**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 the 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/2019/08/Southpac-Statutory-Declaration.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 1.2)
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 1.3 & 3)

Email the completed RPL kit along with your evidence to [assessement@southpac.biz](file:///%5C%5CSOUTHPAC%5CSouthpac%20Data%5CSouthpac%20Aerospace%5CTraining%5CCurrent%20Training%5C12.%20RPL%20Kits%5C2.%20RPL%20Kit%20ASM%5Cassessement%40southpac.biz) |

**1** **COURSE DISCLAIMER & ASSESSMENT MARKING SHEET**

|  |  |
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| **Name:**       | **Date submitted:**       |
| **SECTION 1.1 - ASSESSMENT INFORMATION** |
| **UNIT CODE**  | **UNIT TITLE** | **RESULT – AVETMISS**  |
| [BSBWHS521](https://training.gov.au/Training/Details/BSBWHS521) | *Ensure a safe workplace for a work area (Release 1)*, BSB Business Services Training Package Release 5.0 | *20 Competency Achieved/Passed**30 Competency Not Achieved/Fail**40 Withdrawn / discontinued**51 RPL Granted**52 RPL Not Granted**60 Credit Transfer / National Recognition**61 Superseded subject**65 Transitional Gap Training**70 Continuing Enrolment**81 Non-Assessable Enrolment – Satisfactorily Completed**82 Non-Assessable Enrolment – Withdrawn or Not Satisfactorily Completed**85 Not Yet Started* |
| **Performance Criteria to be Assessed** | **RESULT #** | **Competency achieved/passed** | **COMMENTS (feedback, supporting evidence requests etc.)** |
| **UOC:** BSBWHS521 *Ensure a safe workplace for a work area* |
| **Element 1: Establish a WHS management system in a work area** |
| 1.1 | Locate, adapt, adopt and communicate WHS policies that define the organisation’s commitment to complying with WHS laws |  | [ ]  |  |
| 1.2 | Identify duty holders and define WHS responsibilities for all workplace personnel in the work area according to WHS laws, policies, procedures and programs |
| 1.3 | Identify and approve financial and human resources required by the WHS management system (WHSMS) according to organisational procedures |
| **Element 2: Establish and maintain effective and compliant consultative arrangements for managing WHS in a work area** |
| 2.1 | Work with required personnel to set up and maintain consultative arrangements according to required WHS laws |  | [ ]  |  |
| 2.2 | Resolve issues raised through participation and consultation arrangements according to required WHS laws and organisational protocols |
| 2.3 | Provide information about consultation and participation outcomes to required personnel according to organisational policies and procedures |
| **Element 3: Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in work area** |
| 3.1 | Develop procedures for ongoing hazard identification, and assessment and control of associated risks |  | [ ]  |  |
| 3.2 | Include hazard identification at the planning, design and evaluation stages of any workplace change to ensure that new hazards are not created by proposed changes and existing hazards are controlled |
| 3.3 | Develop and maintain procedures for selecting and implementing risk controls according to the hierarchy of control measures and WHS legislative requirements |
| 3.4 | Identify inadequacies in existing risk controls according to the hierarchy of control measures and WHS legislative requirements, and promptly provide resources to enable implementation of new measures |
| 3.5 | Identify requirements for expert WHS advice, and request this advice as required, according to organisational procedures |
| **Element 4: Evaluate and maintain a work area WHS management system (WHSMS)** |
| 4.1 | Develop and provide a WHS induction and training program for required personnel in a work area as part of organisation’s training program |  | [ ]  |  |
| 4.2 | Use a system for WHS recordkeeping to allow identification of patterns of occupational injury and disease in the organisation, and to maintain a record of WHS decisions made, including reasons for decisions |
| 4.3 | Measure and evaluate the WHSMS according to organisation’s quality systems framework |
| 4.4 | Develop and implement improvements to WHSMS to achieve organisational WHS objectives according to organisational procedures |
| 4.5 | Ensure compliance with WHS legislative framework to achieve, as a minimum, WHS legal requirements |

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| **SECTION 1.2 - STUDENT INFORMATION (PLEASE COMPLETE)** |
| I understand the purpose (criteria) required for this RPL Assessment Tool | [ ]  Yes | [ ]  No |
| I have notified the assessor of any special needs to be considered during this Assessment Tool | [ ]  Yes | [ ]  No |
| I have been provided with information on the [Complaints and Appeals Process](https://southpac.biz/southpac-policies-2/) as outlined in Southpac Policy 4, which includes appeals and disputes against assessment decisions | [ ]  Yes | [ ]  No |
| I declare that cheating and plagiarism are unacceptable | [ ]  Yes | [ ]  No |
| I declare that all of the assessment evidence submitted has been produced by me | [ ]  Yes | [ ]  No |
| I understand what evidence (principles of assessment – valid, reliable, flexible, fair) and (rules of evidence – sufficient, valid, authentic, current) is to be collected from me during this RPL process. | [ ]  Yes | [ ]  No |
| Student signature: |  | Date: |  |

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| **SECTION 1.3 - 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 |

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| **SECTION 1.4 – 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): |

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| **SECTION 1.5 – ASSESSOR INFORMATION** |
| Assessor’s Name: |  |
| Assessor’s Signature: |  |
| Date: |  |

**2 UNIT DESCRIPTOR & REQUIRED EVIDENCE**

[**BSBWHS521 Ensure a safe workplace for a work area**](https://training.gov.au/Training/Details/BSBWHS521)

**Unit Descriptor:**

This unit describes the skills and knowledge required to establish, maintain and evaluate an organisation’s work health and safety (WHS) policies, procedures and programs in a work area to ensure a safe workplace, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

The unit applies to those working in a range of contexts who have, or are likely to have, responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS laws, for example persons conducting a business or undertaking (PCBUs) or officers, as defined by WHS laws.

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. Establish a WHS management system in a work area
2. Establish and maintain effective and compliant consultative arrangements for managing WHS in a work area
3. Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in work area
4. Evaluate and maintain a work area WHS management system (WHSMS)

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 established, maintained and evaluated a WHS management system.

Evidence can include;

* Safe Work Method Statements
* Procedures/processes/plans/forms that you have developed
* Minutes of meetings
* Emails
* OHS Induction training records
* 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 | Locate, adapt, adopt WHS policies that clearly define WHS legislation? |  |  | [ ]  Yes [ ]  No |
| 1.1 | Communicate WHS policies? |  |  | [ ]  Yes [ ]  No |
| 1.2 | Identify duty holders according to WHS legislation, policies, procedures and programs? |  |  | [ ]  Yes [ ]  No |
| 1.2 | Define WHS responsibilities for all workplace personnel according to WHS legislation, policies, procedures and programs? |  |  | [ ]  Yes [ ]  No |
| 1.3 | Identify and approve financial and human resources required by the WHS management system (WHSMS)? |  |  | [ ]  Yes [ ]  No |
| 2.1 | Work with required personnel to set up and maintain consultative arrangements? |  |  | [ ]  Yes [ ]  No |
| 2.2 | Appropriately resolve issues raised through participation and consultation arrangements? |  |  | [ ]  Yes [ ]  No |
| 2.3 | Promptly provide information about the outcomes of participation and consultation to workers and ensure it is easy for them to access and understand? |  |  | [ ]  Yes [ ]  No |
| 3.1 | Develop procedures for ongoing hazard identification, and assessment and control of associated risks? |  |  | [ ]  Yes [ ]  No |
| 3.2 | Ensure that new hazards are not created by the proposed changes and existing hazards are controlled by including hazard identification at the planning, design and evaluation stages of any change in the workplace? |  |  | [ ]  Yes [ ]  No |
| 3.3 | Develop and maintain procedures for selecting and implementing risk controls according to the hierarchy of control and WHS legislative requirements? |  |  | [ ]  Yes [ ]  No |
| 3.4 | Identify inadequacies in existing risk controls according to the hierarchy of control and WHS legislative requirements? |  |  | [ ]  Yes [ ]  No |
| 3.4 | Promptly provide resources to enable implementation of new measures? |  |  | [ ]  Yes [ ]  No |
| 3.5 | Identify requirements for expert WHS advice, and request this advice as required? |  |  | [ ]  Yes [ ]  No |
| 4.1 | Develop and provide a WHS induction and training program for required personnel as part of the organisation’s training program? |  |  | [ ]  Yes [ ]  No |
| 4.2 | Use a system for WHS recordkeeping to allow identification of patterns of occupational injury and disease in the organisation, and to maintain a record of WHS decisions made, including reasons for the decision? |  |  | [ ]  Yes [ ]  No |
| 4.2 | Store and retrieve relevant workplace information and data using appropriate information technology? |  |  | [ ]  Yes [ ]  No |
| 4.3 | Measure and evaluate the WHSMS in line with the organisation’s quality systems framework? |  |  | [ ]  Yes [ ]  No |
| 4.4 | Develop and implement improvements to the WHSMS to achieve organisational WHS objectives? |  |  | [ ]  Yes [ ]  No |
| 4.5 | Ensure compliance with the WHS legislative framework so that, as a minimum, WHS legal requirements are achieved? |  |  | [ ]  Yes [ ]  No |
| 3 | Analytically examine relevant workplace information and data to identify hazards, and to assess and control risks? |  |  | [ ]  Yes [ ]  No |
| ALL | Consult with staff and to promote a safe workplace using effective communication skills? |  |  | [ ]  Yes [ ]  No |
| ALL | Deal with complex and non-routine difficulties using effective problem-solving skills? |  |  | [ ]  Yes [ ]  No |