



**SELF ASSESSMENT AND RPL GUIDE**

**TO ACHIEVE THE STATEMENT OF ATTAINMENT FOR**

**OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR**

**SUPERVISORS AND MANAGERS**



MARCSTA is a not-for-profit organisation.

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Published by the Mining and Resource Contractors Safety Training Association  
Suite 5, 12 Brodie Hall Drive, Technology Park, Bentley WA 6102

Telephone: 08 9355 1400 Facsimile: 08 9355 1499 Email: [safety@marcsta.com](mailto:safety@marcsta.com) Website [www.marcsta.com](http://www.marcsta.com)

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## ***Introduction to Recognition of Prior Learning (RPL)***

The aim of this booklet is to:

- Provide you with an understanding of the recognition process;
- To act as a record of your assessment plan;
- Assist you to identify and gather the evidence to confirm your level of competency in the workplace.

The completed guides acts as a summary of your assessment towards obtaining a Statement of Attainment for the nominated national units of competency from the Business Services Training Package BSB07. Below is the list of units that are offered for RPL:

BSB WHS302A	Apply knowledge of WHS legislation in the workplace
BSBOHS303B	Contribute to OHS hazard identification and risk assessment
BSBOHS304B	Contribute to OHS hazard controls
BSB WHS402A	Assist with compliance with WHS laws
BSB WHS404A	Contribute to WHS hazard identification, risk assessment and risk control
BSBOHS404B	Contribute to the implementation of strategies to control OHS risks
BSB WHS406A	Assist with responding to incidents

### ***What is recognition of prior learning?***

RPL is a process that allows you to apply for acknowledgement for previous study, work, life and educational experiences that match the learning outcomes of specific modules within a course.

What matters with the recognition process is that the knowledge and skills you have gained will help to meet the learning outcomes and assessment criteria for the qualification you are seeking credit against. The assessment can result in a full qualification or a Statement of Attainment for partial completion.

### ***When do I apply?***

You should apply for an RPL when you register for the course or qualification you want to achieve. Check the competencies that make up the qualification and try and measure these against your existing skills and knowledge.

### ***How to apply for an RPL***

Submit the RPL application form to MARCSTA selecting the units of competency you wish to complete. MARCSTA will then contact you to organise a time to meet an assessor and discuss the RPL process.

Items that will be discussed in the initial assessment are as follows:

- the RPL process
- portfolio of evidence
- RPL fees
- communication methods
- mentoring methods; and
- required paperwork

If you still wish to pursue an RPL after the initial assessment, then you as the applicant will be required to gather the evidence in order to support the RPL Application. MARCSTA will be available to assist with issues relating to evidence gathering and presentation (portfolio form) of the gathered evidence.

### ***Workbooks***

MARCSTA will provide you with the self assessment booklets for the units of competency. These booklets are a guide to assist you in the process of gathering evidence towards the elements and performance criteria.

The booklets ask a series of questions based on the performance criteria of the units of competency. These questions are designed as a means of prompting you to think about how you can provide the relevant response and evidence to prove your skills and experience to an assessor.

### ***Compiling your Assessment Portfolio***

It is important to note that you will have 6 months to complete your portfolio of evidence and have it assessed. Do not leave it all to the last minute!

The evidence that you collect is vital to the assessment process. It is important that the evidence is:

- Valid
- Sufficient
- Authentic
- Current
- Reliable

Be sure when completing the workbook that you take into consideration the evidence that you will need to provide to meet the competencies i.e. if you are nominating work experience as a means of meeting a competency, think about what evidence you may present to support this claim such as a CV, Job Description, and work related forms or third party evidence from a supervisor or manager.

The following table is a guide for the types of evidence and examples of each. You may be required to provide several types of evidence for each unit of competency to satisfy the assessor. In some cases the types of evidence you gather may be able to meet more than one performance criteria, be sure to check this in order to save yourself time.

Evidence Types	Explanation	Examples
Accredited training program	A qualification or statement of attainment including a transcript of units of competency awarded	Statement of Attainment, Certificate or Diploma (To be certified true and correct or originals)
Other training programs	Documents that confirm attendance at a formal course of study	Non-accredited course or a University course
Work history and training	Documents that demonstrate completion of relevant workplace training and the application of those skills in the workplace	Memos, emails, certificates of attendance, CV, job description
Work samples	Samples of work verified as authentic	Emails, letters, videos, photos, reports, projects
3 <sup>rd</sup> Party reports	Reports from a competent manager, supervisor or colleague that confirm the candidate's level of knowledge and ability to apply skills in the workplace	Reports from managers, supervisors and clients. Performance reviews Incident investigations
Interviewing / questioning	Confirms the candidate's knowledge of the legislation, policy and procedures for OHS in the workplace	Responses to scenarios, knowledge of policy and procedures
Workplace documents	Workplace documents that have been created by the candidate that are relevant to their claim	Written communications e.g. reports, plans and policy
Practical Demonstration	Direct observation by the assessor of the candidate performing the tasks in the workplace or in a simulated workplace environment	Conduct a simulated OHS tasks e.g. conduct a workplace safety induction, complete a workplace safety inspection

When you have completed the portfolio of evidence you will need to submit it to MARCSTA for formal assessment by a qualified assessor. Once a decision has been reached on the RPL portfolio, the Assessor will contact you.

- *If the RPL is successful then MARCSTA will issue the Statement of Attainment and or Certificate of qualification as appropriate.*
- *If the RPL is unsuccessful, then MARCSTA will contact you to make an appointment to give feedback on identified gaps and recommend action plans to meet those gaps.*

An unsuccessful applicant will be given the opportunity to gather additional evidence and submit this in accordance with the recommended action plan for a further assessment. On the second attempt the additional evidence will be assessed and if the applicant is found to be not yet competent, the RPL will be rejected and you will be advised of the reasons for non-approval.

### ***Appeal of the Decision***

If an applicant feels that the decision reached was not valid, an appeal can be made. The applicant can access the MARCSTA website [www.marcsta.com](http://www.marcsta.com) and click on Courses then select Pre-Enrolment Information from the drop down menu to view the appeals and complaints procedure.

### ***The next step***

The next step is to submit the RPL application form and if you wish to discuss any issues you can contact MARCSTA on 9355 1400.

Good Luck

