

Student

# Recognition of Prior Learning

Kit



Advanced Diploma of Competitive Systems & Practices

MSS60316

## 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**

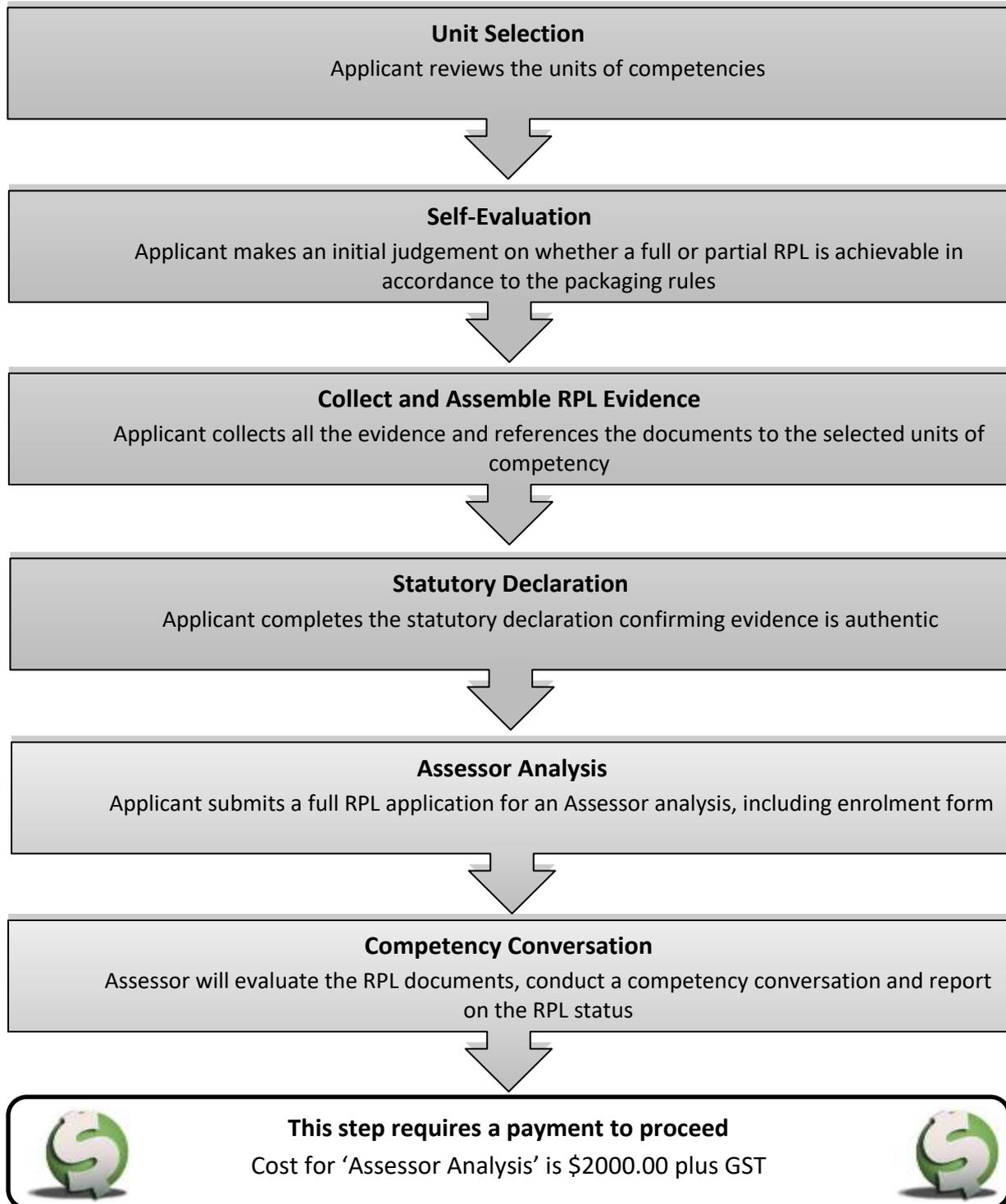
RPL can reduce the course length of a qualification you are thinking to enroll as well as reduce the overall cost.

### **Status and recognition**

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

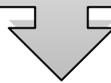
## How to apply for Recognition of Prior Learning

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



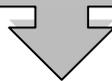
**This step requires a payment to proceed**

Cost for 'Practical and Observation Assessment' is \$2,000.00 plus GST



**Gap Training (If required)**

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



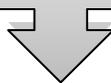
**This step requires a payment to proceed**

Cost for 'Gap Training' is priced on application



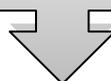
**Final Assessment**

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 MSS60316 Advanced Diploma of Competitive Systems and Practices specifies the competencies required by managers and technical specialists responsible for the implementation of competitive systems and practices in an organisation.

This qualification provides the skills and knowledge required by a manager or technical specialist to determine and supervise the strategy for implementing competitive systems and practices in a large organisation and in the organisation’s value chain, or in an organisation where the implementation of competitive systems and practices is particularly complex.

This qualification provides the skills needed to improve efficiency in an organisation 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. This qualification is not intended to supply operational or technical skills that are used in conjunction with competitive systems and practices skills and knowledge.

This qualification assumes that a learner has current or past work experience where operational or technical skills have already been gained and a managerial or technician level of responsibility exists. The qualification is not suitable for direct entry from school. Further details to this qualification including employability skills can be found through this link:

<https://training.gov.au/Training/Details/MSS60316>

## Qualification Level Criteria

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

<b>Summary</b>	Graduates at this level will have broad knowledge and skills for paraprofessional/highly skilled work and/or further learning
<b>Knowledge</b>	Graduates at this level will have broad theoretical and technical knowledge of a specific area or a broad field of work and learning
<b>Skills</b>	Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply methods and technologies to: <ul style="list-style-type: none"> <li>• analyse information to complete a range of activities</li> <li>• interpret and transmit solutions to unpredictable and sometimes complex problems</li> <li>• transmit information and skills to others</li> </ul>
<b>Application of knowledge &amp; skills</b>	Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility: <ul style="list-style-type: none"> <li>• in contexts that are subject to change</li> <li>• within broad parameters to provide specialist advice and functions</li> </ul>

## Unit Selection

To be awarded the MSS60316 Advanced Diploma of Competitive Systems and Practices, competency must be achieved in twenty (20) 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
1.	MSMENV472	Implement and monitor environmentally sustainable work practices	Core
2.	MSS405001	Develop competitive systems and practices for an organisation	Core
3.	MSS405013	Facilitate holistic culture improvement in an organisation	Core
4.	MSS405002	Analyse and map a value stream	A
5.	MSS405003	Manage a value stream	A
6.	MSS405004	Develop business plans in an organisation implementing competitive systems and practices	A
7.	MSS405005	Manage competitive systems and practices responding to individual and unique customer orders	A
8.	MSS405007	Introduce competitive systems and practices to a small or medium enterprise	A
9.	MSS405030	Optimise cost of a product or service	B
10.	MSS405031	Undertake value analysis of product or process costs in terms of customer requirements	B
11.	MSS405041	Implement improvement systems in an organisation	B
12.	MSS405040	Manage 5S system in an organisation	B
13.	MSS405021	Develop a Just in Time system	B
14.	MSS405050	Determine and improve process capability	B
15.	MSS404052	Apply statistics to operational processes	B

16.	MSS405053	Manage application of six sigma for process control and improvement	B
17.	MSS405060	Develop the application of enterprise control systems in an organisation	B
18.	MSS405061	Determine and establish information collection requirements and processes	B
19.	MSS402080	Undertake root cause analysis	C
20.	MSS403010	Facilitate change in an organisation implementing competitive systems and practices	C
21.	MSS403001	Review competitive systems and practices	C
22.	MSS403002	Ensure process improvements are sustained	C
23.	MSS403030	Improve cost factors in work practices	C
24.	MSS403033	Map an operational process	C
25.	MSS403041	Facilitate breakthrough improvements	C
26.	MSS403035	Implement the visual workplace	C
27.	MSS403013	Lead team culture improvement	C
28.	MSS403011	Facilitate implementation of competitive systems & practices	C
29.	MSMSUP390	Use structured problem solving tools	C
30.	MSS404053	Use DMAIC techniques	C

**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.

**MSS405001      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:

<https://training.gov.au/Training/Details/MSS405001>

**Portfolio of Evidence**

Portfolio **must** include documented evidence of having participated towards changes to work processes and procedures.

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

- Specifications, rationale 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
- Implemented workplace procedures and plans relevant to work area
- Reports to and from supervisors/managers

Documentation **must** provide evidence of your ability to:

- Determine appropriate analytical techniques
- Develop strategies that deliver the greatest overall benefit
- Implement the strategies
- Monitor the implementation of the strategy

**MSS405013 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:

<https://training.gov.au/Training/Details/MSS405013>

**Portfolio of Evidence**

Portfolio **must** include documented evidence of having participated towards the development of an organisation's culture to support competitive systems and practices processes.

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

- Specifications, rationale and documentation relating to planned, currently being implemented, or implemented strategies to support competitive systems and practices processes
- Documentation and information in relation to the measurement and development of current understanding and support for competitive systems and practices amongst employees and other stakeholders
- Documented feedback and communication relating to implementation of strategy

Documented evidence **must** demonstrate the techniques and methods used in achieving the competitive systems and practices strategy including

- Identification of the competitive systems and practices used in the organisation
- Identification to changes to work flow
- Implementation and monitoring of changes including KPI's

**Elective Unit Selections – Group A:**

**MSS405002 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.

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

<https://training.gov.au/Training/Details/MSS405002>

**Portfolio of Evidence**

Portfolio must include documented evidence of having participated towards analyzing and mapping a value stream

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

- Specifications, rationale and documentation relating to features and benefits, value contributions
- A value stream that includes all value creating and non value adding steps

Documented evidence must demonstrate the techniques and methods used to:

- Review the activities of an organisation to measure and determine:
- Their place in value stream
- Value added steps
- Non-value added steps

**MSS405003      Manage a value stream**

**Unit Description:**

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

This unit applies to a person in a senior role in an organisation, such as a manager, technical specialist or similar, who needs to manage the value/supply/demand chain on an ongoing basis to achieve the best overall contribution of valued added to their product in terms of customer benefit/features. The unit can be applied to value streams of large or small organisations and to internal and external value streams or a combination value stream.

This unit assumes that the value stream has been mapped and that the mapping is available.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

<https://training.gov.au/Training/Details/MSS405003>

**Portfolio of Evidence**

Portfolio must include documented evidence of having evaluated a value stream and have identified then reduced waste

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

- Regular communication strategies implemented with chain members
- A value stream that includes all value creating and non value adding steps
- Demonstrated results in removing waste within a value chain

Documented evidence must demonstrate the techniques and methods used to:

- Interact with relevant personnel and be able to manage a value stream including:
- Customer perception of value add and waste
- Analysis, processes, methods and mapping of the value stream
- Upstream and downstream components

**MSS405004      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:

<https://training.gov.au/Training/Details/MSS405004>

**Portfolio of Evidence**

Portfolio must include documented evidence of having participated towards developing business plans in an organisation implementing competitive systems and practices.

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

- Business plan that conforms to organisation overall strategic directions
- KPIs appropriate for business plan
- Monitoring of the implemented business plan
- Adjustments made

Documented evidence must demonstrate the techniques and methods used to:

- Determine implications of business plan for competitive systems and practices practice in organisation
- Determine KPI's appropriate for business plan
- Monitor the implementation of a business plan and make adjustments as necessary

**MSS405005      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:

<http://training.gov.au/Training/Details/MSS405005>

**Portfolio of Evidence**

Portfolio must include documented evidence of having participated towards the preparation and management of the introduction of competitive systems and practices processes.

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

- Plan for implementation for the introduction of competitive systems and practices processes
- Current state value stream map
- Future state value stream map
- Documentation supporting monitoring activities

Documented evidence must demonstrate the techniques and methods used to:

- Analyse existing operations
- Identify improvements that deliver the greatest overall benefit
- Select and adapt appropriate systems, practices and monitoring techniques to achieve improvements

**MSS405007 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 a small or medium operations enterprise (SME). The unit may also apply to any small or medium not-for-profit organisation seeking to improve their processes through competitive systems and practices. The unit covers any constraints that may be placed on how competitive systems and practices are introduced and which aspects of competitive systems and practices are introduced due to the limitations of being a SME.

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 small business environment. This unit also requires communication and analysis skills to gather information about processes and implement competitive systems and practices strategies.

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

<https://training.gov.au/Training/Details/MSS405007>

**Portfolio of Evidence**

Portfolio must include documented evidence of having participated towards the analysis, strategic development and implementation of competitive systems and practices processes within an SME.

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

- Review of competitive systems and practices processes
- Development of plans including KPI's
- Consultation with stakeholders
- Implementation strategies

Documented evidence must demonstrate the techniques and methods used to:

- Analyse existing operations
- Develop strategic and tactical plans and implement them
- Competitive systems and practices tools which may be relevant

**Elective Unit Selections – Group B:**

**MSS405030      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 a 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.

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

<https://training.gov.au/Training/Details/MSS405030>

**Portfolio of Evidence**

Portfolio **must** include documented evidence of having participated towards examining the costs of a product or service and determining methods of reducing costs.

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

- Cost optimisation plan
- Implementation of cost optimisation plan
- Monitoring of the cost optimisation plan
- Stakeholder engagement

Documented evidence must demonstrate the techniques and methods used to:

- Undertake problem solving and decision-making
- Communicate with stakeholders
- Identify relevant cost components
- Identify customers, including final customer and features/benefits as valued by customers
- Express customer features/benefits in cost terms

**MSS405031 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.

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

<http://training.gov.au/Training/Details/MSS405031>

Portfolio must include documented evidence of having participated towards implementing identified changes that increase cost-efficiency.

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

- Cost/waste reduction plan.
- Documented proposals, recommendations and approvals

Documented evidence must demonstrate the techniques and methods used to:

- Identify customer features/benefits for a product and their impact on market share or saleability of the product
- Determine direct/indirect costs in a product
- Determine which costs are waste
- Analyse cycle times and make suggestions for reduction in cycle time

**MSS405041 Implement improvement systems in an organisation**

**Unit Description:**

This unit of competency covers the skills and knowledge required to introduce and institutionalise continuous improvement and breakthrough improvement processes in an organisation.

This unit applies to an individual responsible for the introduction of improvement systems across an organisation.

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

<http://training.gov.au/Training/Details/MSS405041>

Portfolio **must** include documented evidence of having participated towards introducing and institutionalising a continuous improvement and breakthrough improvement processes in an organisation.

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

- Operating instructions and other required documentation for continuous and breakthrough improvement systems
- Communication strategy for employees and other stakeholders
- Plans and agreements to implement further improvements

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

- Interpret operations, processes and products in terms of customer features/benefits
- Prepare appropriate documentation for continuous and breakthrough improvement processes
- Establish decision making processes
- Problem solve implementation issues with continuous improvement system
- Lead and motivate others in planning, implementing and sustaining improvements.

## MSS405021      Develop a Just in Time system

### Unit Description:

This unit applies to an individual responsible for planning and implementing a Just in Time (JIT) 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.

This unit requires the application of skills associated with communication in gathering, analysing and applying information, consulting with stakeholders, problem solving, and demonstrating initiative and enterprise. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into the JIT design.

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

<https://training.gov.au/Training/Details/MSS405021>

Portfolio **must** include documented evidence of having participated towards developing a Just in time and/or Kanban system.

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

- Designing the JIT system/system improvements
- Implementing the JIT system/improvements
- Examples of monitoring the JIT system

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

- develop a complete JIT system
- provide training and support for employees and value chain members
- communicate and negotiate complex issues to a wide variety of individuals
- supervise JIT implementation and suggest improvements.

**MSS405050 Determine and improve process capability**

**Unit Description:**

This unit of competency covers the skills and knowledge required to determine the actual (as distinct from design) capability of a process and then to analyse that process to remove assignable causes and reduce random causes. This unit applies to an individual (who may be a production manager, plant/process engineer, technical specialist or similar) who is responsible for developing plans to stabilise and then improve process capability and following agreement the implementation of the plans to improve process capability. The organisation may use either a six sigma or three sigma process.

This unit primarily requires the application of skills associated with communication in gathering and analysing data and consulting with relevant personnel. Teamwork, problem solving, initiative and enterprise, and planning and organising are required to determine causes to variations and implement solutions. This is done in an environment using computer technology and also requires aspects of self-management and learning to ensure feedback and new learning is integrated into process improvements and operations management control systems.

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

<https://training.gov.au/Training/Details/MSS405050>

Portfolio **must** include documented evidence of having contributed towards obtaining and analysing data to improve overall process capacity.

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

- identification of process capability data such as control charts
- Developed plans and documents outlining solutions to be implemented
- Procedural documentation such as SOP's, batch sheets, work instructions, etc
- Stakeholder engagement

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

- Obtaining relevant data
- Analysing data to determine random and non-random variation
- Development of solutions to reduce variation
- Development and monitoring of plans aimed at reducing variation
- Further improvement plans as appropriate

**MSS405040      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.

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

<http://training.gov.au/Training/Details/MSS405040>

Portfolio must include documented evidence of having participated towards managing the overall management of the 5S system in an organisation.

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

- Individual and team planning
- Individual and team skills analysis and skills development
- Meeting minutes relevant to 5S and related concepts
- Procedures and work practices reflect 5S needs and regulatory requirements
- 5s Audit

Documented evidence must demonstrate the techniques and methods used to:

- Encourage and monitor a systematic approach to implementing 5S
- Analyse areas and records for evidence of 5S conformance/non-conformances
- Manage non-conformances in implementation of 5S
- Lead and motivate others in achieving 5S outcomes and making improvements to the 5S systems.

## MSS404052 Apply statistics to operational processes

### Unit Description:

This unit covers the ability to gather and analyse process data to support the control of processes and operations. It includes interpretation of sampling procedures, frequency distributions, random and non-random variations in data/control charts; use of control limits to determine whether or not monitored processes are in control; and communicating this information to others.

This unit applies to a person working in an organisation applying statistical process control on processes or operations. The statistical process control will usually be used to monitor the processes or operations and determine when action needs to be taken. The appropriate action will then be taken in accordance with standard procedures.

This unit primarily requires the application of skills associated with gathering and analysing data and communicating statistical information to others. This unit also has a strong emphasis on problem solving, initiative and enterprise, planning and organising, and self-management to solve problems and manage processes.

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

<https://training.gov.au/Training/Details/MSS404052>

Portfolio **must** include documented evidence of having contributed towards collecting and interpreting data to calculate control limits.

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

- Ability to interpret sampling scheme data
- Work with data on control charts to distinguish patterns of results
- List of costs from non-conformances
- Stakeholder engagement to determine, calculate and control limits

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

- Gathering, analysing and interpreting process data to support the control of processes and operations
- Applying specified sampling procedures
- Investigating the causes of variation in a process
- Communicating with other employees to obtain samples/data and to explain results and limits
- Calculating and plotting data and control limits
- Completing other required documentation.

## MSS405053 Manage application of six sigma for process control and improvement

### Unit Description:

This unit covers the ability to gather and analyse process data to support the control of processes and operations. It includes interpretation of sampling procedures, frequency distributions, random and non-random variations in data/control charts; use of control limits to determine whether or not monitored processes are in control; and communicating this information to others.

This unit applies to a person working in an organisation applying statistical process control on processes or operations. The statistical process control will usually be used to monitor the processes or operations and determine when action needs to be taken. The appropriate action will then be taken in accordance with standard procedures.

This unit primarily requires the application of skills associated with gathering and analysing data and communicating statistical information to others. This unit also has a strong emphasis on problem solving, initiative and enterprise, planning and organising, and self-management to solve problems and manage processes.

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

<https://training.gov.au/Training/Details/MSS405053>

Portfolio **must** include documented evidence of having contributed towards applying the DMAIC (define, measure, analyse, improve, and control) to priority areas and ensuring benefits are realised.

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

- A Root Cause Analysis (RCA), 5-Why, Failure Mode and Effects Analysis (FMEA) diagrams
- Statistical Process Control (SPC) tools to be used
- DMAIC project charters with Return of Investment (ROI)
- suppliers, inputs, process, outputs, customers (SIPOC) diagram

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

- Review process data to identify improvement priorities and degree of intervention
- Apply DMAIC to make and then standardise improvements
- Collect and analyse data to confirm improvement
- Determine and review improvements obtained.

**MSS405060      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 (IT) based control systems, such as Supervisory Control and Data Acquisition (SCADA), Enterprise Resource Planning (ERP), Materials Resource Planning (MRP II) 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.

This unit applies to an individual responsible for the development and implementation of new systems or modifications/changes to the current system. While the individual might generate the ideas for change themselves and also undertake a significant part of the final implementation, they may also be working closely with an appropriate technical expert (such as the software system supplier) who may actually make the modifications.

This unit primarily requires the application of skills associated with communication in gathering, analysing and applying information and consulting with stakeholders. Teamwork, problem solving, initiative and enterprise, and planning and organising skills are required to determine and implement effective enterprise systems and modifications. This unit also requires computer skills and aspects of self-management and learning to ensure feedback and new learning is integrated into system planning.

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

<https://training.gov.au/Training/Details/MSS405060>

Portfolio **must** include documented evidence of having contributed towards monitoring information and controlling organisational needs through the development of systems.

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

- Communication documents related to proposed changes to control needs derived from the value stream
- Non-conformance report and identification of problems and proposed solutions
- Strategy documents detailing scope, specifications and outcomes needed in new or modified system
- Project management plans and charters related to the development of a new system

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

- Capability of resource planning/SCADA systems, as appropriate
- Information and control needs of organisation/process
- Project management
- Support/training/skill development mechanisms.

**MSS405061 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 would usually be done as part of a team and would require consultation with all key stakeholders.

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. This will need to be balanced and interpreted into a workable set of data to be collected.

This unit is primarily focused on those decisions which are non-routine and so need specific collection of data, or for those decisions which are routine, the establishment of a routine data collection protocol to allow for the decisions to be made based on appropriate, reliable data.

This unit primarily requires the application of communication and problem solving skills associated with determining information requirements and processes of information collection. Initiative and enterprise, and planning and organising are also required to ensure information targets specific factors. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into the development of processes.

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

<https://training.gov.au/Training/Details/MSS405061>

Portfolio **must** include documented evidence of having contributed towards the analysis and defined factors that cause variables to change with the scope to develop systems to produce required information.

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

- Reports showing the determination and identification of controlled and uncontrolled variables
- Communication with stakeholders and key personnel
- Data collection spreadsheets, cost/benefit analysis
- Implemented systems to determine/produce information and data

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

- business needs of the organisation/section
- possible data available/potentially available to the organisation
- methods of collecting available data
- relationship between data available and information required
- methods of converting data into useful information
- methods of developing indicators for factors resistant to measurement

### Elective Unit Selections – Group C:

#### **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:

<http://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.

## 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:

<http://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

**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:

<http://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

**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:

<http://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.

**MSS403013      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/MSS403013>

Portfolio **must** include documented evidence of having participated towards developing a culture within a team appropriate for supporting competitive systems and practices.

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

- Documentation and information in relation to team quality standards and customer requirements
- Documentation and information designed to improve team culture
- Workforce development and training for self and others to develop skills and knowledge towards competitive operational practices being implemented by the team
- Documentation and information in relation to feedback and communication of progress at all levels

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

- Identify the competitive systems and practices used by the team
- Identify changes to their own work flowing from the implementation of the relevant competitive systems and practices
- Implement and monitor changes designed to improve team culture
- Know when and how to seek assistance
- Make suggestions for improvements.

## MSS403011 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.

This unit applies to people responsible for facilitating others in implementing competitive systems and practices in their work. It may apply to formally designated team leaders or people given special roles in the implementation process that go beyond their own work and which involve guiding, facilitating or mentoring others. The unit applies to competitive systems and practices implementation activities at the work area or section level.

The unit requires an individual to integrate a range of competitive systems and practices knowledge and skills as part of their role. 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.

This unit requires the application of skills associated with communication, teamwork, problem solving, initiative and enterprise, planning and organising, and self-management. This unit has a strong emphasis on planning and implementation, and also requires an ability to learn from experience and feed new information back into strategies to improve own performance and that of others.

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

<https://training.gov.au/Training/Details/MSS403011>

Portfolio **must** include documented evidence of having participated towards facilitating and encouraging a team to commit and implement competitive systems and practices.

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

- Project charters involving other team members
- Budgets and operating procedures and responsibility matrices
- Workforce development and training for self and others to develop skills and knowledge towards competitive operational practices being implemented by the team
- Documentation and information in relation to improvement plans

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

- information technology systems used in the organisation
- features of competitive operational practices in own work area
- monitoring and data gathering systems in work area (e.g. SCADA, ERP and MRP)
- methods of gathering data against key performance indicators (KPIs)
- facilitation techniques to encourage work group development and improvement.

**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.

This unit of competency applies to experienced operators, team leaders, supervisors or people in similar roles who are required to identify improvements and/or solve problems beyond those associated directly with the process unit/equipment.

A 'problem' in this context should be interpreted as 'an opportunity for improvement', not just something causing faulty product, product faults or process irregularities/breakdowns.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

Problem-solving techniques are often applied as group processes. Where the competency is achieved in a group context the individual being assessed must meet all aspects of the competency. This competency does NOT cover the planning and facilitation of group problem-solving activities.

Other units of competency, including MSMOPS units, may include a problem-solving element where problems specific to that competency are to be resolved. However, this unit of competency requires structured problem-solving techniques to be applied more broadly and/or with greater depth and rigour than is implied by the problem-solving element of the other units.

This unit of competency applies to all work environments and sectors within the industry.

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 towards identifying a problem, understanding the root cause and then developing a corrective action plan with recommendations.

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

- plan-do-check-act (PDCA) documented strategies
- 5 Why analysis, fishbone diagrams, pareto analysis, process mapping charts, DMAIC
- Cost vs benefit analysis and/or WHS risk assessment projects
- specific, measurable, achievable, relevant, timed (SMART) objectives

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

- relevant organisation procedures
- risks, risk assessment and controls relevant to problem being analysed
- targets and measures for output and quality
- types and application of problem-solving tools/analytical techniques
- relevant equipment and operational processes.

**MSS404053 Use DMAIC techniques**

**Unit Description:**

This unit of competency covers the skills and knowledge required to apply the Define, Measure, Analyse, Improve, and Control and standardise (DMAIC) to improve quality, cost and delivery in operations and other supporting processes in the workplace. This will be undertaken with other members of the process team.

This unit requires the application of skills associated with using information, problem solving, initiative, enterprise, planning and organising in order to identify an area requiring improvement and develop a measured process to make improvements.

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

<https://training.gov.au/Training/Details/MSS404053>

Portfolio **must** include documented evidence of having participated towards identifying a problem and utilising the DMAIC methodology to improve a process or system.

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

- Project charter which includes the DMAIC stages: Define, Measure, Analyse, Improve and Control
- 5 Why analysis, fishbone diagrams, pareto analysis, process mapping charts
- Green belt or higher based project presentations
- Statistical analysis of data

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

- methods of identifying customer needs and benefits
- methods of identifying areas requiring improvement
- DMAIC processes
- methods of confirming benefits and improvements.

**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:

[Http://training.gov.au/Training/Details/MSS403030](http://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:

<http://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:

<http://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.

## 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:

<http://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.

## 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	<b>\$1000.00</b> for re-assessment of more than 50% of the required units <b>\$500.00</b> for re-assessment of less than 50% of the required units
Practical & Observation Assessment	<b>\$1000.00</b> 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 <sup>rd</sup> Party Verification	<b>\$1000.00</b> to assess competencies with workplace referees and confirm your skills and experience in the qualification. A 3 <sup>rd</sup> 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.