**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.

|  |
| --- |
| **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** **PRECOURSE DISCLAIMER & ASSESSMENT MARKING RECORD**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 1.1 - STUDENT INFORMATION (PLEASE COMPLETE)** | | | | | |
| I understand the purpose (criteria) required for this Assessment RPL 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 Compliments and Complaints Process including 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 process. | | | | 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 | BSBAUD402, BSBAUD501, BSBAUD503, BSBAUD504 | | |
| Assessment Outcome | BSBAUD402 | Competent | Not Yet Competent |
| BSBAUD501 | Competent | Not Yet Competent |
| BSBAUD503 | Competent | Not Yet Competent |
| BSBAUD504 | Competent | Not Yet Competent |
| Assessor’s Name: |  | | |
| Assessor’s Signature: |  | | |
| Date: |  | | |

**2 UNIT DESCRIPTOR & REQUIRED EVIDENCE**

**BSBAUD402 Participate in a quality audit**

**Unit Descriptor:**

This unit describes the skills and knowledge required to prepare for and participate in a quality audit as a member of a quality audit team. The types of audits may include external or internal systems audits or process or product/service audits.

The process includes reviewing designated documentation; identifying and developing checklists and audit related documentation; preparing audit schedules; gathering, analysing and evaluating information; and reporting findings to the lead auditor.

It applies to individuals with a broad knowledge of the quality auditing environment who analyse and evaluate information from a variety of sources to provide solutions to auditing issues, including unpredictable quality auditing problems.

**Elements:**

1. Review auditee documentation
2. Participate in developing audit schedules
3. Gather and analyse information
4. Evaluate information
5. Report findings
6. Participate in exit meeting

**BSBAUD501 Initiate a quality audit**

**Unit Descriptor:**

This unit describes the skills and knowledge required to initiate and organise a quality audit with an auditee. It covers assessing the scope and objectives of a quality audit; communicating with the auditee regarding the proposed quality audit; identifying resources required to conduct the audit; and developing and submitting a quality audit plan. The types of audits may include external or internal systems audits or process or product/service audits.

It applies to individuals with a well-established theoretical knowledge base in quality auditing who are proficient in using a wide range of specialised, quality auditing and managerial techniques to plan, carry out and evaluate a quality audit. Individuals also supervise and monitor the processes and outcomes of others working in a quality audit team.

**Elements:**

1. Assess quality audit scope and objectives
2. Communicate with auditee regarding proposed quality audit
3. Identify resources required to conduct quality audit
4. Develop and submit quality audit plan
5. Prepare audit team
6. Review auditee documentation
7. Identify and prepare checklists and audit related documentation

**BSBAUD503 Lead a quality audit**

**Unit Descriptor:**

This unit describes the skills and knowledge required to lead an audit team as it runs a quality audit. It covers conducting entry and exit meetings; identifying and gathering relevant information; managing audit team resources; and providing feedback to audit team members on their performance. The types of quality audit that may be covered by this unit include an external or internal systems audit or process or product/service audit.

It applies to individuals with a well-established theoretical knowledge base of quality auditing, who are proficient in using a wide range of specialised quality auditing and managerial techniques to carry out their own work and to supervise the quality audit team. It is relevant to audits where a lead auditor is responsible for a quality audit team.

**Elements:**

1. Conduct entry meeting
2. Identify and gather information
3. Manage audit team resources
4. Conduct exit meeting
5. Guide team members in continuously improving their performance

**BSBAUD504 Report on a quality audit**

**Unit Descriptor:**

This unit describes the skills and knowledge required to report on the outcomes of a quality audit and to take appropriate follow up action. It covers compiling audit results; preparing a report for the auditee/client; negotiating follow up action with the auditee/client; and monitoring and reviewing the auditing system and activities. The types of quality audit that may be covered by this unit include an external or internal systems audit or process or product/service audit.

It applies to individuals with a well-established theoretical knowledge base in quality auditing who are proficient in using a wide range of specialised quality auditing and managerial techniques to carry out their own work and to supervise the quality audit team. It addresses the function performed by either an auditor having sole responsibility for the audit or a lead auditor of a quality audit team.

**Elements:**

1. Compile audit results
2. Prepare report
3. Negotiate follow up process with auditee
4. Monitor and review audit system and activities

**Please work your way through the following four evidence maps 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 initiated, participated, lead and reported on a quality audit. The evidence to be provided is outlined in the self-assessment checklist and can include items such as;**

* Audit logs
* Audit plans
* Audit reports
* Audit checklists
* Team briefing notes
* Timetables / schedules
* Emails
* Minutes of meetings
* Etc.

**3 EVIDENCE MAPS**

Complete the following four Evidence Maps;

* outline workplace examples of your experience
* list any supporting evidence you would like to provide (please note that some evidence listed in the Evidence Maps below must be submitted)

**EVIDENCE MAP 1: BSBAUD402 Participate in a quality audit**

| **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 | Review auditee documentation? |  |  | Yes  No |
| 2 | Participate in developing audit schedules? |  |  | Yes  No |
| 3 | Gather and analyse information? |  |  | Yes  No |
| 4 | Evaluate information? |  |  | Yes  No |
| 5 | Report findings? |  |  | Yes  No |
| 6 | Participate in exit meeting? |  |  | Yes  No |
| **Evidence of the following is ESSENTIAL:** | | | | |
| ALL | * preparation of multiple audit plans for a range of quality audits containing information on;   + the audit schedule   + proposed activities   + methods, and techniques   + risk analysis and proposed treatment of identified risks   + entry and exit meeting agendas |  |  | Yes  No |
| ALL | participation in audits as a member of an audit team |  |  | Yes  No |
| ALL | gathering of data and information by a variety of methods |  |  | Yes  No |
| ALL | knowledge of relevant legislation and national standards |  |  | Yes  No |
| ALL | developing a comprehensive report for the exit meeting, which analyses findings and information gathered to arrive at the findings |  |  | Yes  No |

**EVIDENCE MAP 2: BSBAUD501 Initiate a quality audit**

| **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* |
| 1 | Assess quality audit scope and objectives? |  |  | Yes  No |
| 2 | Communicate with auditee regarding proposed quality audit? |  |  | Yes  No |
| 3 | Identify resources required to conduct quality audit? |  |  | Yes  No |
| 4 | Develop and submit quality audit plan? |  |  | Yes  No |
| 5 | Prepare audit team? |  |  | Yes  No |
| 6 | Review auditee documentation? |  |  | Yes  No |
| 7 | Identify and prepare checklists and audit related documentation? |  |  | Yes  No |
| **Evidence of the following is ESSENTIAL:** | | | | |
| ALL | * documented audit plans for auditees across a variety of contexts including;   + the scope and objectives of the audit   + proposed audit methods and techniques to be used   + required resources and schedules   + allocation of individual audit team member responsibilities for conducting the proposed audit |  |  | Yes  No |
| ALL | * knowledge of;   + relevant legislation   + national standards   + compliance issues |  |  | Yes  No |

**EVIDENCE MAP 3: BSBAUD503 Lead a quality audit**

| **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* |
| 1 | Conduct entry meeting? |  |  | Yes  No |
| 2 | Identify and gather information? |  |  | Yes  No |
| 3 | Manage audit team resources? |  |  | Yes  No |
| 4 | Conduct exit meeting? |  |  | Yes  No |
| 5 | Guide team members in continuously improving their performance? |  |  | Yes  No |
| **Evidence of the following is ESSENTIAL:** | | | | |
| ALL | * demonstration of leadership and management of a quality auditing team across quality audits in a variety of contexts |  |  | Yes  No |
| ALL | * management of the information gathering process by team members, and analysis, synthesis and reporting of the findings |  |  | Yes  No |
| ALL | * knowledge of auditing methods and techniques |  |  | Yes  No |

**EVIDENCE MAP 4: BSBAUD504 Report on a quality audit**

| **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* |
| 1 | Compile audit results? |  |  | Yes  No |
| 2 | Prepare report? |  |  | Yes  No |
| 3 | Negotiate follow up process with auditee? |  |  | Yes  No |
| 4 | Monitor and review audit system and activities? |  |  | Yes  No |
| **Evidence of the following is ESSENTIAL:** | | | | |
| ALL | * completion and presentation of audit reports to auditees/clients and stakeholders |  |  | Yes  No |
| ALL | * negotiations for follow-up actions with auditees/clients |  |  | Yes  No |
| ALL | * knowledge of auditing regulations and standards |  |  | Yes  No |