**Recognition of Prior Learning (RPL) Kit**

**OVERVIEW**

RPL is an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning rather than from specific assessment activities directed by the RTO.

RPL at Southpac is conducted with the same rigor as any other form of assessment and students applying for RPL must submit evidence that demonstrates they have met the requirements of the tasks identified in the elements of the unit/s of competency and demonstrate they are capable of performing these tasks to an acceptable level.

**COMPLETING YOUR APPLICATION**

Evidence plays a crucial role in the RPL process and must be provided to support your RPL kit submission as it provides proof that you have the skills and knowledge required by the unit/s of competency and allows an assessor to determine whether you are Competent or Not Yet Competent.

Evidence provided during the RPL process must meet ASQA’s Assessment Rules of Evidence:

* *Validity*: The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
* *Sufficiency*: The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner’s competency.
* *Authenticity*: The assessor is assured that the evidence presented for assessment is the learner’s own work.
* *Currency*: The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

**DOCUMENTATION TO SUBMIT**

It is a general requirement that ‘proof of work’ is provided to back up the claims made within this document. The documentation to include with your RPL submission fall into three categories and include into Mandatory, General and Competency Specific documentation.

1. **Mandatory Document;**

A [statutory declaration](https://southpac.biz/wp-content/uploads/Southpac-Statutory-Declaration-1.pdf) attesting to the authenticity of your submitted work. Southpac will not assess any submitted work until a completed statutory declaration is received.

1. **General Documentation;**

The following is a list of some documents you can provide as examples of proof of your work:

* Current Curriculum Vitae (CV)
* Statements of Attainment, qualifications certificates and/or results of assessments
* Any licenses and/or tickets held
* Diaries, task sheets and/or logbooks
* Workplace/site training records and competencies held
* Job Descriptions
* Official paperwork
* Supplementary workplace evidence including 3rd Party Reports, summary of projects undertaken (including your role, project outcomes, verified by your manager)

1. **Competency Specific Documentation;**

Examples of competency specific documentation can be found at the end of Section 2 of each RPL kit.

**Please Note:** Southpac will keep your evidence on file and it will not be returned to you. Therefore, please make sure you keep your own copies of the evidence you provide and do not submit original copies.

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| **CHECKLIST FOR COMPLETING YOUR APPLICATION**  It is your responsibility to ensure your application:   1. is completed correctly and thoroughly 2. is signed and dated (section 1.1) 3. has evidence that matches the unit of competence 4. demonstrates how your evidence covers the units of competence (section 3) 5. is presented in the sequence specified in this kit 6. cross references all evidence submitted within this document (section 1.2 & 3)   Email the completed RPL kit along with your evidence to [assessement@southpac.biz](file:///\\SOUTHPAC\Southpac%20Data\Southpac%20Aerospace\Training\Current%20Training\12.%20RPL%20Kits\2.%20RPL%20Kit%20ASM\assessement@southpac.biz) |

**1** **RPL DISCLAIMER & MARKING RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date Submitted:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 1.1 - STUDENT RPL ASSESSMENT AGREEMENT AND DECLARATION** | | | | | |
| Make sure you read through all RPL assessment tasks for this unit/s before you agree to the statements below.  If there is anything you are unsure of, consult your assessor or the office on +61 7 5533 9988 prior to selecting 'Yes'. | | | | | |
| * I have read the RPL assessment requirements for this unit/s. * I understand the requirements of the RPL assessments for this unit/s. * I agree to the way in which I am being assessed and what evidence is to be collected from me during the assessment. * I have advised Southpac of any specific needs that should be considered during this RPL assessment. * I understand my right to appeal the decisions made in an RPL assessment as outlined in [Southpac Policy 4](https://southpac.biz/policies/southpac-group-policies/). * I declare that all RPL assessment tasks/evidence submitted is my own work and I have not cheated or plagiarised the work or colluded with any other student(s). * I understand that if I am found to have plagiarised, cheated or colluded, action will be taken against me according to the process explained to me. * I have correctly referenced all evidence, resources and reference texts throughout these RPL tasks * I declare that my identity and the information I have provided to Southpac Aerospace is complete, truthful and correct in every detail. * I understand that if I have stated anything in this declaration that is false or misleading the certificates/statement of qualifications granted to me as a result of this declaration will be absolutely void and have no legal effect whatsoever. | | | | Yes | No |
| Student signature: |  | Date: |  | | |

|  |  |  |
| --- | --- | --- |
| **SECTION 1.2 - STUDENT ASSESSMENT TOOL EVIDENCE**  ***List all documents that you will be including in your RPL submission here – ensure they are crossed referenced within this document in Section 3 ‘Evidence Map’;*** | | |
| **Item Ref No** | **Item Name** | **Assessor to Indicate if received** |
| 1 | Mandatory Evidence - *Statutory Declaration* | Yes |
| 2 |  | Yes |
| 3 |  | Yes |
| 4 |  | Yes |
| 5 |  | Yes |
| 6 |  | Yes |
| 7 |  | Yes |
| 8 |  | Yes |
| 9 |  | Yes |
| 10 |  | Yes |
| 11 |  | Yes |
| 12 |  | Yes |
| 13 |  | Yes |
| 14 |  | Yes |
| 15 |  | Yes |
| 16 |  | Yes |
| 17 |  | Yes |

|  |  |
| --- | --- |
| **SECTION 1.3 – INTERVENTION STRATEGY** | |
| If student is not marked competent as having the required skills and knowledge, the following intervention strategy is recommended: | |
|  | Student to submit items: |
|  | Other (please specify): |

|  |  |
| --- | --- |
| **SECTION 1.4 –ASSESSMENT OUTCOME & ASSESSOR INFORMATION** | |
| Unit/s of Competency | BSBWHS515 Investigate WHS incidents |
| Assessment Outcome | Competent  Not Yet Competent |
| Assessor’s Name: |  |
| Assessor’s Signature: |  |
| Date: |  |

**2 UNIT DESCRIPTOR & REQUIRED EVIDENCE**

**BSBWHS515 Lead initial response to and investigate WHS incidents**

**Unit Descriptor:**

This unit describes the skills and knowledge required to lead the initial response to work health and safety (WHS) incidents. The unit also includes planning, conducting and reporting on investigations of WHS incidents that have resulted in, or have the potential to result in, injury or damage. This may include accessing specialist expertise.

The unit applies to those who work in a range of WHS roles across all industries, and apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts. It does not apply to those undertaking an investigation in order to provide legal advice or prepare for legal proceedings.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

**Elements:**

1. Lead the initial response to incident
2. Develop and resource an incident investigation plan
3. Collect incident information and data
4. Lead an incident investigation that is not part of providing legal advice or preparing for legal proceedings
5. Record and report WHS incident investigation

Please work your way through the following self-assessment checklist and review the listed tasks, skills and knowledge to determine whether you have the current knowledge and skills in these areas. If you believe that you have the skills and knowledge required, please provide comments **AND** information in relation to evidence that you can provide and submit for review.

The evidence to be provided needs to show that you have:

* Led the initial response to one work health and safety (WHS) incident that complies with legislative and organisational requirements
* Prepared, recorded and communicated an incident investigation report that:
  + addresses immediate and underlying causes of the incident and;
  + recommends practical prevention measures, according to organisational and WHS legislative requirements.
* Systematically developed and documented a plan to investigate the incident
* Collected, used and documented information and data relevant to incident investigation
* Established key events, conditions and/or circumstances that contributed to the incident
* Identified actions required to respond to the incident, including any recommendations for changes to WHS arrangements.

Evidence can include;

* written reports on activities that you have undertaken and that are directly associated to investigating WHS incidents e.g.,
  + a detailed Investigation Plan
  + a PEEPO analysis
  + an ICAM analysis
* assessment of the outcomes relevant to the safety investigations that you have managed or overseen
* safety incident investigation report
* emails
* minutes of meetings
* procedures / processes
* video recordings
* etc.

**3 EVIDENCE MAP**

Complete the following Evidence Map:

* Outline workplace examples of your experience
* List any supporting evidence you would like to provide

| **Performance Criteria**  **Item #** | **Are you able to:** | **Yes / No** | **My Evidence** | **ASSESSOR TO COMPLETE**  **Competency achieved/passed** |
| --- | --- | --- | --- | --- |
|  | *Performance criteria describe the performance needed to demonstrate achievement of a unit of competency.* | *Select your response* | ***Outline any work experience and training that meets the element of competency and provide supporting evidence where possible***  *In this column you should provide a succinct explanation of how you feel you meet the competency requirements for the unit(s.)*  *List the types of evidence that you will provide (refer to each unit’s evidence requirements to help you decide the most appropriate and sufficient amount of evidence)*  *Please Note: that you will have to collect, prepare, number and assemble this evidence as part of your submission* | *This section is to be completed by your assessor* |
| **EXAMPLE**  1.1 | Develop an agenda for the meeting? | Yes | As the current Safety Manager for ACME, I am involved directly with developing agendas for meetings. The agenda should address the necessary topics to ensure a satisfactory outcome. This will vary for each meeting. For example, the agenda for a management review meeting needs to address the requirements outlined in clause 9.3 of the Aerospace standard AS 9110 Rev C. For an SMS Safety Action Group (SAG) meeting, the agenda needs to meet regulatory and local procedural requirements.  *Evidence Provided: Item 2 - Management review agenda sheet* | Yes  No |
| 1.1 | Identify required initial response to incident according to established organisational response plan? |  |  | Yes  No |
| 1.2 | Implement initial response according to plan, and organisational and legislative requirements? |  |  | Yes  No |
| 1.3 | Confirm sufficiency and suitability of implemented initial response? |  |  | Yes  No |
| 1.4 | Consult individuals and/or parties according to organisational policies and procedures? |  |  | Yes  No |
| 2.1 | Identify duty holders according to WHS laws and workplace policies, procedures and systems? |  |  | Yes  No |
| 2.2 | Define scope and purpose of investigation appropriate to nature and scope of incident? |  |  | Yes  No |
| 2.3 | Identify, document and secure required human and other resources appropriate to nature and scope of incident, including expert advice as required? |  |  | Yes  No |
| 2.4 | Ensure participation of, and consultation with, required stakeholders, and determine agreed processes for investigation? |  |  | Yes  No |
| 2.5 | Identify, address and document potential barriers to investigation according to organisational requirements? |  |  | Yes  No |
| 2.6 | Document incident investigation plan according to organisational and WHS legislative requirements? |  |  | Yes  No |
| 3.1 | Identify and access relevant and reliable sources of incident information and data according to organisational policies and protocols, suitable causation model and legislative requirements? |  |  | Yes  No |
| 3.2 | Inspect incident site, equipment and other evidence according to investigation plan, organisational procedures and legislative requirements? |  |  | Yes  No |
| 3.3 | Present collected information and data in required format? |  |  | Yes  No |
| 4.1 | Brief investigation team on investigation requirements and incident causation model? |  |  | Yes  No |
| 4.2 | Construct and document timeline of events leading up to incident? |  |  | Yes  No |
| 4.3 | Coordinate investigation of key events, conditions and/or circumstances that contributed to incident? |  |  | Yes  No |
| 4.4 | Develop recommendations, interventions and practical measures for investigation report? |  |  | Yes  No |
| 5.1 | Document investigation evidence and basis for conclusions and recommendations? |  |  | Yes  No |
| 5.2 | Prepare investigation report according to organisational procedures and WHS legislative requirements? |  |  | Yes  No |
| 5.3 | Implement organisational and WHS legislative recordkeeping protocols and procedures in relation to investigation report? |  |  | Yes  No |
| 5.4 | Communicate report to required individuals and/or parties according to organisational policies and procedures? |  |  | Yes  No |