required)**
Assessor can observe any practical activities to determine aspects of competency
Verify 3rd Party References (If required)
Assessor can conduct a 3rd party verification interview with nominated referees

Gap Training (If required)
Assessor will evaluate if there is a gap in the required skills & knowledge and suggest training

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

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

This step requires a payment to proceed
Cost for ‘Practical and Observation assessment’ is $1000.00 plus GST

This step requires a payment to proceed
Cost for ‘3rd Party Verification’ is $1000.00 plus GST

This step requires a payment to proceed
Cost for ‘Gap Training’ is priced on application

This step requires a payment to proceed
Cost for ‘Certification’ is priced $125.00 plus GST
Enrolment

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:**
  - Will not appear on your certificate
- **Date of Birth:**
  - ____ / ____ / ______
- **Gender:**
  - □ Male
  - □ Female

### Contact Details
- **Mobile:**
- **Home phone:** (   )
- **E-mail address:** @

### Street / Usual Address:
- **Unit/Flat Number:**
- **Street Number:**
- **Building/Property Name:**

### Postal Address
- **Unit/Flat Number:**
- **Street Number:**
- **Building/Property Name:**

### Employment Details
- **Employer Name:**
- **Employment Position:**

### Statistical Information
- **Do you have a disability, impairment or long term condition which may affect your studies?**
  - □ Yes
  - □ No
  - If YES, please indicate which of the following may apply
  - □ Hearing
  - □ Physical
  - □ Intellectual
  - □ Mental Illness
  - □ Acquired Brain Impairment
  - □ Learning
  - □ Vision
  - □ Mobility
  - □ Medical
  - □ Other ________________________________

### Country of Birth:
- □ Australia
- □ Other _____________________________________

### Residency Status:
- □ Australian Citizen or Permanent Resident
- □ NZ Passport holder residing in Australia
- □ VISA

### Do you speak a language other than English at home?
- □ English Only
- □ ________________________________

### How well do you speak English?
- □ Very Well
- □ Well
- □ Not Well
- □ Not at all

### Are you Aboriginal or Torres Strait Islander descent?
- □ No
- □ Yes, Aboriginal
- □ Yes, Torres Strait Islander

### Education
- **Are you still attending secondary school?**
  - □ Yes
  - □ No
  - **Highest completed school level:**
    - □ Year 8 or below
    - □ Year 9
    - □ Year 10
    - □ Year 11
    - □ Year 12
  - **Did not attend secondary school**
- **Have you successfully completed any of the following?**
  - □ Certificate I
  - □ Certificate II
  - □ Certificate III - Trade Certificate
  - □ Certificate IV - Advanced Certificate/Technician
  - □ Diploma - Associate Diploma
  - □ Advanced Diploma or Associate Degree
  - □ Bachelor Degree or higher
  - □ Certificates other than the above

### Title of qualification:
- **Year completed:** ______

### Additional Information
- **If YES, has this qualification been formally recognised in Australia?**
  - □ Yes
  - □ No
- **Of the following categories, which best describes your main reason for undertaking this course? (Please tick one only)**
  - □ To get a job
  - □ To develop my own business
  - □ To start my own business
  - □ To try for a different career
  - □ To get a better job or promotion
  - □ It was a requirement of my job
  - □ I wanted extra skills for my job
  - □ To get into another course or study
  - □ For personal interest or self development
  - □ Other reasons ___________________________________
Qualification Description

Advanced Diploma of Competitive Systems and Practices (MSS60312) is intended for individuals who may have a specialised and technical level of experience in process efficiency, quality controls, continuous improvement, lean and/or six-sigma. Structured around lean thinking concepts, the achievement of this qualification will provide an individual with skills to improve workplace performance in areas of quality, cost, delivery and safety. It complements but does not duplicate qualifications supplying operational, production, maintenance, logistics, administration or other technical skills to industry.

The goal to Competitive Systems and Practices (Lean Systems) is to create value to the end customer by targeting and eliminating wastes within processes. The philosophy is derived from Toyota Production Systems (TPS).

Further details to this qualification including employability skills can be found through this link: [https://training.gov.au/Training/Details/MSS60312](https://training.gov.au/Training/Details/MSS60312)

Qualification Level Criteria

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

<table>
<thead>
<tr>
<th>Summary</th>
<th>Graduates at this level will have broad knowledge and skills for paraprofessional/highly skilled work and/or further learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>Graduates at this level will have broad theoretical and technical knowledge of a specific area or a broad field of work and learning</td>
</tr>
<tr>
<td>Skills</td>
<td>Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply methods and technologies to:</td>
</tr>
<tr>
<td></td>
<td>• analyse information to complete a range of activities</td>
</tr>
<tr>
<td></td>
<td>• interpret and transmit solutions to unpredictable and sometimes complex problems</td>
</tr>
<tr>
<td></td>
<td>• transmit information and skills to others</td>
</tr>
<tr>
<td>Application of knowledge &amp; skills</td>
<td>Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility:</td>
</tr>
<tr>
<td></td>
<td>• in contexts that are subject to change</td>
</tr>
<tr>
<td></td>
<td>• within broad parameters to provide specialist advice and functions</td>
</tr>
</tbody>
</table>

Unit Selection

To be awarded the MSS60312 Advanced Diploma of Competitive Systems and Practices, competency must be achieved in thirty (30) units of competency. To ensure you are given the highest opportunity to achieve your qualification, you are best to select the units of competency within the packaging rules of this qualification which you feel you have the most prior experience in and can also demonstrate the required skills and underpinning knowledge to reach 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.
Core Unit Requirements:

There are **three (3)** core units of competency required to achieve the Advanced Diploma of Competitive Systems & Practices.

**MSS405001A  Develop competitive systems and practices for an organisation**

**Unit Description:**

This unit applies to a manager, technical specialist or similar in an organisation implementing competitive systems and practices, or in an organisation wishing to embark on the competitive systems and practices path. The person needs to be able to analyse the needs of the organisation and develop strategies and systems for effective implementation and continuous improvement of competitive systems and practices in the organisation.

This unit primarily requires the application of skills associated with communication in gathering, analysing and applying information and consulting with stakeholders. Problem solving, initiative and enterprise, and planning and organising are required to determine effective competitive systems and practices strategies for the organisation. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into competitive systems and practices strategies.

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

**Notes:**

**MSS405013A  Facilitate holistic culture improvement in an organisation**

**Unit Description:**

This unit applies to a manager in an organisation that has embarked on competitive systems and practices and who seeks to change/improve the organisation culture to be consistent with that required to maximise the benefits from a competitive systems and practices strategy.

This unit primarily requires the application of skills associated with communication, teamwork, problem solving, and initiative and enterprise in order to assess and address culture development needs in the organisation. Planning and organising is required to ensure a systematic approach to the development of an organisation’s culture that supports competitive systems and practices processes.

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

**Notes:**
### MSAENV472B  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.


**Notes:**
- Elective Unit Selections – Group A:
  You are required to select a minimum of **three (3)** units from the group of electives listed below.

### MSS405002A  Analyse and map a value stream

**Unit Description:**
This unit of competency covers the skills and knowledge required to analyse and map a value stream, including the clear identification of the place of an organisation in the value stream and its contribution to the value stream. The unit includes the identification of an organisation in a value stream, their relationships and the activities undertaken by value stream organisations.

The identification skills include identification at the virtual or information level, the technical or process level, and at the physical or logistic level. The unit includes the analysis of value-adding and non-value adding activities and the information needs for successful value stream mapping, including information technology (IT) needs.


**Notes:**
- [ ] Tick the circle if you are selecting this unit to RPL
### MSS405003A  Manage a value stream

**Unit Description:**

This unit of competency covers the skills and knowledge required to manage a value stream, a supply chain or a demand chain, including close liaison with suppliers and customers. This unit covers the managing of the supply chain, the demand chain as well as the overall value stream and may be applied to the managing of the chain internally/externally within an organisation.

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


**Notes:**

- [ ] Tick the circle if you are selecting this unit to RPL

### MSS405004A  Develop business plans in an organisation implementing competitive systems and practices

**Unit Description:**

This unit of competency covers the skills and knowledge required to develop business plans in an organisation implementing competitive systems and practices. This unit applies to a person who is required to develop a section business plan to meet the requirements of the overall strategic plan of the organisation. The plan includes the impact on the value stream and other critical competitive systems and practices factors.

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


**Notes:**

- [ ] Tick the circle if you are selecting this unit to RPL

### MSS405005A  Manage competitive systems and practices responding to individual and unique customer orders

**Unit Description:**

This unit of competency covers the skills and knowledge required to prepare for and manage the introduction of competitive systems and practices processes in an organisation that does not undertake repetitive processes or mass produce products and instead responds to individual and unique customer orders.

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


**Notes:**

- [ ] Tick the circle if you are selecting this unit to RPL
### MSS405006A  Develop a Balanced Scorecard

**Unit Description:**
This unit of competency covers the skills and knowledge required to develop and use a Balanced Scorecard approach for reporting and improving operational performance. The unit covers the development of key performance indicators (KPIs) and type of metrics for a Balanced Scorecard but does not include the technical skills for related information technology (IT) skills.


**Notes:**
- [ ] Tick the circle if you are selecting this unit to RPL

### MSS405007A  Introduce competitive systems and practices to a small or medium enterprise

**Unit Description:**
This unit of competency covers the skills and knowledge required to introduce competitive systems and practices into an enterprise. This unit requires the application of skills associated with problem solving, initiative, enterprise, planning and organising in order to determine competitive systems and practices processes appropriate for a business environment. This unit also requires communication and analysis skills to gather information about processes and implement competitive systems and practices strategies.


**Notes:**
- [ ] Tick the circle if you are selecting this unit to RPL

### MSS405010A  Manage relationships with non-customer external organisations

**Unit Description:**
This unit of competency covers the skills and knowledge required to identify and manage relationships with non-customer external organisations, such as community groups, other businesses, training providers, research organisations and government departments.

This unit applies to a person who has policy responsibility in an organisation for managing external relationships that may impact on the performance or regulatory compliance of the organisation.


**Notes:**
- [ ] Tick the circle if you are selecting this unit to RPL
### MSS405011A  Manage people relationships

**Unit Description:**

This unit of competency covers the skills and knowledge required to manage the human relationship aspects of implementing and operating competitive systems and practices.

This unit applies to a person who is required to work with employees and relevant people, encourage them to accept change and also to increase the quality, quantity and reliability of output consistent with customer requirements.


**Notes:**

- **Tick the circle if you are selecting this unit to RPL**

### MSS405012A  Manage workplace learning

**Unit Description:**

This unit of competency covers the skills and knowledge required to manage the learning and skill development for employees within an organisation implementing competitive systems & practices.

This unit applies to a person responsible for management of the identification of skills needed by employees to undertake required work in implementing competitive systems and practices, including arranging for any required learning processes.


**Notes:**

- **Tick the circle if you are selecting this unit to RPL**

### MSS405014A  Develop a communications strategy to support operations

**Unit Description:**

This unit of competency covers the skills and knowledge required to manage the learning and skill development for employees within an organisation implementing competitive systems & practices.

This unit applies to a person responsible for management of the identification of skills needed by employees to undertake required work in implementing competitive systems and practices.


**Notes:**

- **Tick the circle if you are selecting this unit to RPL**
Elective Unit Selections – Group B:

You are required to select a minimum of ten (10) units from the group of electives listed below.

**MSS404052A  Apply statistics to operational processes**

**Unit Description:**

This unit of competency covers the skills and knowledge required to apply statistical theory and principles to the analysis and control of processes and operations. The statistical process control will usually be used to monitor the processes or operations and determine when action needs to be taken.

The unit includes applying knowledge of frequency distribution and variation to the data/chart to distinguish between random and non-random variation and assumes understanding of the process and/or equipment to help interpret those results.


**Notes:**

Tick the circle if you are selecting this unit to RPL

**MSS405020A  Develop quick changeover procedures**

**Unit Description:**

This unit of competency covers the skills and knowledge required to develop/improve changeovers for equipment, processes or operations. It includes critically analysing existing changeovers, applying quick changeover principles, and developing improved changeover procedures.

This unit applies to managers, technical specialists or similar in an organisation that has adopted or is adopting a quick changeover approach to its changeovers. The changeovers may be to equipment, processes or operations. This unit applies to the structured development and/or improvement of the changeover procedures.


**Notes:**

Tick the circle if you are selecting this unit to RPL
### MSS405021A  Develop a Just in Time system

**Unit Description:**
This unit applies to a person responsible for planning and implementing a JIT (Kanban) system. It includes consulting with employees, suppliers and customers regarding the change. This may require identification of training and other employee support as well as identifying possible logistical support.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS405022A  Design a process layout

**Unit Description:**
This unit of competency covers the skills and knowledge required to design a process layout, typically a cellular flow, for either a jobbing shop or a continuous process manufacturer.

This unit provides the skill for a technical expert to apply the principles of competitive systems and practices to process design layout as distinct from volume production layout.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS405023A  Develop a levelled pull system for operations and processes

**Unit Description:**
This unit of competency covers the skills and knowledge required to develop and level a customer-driven demand pull system for operations and processes in order to balance the flow of work and minimise inventories.

The unit covers the production planning skills needed to develop and level a demand pull system which meets the business needs of the organisation.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
### MSS405024A  Apply the theory of constraints

**Unit Description:**

This unit of competency covers the skills and knowledge required to apply the theory of constraints to organisational change.

This unit applies to individuals who as part of their work role need to apply the theory of constraints to assist their organisation to maximise output from a capacity constrained process or system.


**Notes:**

 Tick the circle if you are selecting this unit to RPL

---

### MSS405030A  Optimise cost of product or service

**Unit Description:**

This unit of competency covers the skills and knowledge required to examine the costs of a product or service and determine methods of reducing costs.

This unit applies to an individual who is required to undertake a detailed study of a product or service’s costs, including analysing it by its cost components to determining the best method of lowering the cost overall.


**Notes:**

 Tick the circle if you are selecting this unit to RPL

---

### MSS405031A  Undertake value analysis of a product or process costs in terms of customer requirements

**Unit Description:**

This unit requires analysing products and processes to determine the value-adding factors, including design and processing costs that most impact on meeting customer requirements. The unit also includes implementing identified changes that increase cost-efficiency and may be applied individually or in a team environment. The unit uses an analysis of the benefits/features which a customer perceives to be in a product or service and identifying and reducing waste.


**Notes:**

 Tick the circle if you are selecting this unit to RPL
### MSS405032A  Analyse cost implications of maintenance strategy

**Unit Description:**
This unit of competency covers the skills and knowledge required to analyse the cost implications of different maintenance strategies and to adjust or adopt a strategy to minimise or eliminate unnecessary costs.

Technical factors are significant in the choice of maintenance strategy and tools, cost factors will also impact on the selection of a maintenance strategy.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS405033A  Optimise office systems to deliver to customer demand

**Unit Description:**
This unit of competency covers the skills and knowledge required to establish new or improve existing office systems so that work flows in response to demand from downstream customers, and then to level the flow of work by managing variations in demand and allocation of resources.

Such a system responds to a cue that the work is required at the next stage of the process. It is a customer’s demand for the deliverable that draws the work along the process via a series of cues.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS405040A  Manage 5S system in an organisation

**Unit Description:**
This unit of competency covers the skills and knowledge required for the overall management of the 5S system in an organisation.

This unit applies to an individual who is responsible for ensuring the smooth operation and continuous improvement of the 5S system in an organisation. This may be for an initial introduction of, or for the ongoing implementation and continuous improvement resulting from, 5S.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
### MSS405041A Implement improvement systems in an organisation

**Unit Description:**
This unit of competency covers the skills and knowledge required for the overall management of the 5S system in an organisation.

This unit applies to an individual who is responsible for ensuring the smooth operation and continuous improvement of the 5S system in an organisation. This may be for an initial introduction of, or for the ongoing implementation and continuous improvement resulting from, 5S.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS405050A Determine and improve process capability*

**Unit Description:**
*Unit pre-requisite: MSS404052A Apply statistics to operational processes*

This unit of competency covers the skills and knowledge required to determine the actual capability of a process and then to analyse that process to remove assignable causes and reduce random causes. Process capability is typically calculated using standard deviations.

This unit applies to an individual who is responsible for developing plans to stabilise and then improve process capability with the use of either a six sigma or three sigma processes.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS405052A Design an experiment *

**Unit Description:**
*Unit pre-requisite: MSS404052A Apply statistics to operational processes*

This unit of competency covers the skills and knowledge required to design experiments. The design of experiments is generally undertaken as part of black belt six-sigma but may also be undertaken independently.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
MSS405053A  Manage application of six sigma for process control and improvement *

Unit Description:
*Unit pre-requisite: MSS404052A Apply statistics to operational processes

This unit of competency covers the skills and knowledge required to manage six-sigma in the workplace for the purposes of process control and process improvement.

The applicant will apply six-sigma processes themselves or advise others in applying six-sigma.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS405053A

Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS405060A  Develop the application of enterprise control systems in an organisation

Unit Description:
This unit of competency covers the skills and knowledge required to continuously modify and improve or develop new enterprise-wide information technology based control systems, such as Supervisory Control and Data Acquisition (SCADA), Enterprise Resource Planning (ERP), Materials Resource Planning (MRP) and similar. Typically the development of such a system will be in liaison with an appropriate technical expert who may be an internal expert or an external consultant.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS405060A

Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS405061A  Determine and establish information collection requirements and processes

Unit Description:
This unit of competency covers the skills and knowledge required to determine what information is needed to support decision-making in a competitive systems and practices environment and then to set about establishing required information collection systems.

This unit covers the determination of data needs and collection methods for an organisation or specific plant or process. This will typically be done in liaison with a wide range of people, each of whom will have their own specific information requirements. There will need to be balanced and interpreted into a workable set of data to be collected.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS405061A

Notes:
☐ Tick the circle if you are selecting this unit to RPL
<table>
<thead>
<tr>
<th>MSS405062A</th>
<th>Develop a documentation control strategy for an organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Description:</strong></td>
<td></td>
</tr>
<tr>
<td>This unit of competency covers the skills and knowledge required to develop and implement a documentation control strategy for an organisation implementing a competitive systems and practices strategy or which is part of the value stream for such an organisation. The documentation control strategy might be needed to comply with ISO9000 or other reasons.</td>
<td></td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td></td>
</tr>
<tr>
<td>[ ] Tick the circle if you are selecting this unit to RPL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MSS405070A</th>
<th>Develop and manage sustainable energy practices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Description:</strong></td>
<td></td>
</tr>
<tr>
<td>This unit of competency covers the skills and knowledge required to identify opportunities for, and make improvements in sustainable energy practices in an organisation. Areas covered include efficient use of raw materials, management of waste, electricity conservation, heat conservation and management, water management, environment protection and environment obligations of enterprises.</td>
<td></td>
</tr>
<tr>
<td>The unit involves analysis of energy used in processes and operations and categorising the energy use according to lean principles. The unit covers categorising energy into necessary use and waste with the waste being further categorised into necessary waste and unnecessary waste.</td>
<td></td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td></td>
</tr>
<tr>
<td>[ ] Tick the circle if you are selecting this unit to RPL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MSS405075A</th>
<th>Facilitate the development of a new product*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Description:</strong></td>
<td></td>
</tr>
<tr>
<td><em>Unit pre-requisite: MSS404052A Apply statistics to operational processes</em></td>
<td></td>
</tr>
<tr>
<td>This unit of competency covers the skills and knowledge required to facilitate the development of a new or evolutionary product within an existing range of products and encompasses design for manufacture, determining the process capability and the facilitation of its initial production.</td>
<td></td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td></td>
</tr>
<tr>
<td>[ ] Tick the circle if you are selecting this unit to RPL</td>
<td></td>
</tr>
</tbody>
</table>
### MSS405081A  Develop a proactive maintenance strategy

**Unit Description:**
This unit of competency covers the skills and knowledge required to develop and implement a proactive maintenance strategy for an organisation. The unit recognises that there are a number of predictive or proactive maintenance strategies, such as total productive maintenance (TPM) and reliability centered maintenance (RCM).

The unit applies to the selection of appropriate strategies, initial development and implementation as well as application of the strategies to new areas and the improvement of existing areas.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS405082A  Adapt a proactive maintenance strategy to the process operations sector

**Unit Description:**
*Unit pre-requisite: MSS405081A Develop a proactive maintenance strategy*
This unit of competency covers the skills and knowledge required to develop and apply a proactive maintenance strategy for continuous manufacturing processes which may also be major hazard facilities or similar.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS405083A  Adapt a proactive maintenance strategy for a seasonal or cyclical business

**Unit Description:**
*Unit pre-requisite: MSS405081A Develop a proactive maintenance strategy*
This unit of competency covers the skills and knowledge required to develop a standard proactive maintenance strategy for a seasonal or cyclical operational processes or similar.

The unit applies to the selection of appropriate strategies, initial development and implementation will need to be managed as well as application of the strategies to new areas and the improvement of operation in existing areas.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
MSAENV672B  Develop workplace policy and procedures for environmental sustainability

Unit Description:
This competency covers the outcomes required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances.

This unit applies to individuals who are required to develop approaches to environmental sustainability within workplaces, including the development and implementation of policy, including:

- Communicating with relevant stakeholders
- Developing and monitoring sustainability policies
- Reviewing and improving sustainability policies.


Notes:
- Tick the circle if you are selecting this unit to RPL

Elective Unit Selections – Group C:

The balance of twelve (12) elective units of competency may be selected in any combination from Group A and Group B (listed above) or Group C (listed below). A maximum of two (2) these units can be selected from the code sequence beginning with MSS402.

MSS402010A  Manage the impact of change on own work

Unit Description:
This unit of competency covers the skills and knowledge required to effectively manage the changes in their own work resulting from their organisation’s implementation of competitive systems and practices.

The unit includes the skills required to positively participate in ongoing and continuous change as it affects their work. The employee will be expected to deal with these changes as part of a team and to give feedback from their own perspective.


Notes:
- Tick the circle if you are selecting this unit to RPL
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSS402030A</td>
<td><strong>Apply cost factors to work practices</strong></td>
</tr>
<tr>
<td><strong>Unit Description:</strong></td>
<td>This unit of competency covers the skills and knowledge required by an individual to identify cost components in their work and to be able to determine, in general terms, the cost impacts of alternative actions.</td>
</tr>
<tr>
<td>Notes:</td>
<td>[ ] Tick the circle if you are selecting this unit to RPL</td>
</tr>
</tbody>
</table>

| MSS402031A   | **Interpret product costs in terms of customer requirements**                                      |
| **Unit Description:** | This unit of competency covers the skills and knowledge required by an individual to be able to identify the major cost components of either products or processes, the basic relationship of these to customer benefit, and use this to help minimise waste (defined as anything not delivering value as defined by the customer). |
| Notes:       | [ ] Tick the circle if you are selecting this unit to RPL                                           |

| MSS402080A   | **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. |
| Notes:       | [ ] Tick the circle if you are selecting this unit to RPL                                           |
**MSS403001A Implement 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.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

**MSS403002A 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.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

**MSS403005A Facilitate use of a Balanced Scorecard for performance improvement**

**Unit Description:**
This unit of competency covers the skills and knowledge required to encourage and facilitate others in using a Balanced Scorecard approach to assist in performance improvement. This unit has a strong emphasis on identifying and reviewing required performance measures and requires an ability to use new information to improve performance.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
### MSS403006A  Facilitate implementation of competitive systems and practices in an office

**Unit Description:**
This unit of competency covers the skills and knowledge required by individuals who are responsible for facilitating or leading the implementation of competitive systems and practices in an office or administration environment.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403007A  Map an office value stream

**Unit Description:**
This unit of competency covers the skills and knowledge required to identify and visually document a value stream in an office environment for the purposes of determining improvements in meeting customer requirements and in minimisation of waste, including identifying the elements of the office-related value stream and ways to improve the ratio of value-add to non-value add within the value stream.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403010A  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.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
MSS403011A  Facilitate implementation of competitive systems and practices

Unit Description:
This unit of competency covers the skills and knowledge required by individuals who facilitate, lead or mentor others in competitive systems and practices implementation in a work area.

The unit covers assisting others to understand and apply a holistic view of their job and their role within an organisation, including the objectives that must be met as part of competitive systems and practices used by the organisation.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS403007A

Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS403013A  Lead team culture improvement

Unit Description:
This unit of competency covers the skills and knowledge required by a person responsible for developing a culture within a team appropriate for supporting competitive systems and practices.

This unit requires the application of communication, teamwork, problem solving, planning and organising, and self-management in order to provide leadership in a changing team environment.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS403013A

Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS403021A  Facilitate a Just in Time system

Unit Description:
This unit of competency covers skills and knowledge required to gather, analyse, communicate and facilitate the implementation/operation of a Just in Time (JIT)/kanban system.

This unit also requires the ability to problem solve and take the initiative to consider performance issues and learn from experience to improve future performance.

Further details of this unit including Performance Criteria, required Skills and Knowledge: http://training.gov.au/Training/Details/MSS403021A

Notes:
☐ Tick the circle if you are selecting this unit to RPL
### MSS403023A  Monitor a levelled pull system of operations

**Unit Description:**
This unit of competency covers the skills and knowledge required to monitor the operation of a pull system in a work area and recommend improvements.

The unit covers the skills needed to monitor daily working of the system, identify problems and take appropriate action on problems. The operations system may be a total demand pull system or it may be a mixed push/pull system.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403030A  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.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403032A  Analyse manual handling processes

**Unit Description:**
This unit applies to an individual who is required to examine the manual handling component of a job and improve it in terms of safety, effort required and efficiency. This unit primarily requires the application of skills associated with problem solving, initiative and enterprise to identify safe and efficient manual handling, and planning and organising to ensure processes are implemented.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
MSS403033A 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:

Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS403034A Organise products into groups

Unit Description:
This unit of competency covers the skills and knowledge required to organise products and processes into groups using techniques such as the Glenday Sieve, Pareto analysis or similar. This may be done to assist in moving to flow-based operations or to identify other strategies for improving customer benefits/features and the elimination of waste.

Further details of this unit including Performance Criteria, required Skills and Knowledge:
http://training.gov.au/Training/Details/MSS403034A

Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS403035A 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:
http://training.gov.au/Training/Details/MSS403035A

Notes:
☐ Tick the circle if you are selecting this unit to RPL
### MSS403039A Facilitate and improve 5S in an office

**Unit Description:**
This unit of competency covers the skills and knowledge required to facilitate and improve the 5S in an office environment. The unit includes the skills required to adapt a traditional 5S approach to the particular problems and needs in an office implementation.

The office environment for 5S may include administrative, transactional or service-based processes in, or attached to, a manufacturing organisation, within their value stream or similar environments, such as health care, education, financial, construction or defence services.

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

**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403040A 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:

**Notes:**
- Tick the circle if you are selecting this unit to RPL
### MSS403041A  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.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403042A  Facilitate mistake proofing in an office

**Unit Description:**
This unit of competency covers the skills and knowledge required to facilitate changes to office processes to prevent errors and regression to pre-improvement levels of practices and move the office towards a culture of zero defects.

The unit applies to a person who needs to maximise the value of office processes to the customer through mistake proofing. The person facilitates changes to the process that will prevent errors, reduce their frequency or minimise their impact on the value to the customer.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403043A  Facilitate breakthrough improvements in an office

**Unit Description:**
This unit of competency covers the skills and knowledge required to facilitate team implementation of discrete targeted improvement activities to achieve breakthrough improvements in selected office processes. Typically this approach is used for improvements in areas of waste identified through value stream mapping.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
### MSS403044A Facilitate continuous improvement through the use of standardised procedures and practices

**Unit Description:**
This unit of competency covers the skills and knowledge required to assist others to use standardised work practices as a basis for continuous improvement in a competitive systems and practices environment. The standardised work procedures may apply to every step of the job or may be procedures which allow discretion in the application.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403051A Mistake proof an operational process

**Unit Description:**
This unit of competency covers the skills and knowledge required to make changes to a work area which prevents errors and/or backsliding to a pre-improvement level of practice. The person needs to analyse a process that a team is responsible for and determine methods of mistake proofing it.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS403084A Improve changeovers

**Unit Description:**
This unit applies to an individual who is required to work on more than one product and to change between them as part of their work role. The product may be a physical or non-physical product and changeover may require a change of equipment or parts or it may require changing files, computer software, templates or some other changeover. It applies to the person’s own job at whatever organisational level they are employed and also applies to people who are assisting (or could assist) others to make a changeover.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
MSS404050A Undertake process capability improvements

Unit Description:
*Unit pre-requisite: MSS404052A Apply statistics to operational processes

This unit of competency covers the skills and knowledge required to make process capability improvements, including analysing data from the process, developing improvements to eliminate variation due to assignable causes, and then implementing actions using six sigma techniques.

This unit applies to a person who reviews a range of process capability data and information, makes/arranges for changes to be made to procedures, equipment or process and then recalculates the process capability and monitors resulting improvement actions.

Further details of this unit including Performance Criteria, required Skills and Knowledge:
http://training.gov.au/Training/Details/MSS404050A

Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS404053A Use six sigma techniques

Unit Description:
*Unit pre-requisite: MSS404052A Apply statistics to operational processes

This unit of competency covers the skills and knowledge required to apply six sigma techniques to improve quality, cost and delivery in operations and other supporting processes in the workplace.

This unit applies where a statistical-based strategy, such as six sigma will be used to establish current quality, cost and delivery performance and then to investigate and improve all or part of a process.

Further details of this unit including Performance Criteria, required Skills and Knowledge:
http://training.gov.au/Training/Details/MSS404053A

Notes:
☐ Tick the circle if you are selecting this unit to RPL

MSS404060A Facilitate the use of planning software systems in a work area or team

Unit Description:

This unit of competency covers the skills and knowledge required to facilitate the use of planning software in an organisation in a person’s work area or team. These systems are known by various generic names, such as Enterprise Resource Planning (ERP), Materials Resource Planning (MRPII, MRP III etc.) or by proprietary names.

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

Notes:
☐ Tick the circle if you are selecting this unit to RPL
MSS404061A Facilitate the use of SCADA systems in a team or work area

Unit Description:
This unit of competency covers the skills and knowledge required to facilitate the use of planning software in an organisation in a person’s work area or team. These systems are known by various generic names, such as Enterprise Resource Planning (ERP), Materials Resource Planning (MRPII, MRP III etc.) or by proprietary names.


Notes:
- Tick the circle if you are selecting this unit to RPL

MSS404081A Undertake proactive maintenance analyses

Unit Description:
This unit applies to a technical expert (usually an engineer, technician or tradesperson) who is required to undertake analyses for the purpose of predictive/preventative/reliability centred maintenance as part of a competitive systems and practices strategy.


Notes:
- Tick the circle if you are selecting this unit to RPL

MSS404082A Assist in implementing a proactive maintenance strategy

Unit Description:
This unit applies to a maintenance person in an organisation that has adopted or is implementing total preventative/productive maintenance (TPM), reliability centred maintenance (RCM) or similar strategies. As part of this, the maintenance person is expected to assist in the implementation by determining appropriate maintenance related schedules and also by providing maintenance related assistance to non-maintenance personnel, such as assisting production personnel to fulfil their role in the TPM/RCM strategy.

This unit also requires the application of skills associated with problem solving and initiative and enterprise in order to analyse maintenance requirements.


Notes:
- Tick the circle if you are selecting this unit to RPL
### MSS404083A  Support proactive maintenance

**Unit Description:**
This unit applies in a competitive systems and practices organisation where proactive maintenance strategies, such as total preventative/productive maintenance (TPM) or reliability centred maintenance (RCM) are used. This unit applies to a team leader or other person who as part of their role assists others in implementing and following the proactive maintenance practices.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS015002A  Develop strategies for more sustainable use of resources

**Unit Description:**
This unit of competency covers identifying strategies for more sustainable uses of resources. The unit includes the identification of waste as defined in lean manufacturing (muda) as part of a strategy for achieving better sustainability outcomes in a process as well as quantifying theoretical and actual resource (including energy) consumption.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS015015A  Evaluate sustainability impact of a process

**Unit Description:**
This unit of competency covers evaluating the impact on sustainability of an entire process (manufacturing, logistics, office or other process) or the product from such a process. It does not specifically address the regulatory requirements for an environmental impact statement.

This unit applies to the use of resources as part of an overall response to improving sustainability.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
### MSS015004A  Evaluate sustainability impact of a process

**Unit Description:**
This unit of competency covers the ability to redesign an existing, or design a new, product or process to achieve optimal sustainability outcomes.

This unit applies to the design/redesign of processes and their associated products as appropriate to achieve optimal sustainability outcomes.


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSS024003A  Apply an understanding of environmental principles to a site

**Unit Description:**
This unit of competency covers the ability to ‘read the landscape’ in terms of the physical and biological components of the environment and the ecological linkages in operation at a site. Personnel are required to apply basic principles of geomorphology, hydrology and ecology in a systematic, scientific appraisal of site condition. This requires sufficient knowledge of chemistry, physics, geology and biology to support a scientific approach to field ecology.

This unit is applicable to environmental technicians in a range of industry sectors, such as:
- environmental services
- environmental compliance, auditing and inspection
- geotechnical services and civil engineering
- natural resource management


**Notes:**
- Tick the circle if you are selecting this unit to RPL

### MSAPMSUP390A  Use structured problem solving tools

**Unit Description:**
This competency covers the solving of process and other problems, beyond those associated directly with the process unit/equipment, using structured process improvement tools to identify improvements and/or solve problems.


**Notes:**
- Tick the circle if you are selecting this unit to RPL
If you have other attained prior qualifications in levels Certificate IV, Diploma, or Advanced Diploma you may use up to eight (8) of those units to make up the required twelve (12) Group C elective units as credit transfers. List the units on this table below and your Assessor will ensure they fit the packaging rules to make up the Advanced Diploma of Competitive Systems & Practices qualification.

<table>
<thead>
<tr>
<th>#</th>
<th>Unit Code</th>
<th>Units Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Count up the units you have selected for RPL to ensure you have met the minimum requirement.

<table>
<thead>
<tr>
<th>Unit Group</th>
<th>Have Chosen</th>
<th>Minimum Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Group A Units - Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Group B Units – Electives</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Group C Units – Electives</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>(or) Group C Units – Imported Electives</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>20</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**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/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
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
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:** Inspirative Training - 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:** info@inspirative.edu.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: Inspirative Training - 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.
Within 10 business days of receiving your submission, Inspirative Training will conduct an analysis on your RPL evidence and supporting documentation. The Assessor will contact you via telephone and conduct a ‘competency conversation’ which is 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:

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

**Privacy Statement**

Inspirative Training 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.