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DOCUMENT



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# RPL Information for prospective candidates

## Certificate IV in Training and Assessment

TAE40116 Certificate IV in Training and Assessment  
from the TAE Training Package

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PO Box 4253  
Balgowlah Heights NSW 2093  
Australia

**p** +(61) 409 910 002  
**w** [blackwaterprojects.com.au](http://blackwaterprojects.com.au)  
**e** [info@blackwaterprojects.com.au](mailto:info@blackwaterprojects.com.au)

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# Welcome!

Thank-you for your interest in attaining TAE40116 Certificate IV in Training and Assessment with Rto Name (Rto Code), through recognition of prior learning (RPL).

## Terminology



Throughout this document we'll use:

- **TAE40116** to refer to TAE40116 Certificate IV in Training and Assessment
- **RPL** to refer to the recognition of prior learning assessment process

## About this handout

Use this information handout  
to decide if RPL is a good choice for you

This handout is the first of two documents that make up the RPL assessment kit:

### RPL Kit—2 documents

1

RPL  
information  
handout

and

2

RPL  
Application  
Template

### This handout

- Lists the **10 units of competency** required to attain TAE40116
- Explains the **RPL process**
- Shows an **example** of a portfolio for one unit, so you can see how we would ask you to present your portfolio of evidence if you proceed with RPL
- Contains a **self-assessment questionnaire** to help you decide whether or not to proceed with RPL.

This is a Word document we'll send you if you enrol in RPL. **Use this template to compile and present your RPL portfolio.** It contains:



- Assessment cover sheet
- List of evidence to submit for each unit
- Assessment results template (your TAE assessor will use this to document your assessment results)

## What to do

1. **Read** this document, then
2. **Contact us** to discuss and confirm your best option for attaining TAE40116. Your choices are:
  - enrol as a RPL candidate
  - enrol in training
  - enrol in RPL for some TAE40116 units, and in training for others.

## Contact us

Contact us with questions and when you're ready to discuss your options:

?		Phone	Blah
		Email	Blah

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# TAE40116—requirements

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## Entry requirements

Before you begin your journey towards TAE40116...

**... you must have current, broad knowledge, skills, experience and/or qualifications in the industry in which you want to train**

The 'rules' for this qualification state that:

‘ Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification. ’

*TAE40116 Qualification Entry Requirements*

### Stop and check...

- If you meet TAE40116 entry requirements, keep reading
- If you do not meet these entry requirements, contact us to discuss your options.

## TAE40116 units

To attain TAE40116 you must demonstrate 'competence' in **10 units of competency**: 9 core (required) units plus 1 elective unit. These are:

### TAE40116 Core units (9)

Design	TAEDES401	Design and develop learning programs
	TAEDES402	Use training packages and accredited courses to meet client needs
Language, Literacy & Numeracy	TAEELN411	Address adult language, literacy and numeracy skills
Delivery	TAEDEL401	Plan, organise and deliver group-based learning
	TAEDEL402	Plan, organise and facilitate learning in the workplace
Assessment	TAEASS401	Plan assessment activities and processes
	TAEASS402	Assess competence
	TAEASS403	Participate in assessment validation
	TAEASS502	Design and develop assessment tools

### TAE40116 Elective Unit (1)

Our RPL kit includes a choice of the following elective units. Choose the elective unit that best reflects your skills, knowledge and experience:

Most popular!	BSBCMM401	Make a presentation
Our kit also includes ►	TAEDEL301	Provide work skill instruction
	TAEDEL404	Mentor in the workplace

## Other elective unit possibilities

### Prefer a different elective unit? No problem!

The table below lists some other elective units you may choose. Contact Rto Code and we can help you with your choices.



#### Our RPL kit doesn't include these units, but we can still help you!

Contact Rto Code if you want to select alternative elective unit/s from the list below. We can help you analyse requirements for these units and identify evidence of competence to provide.

Assessment	TAEASS301	Contribute to assessment
Delivery	TAEDEL403	Coordinate and facilitate distance-based learning
	TAEDEL501	Facilitate e-Learning
Language, literacy and numeracy	TAELLN412	Access resources and support to address foundation skills
	TAELLN413	Integrate foundation skills into vocational training delivery
Training and assessment information	TAETAS401	Maintain training and assessment information
Business	BSBAUD402	Participate in a quality audit
	BSBLED401	Develop teams and individuals
	BSBMKG413	Promote products and services
	BSBREL402	Build client relationships and business networks
	BSBRES401	Analyse and present research information



# How RPL assessments work

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## What is RPL?

### **RPL stands for Recognition of Prior Learning**

RPL is an assessment process that gives an individual (you) an opportunity to gain formal recognition—i.e. a qualification or statement of attainment—for knowledge and skills you have attained through informal learning, work and life experiences.

## What you need to know about RPL

- **RPL is an assessment process**  
Enrolling in RPL doesn't automatically mean you will receive the qualification or statement of attainment you are applying for. RPL is an assessment process and you must meet assessment requirements to be deemed competent. For this reason it's important that you read this entire information handout, then contact Rto Code so we can help you decide if RPL is a good option for you.
- **RPL—like all competency-based assessments—is evidence-based**  
You must provide evidence of your skills and knowledge to an assessor. The assessor will review your evidence, much as they would mark an assignment completed by someone who completed training. They will make a decision of your competence based on the quality and quantity of the evidence you provide.
- **We will designate to you, a qualified assessor** who will be available to answer questions and support you throughout the RPL process.
- **Enrolling in RPL doesn't guarantee a competent outcome**  
We recommend discussing your options with an Rto Code representative before enrolling in RPL.

## The RPL process at a glance

The flow chart below shows Rto Code's RPL assessment process:

Flow chart removed from this example

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## What is a portfolio of evidence?

### A Portfolio of Evidence is...

...the term given to the collection of documents and other items that you compile and submit as evidence of your competence in the units assessed

### Evidence: 'show and tell'

When deciding what evidence to include in your portfolio, think of 'show and tell':

<p><b>Show us</b></p> 	<p><b>Show us what you have done</b></p> <p>Submit <b>documents</b> or <b>other forms</b> of evidence—e.g. videos—that show what you can do and what you have done.</p> <p>Choose evidence of both <b>products</b> and <b>processes</b>. For example, when showing evidence of your ability to design and develop a learning program:</p> <ul style="list-style-type: none"> <li>• An example of a <i>product</i> as evidence is the documented learning program plan or outline</li> <li>• Examples of <i>processes</i> as evidence may include emails or other documents that show how you undertook each stage of design process, and who you worked with.</li> </ul>
<p><b>Tell us</b></p> 	<p><b>Tell us:</b></p> <ul style="list-style-type: none"> <li>• what you know</li> <li>• what you have done, and how—e.g. describe the process you used, and who you worked with, to develop the learning program described above</li> </ul> <p>You may tell us what you know and what you have done in writing or verbally, as part of a RPL interview.</p> <p><b>We also need someone else—a third party—to verify information you provide.</b> This is called a 'third party report'. We will ask you to give us the name and contact details of at least one third party referee who can verify the information you provide.</p>

Include a mix of 'show and tell' evidence in your portfolio

## What is quality evidence?

To attain a competent result, you must submit **quality** evidence

Quality evidence is:

- **Valid**  
It relates directly to the skills and knowledge being assessed.
- **Sufficient**  
You provide enough evidence to demonstrate competence. The Application Template tells you more about how much evidence is enough evidence.
- **Current**  
The evidence must demonstrate you are competent, 'today'. Generally speaking, evidence should be drawn from projects or work samples that are no more than five years old, and focus most strongly on evidence of work completed within the past 12 months. This is a general guide only.
- **Authentic**  
You must be able to verify that evidence you submit is your own work, and is a true and accurate reflection of your typical work activities.

## Examples of quality evidence

Types of quality evidence include (but aren't limited to):

- samples of work completed
- certified copies of relevant qualifications
- certified copies of documents confirming your participation in relevant training programs, workshops, professional development events, etc.
- certified copies of reference letters (a third party report)
- written (or verbal) descriptions of relevant experiences
- copies of relevant emails or equivalent
- video of you carrying out tasks relevant to the units assessed.

## How will I know what evidence to submit for each unit?

Relax! If you decide to proceed with RPL, we'll send you an RPL Application Template. This template lists examples of evidence you may provide for each TAE40116 unit.

## Frequently asked questions about RPL assessments

### May I enrol in RPL for some units, and in training for others?

**Absolutely!** This combined approach is a great way to formally acknowledge your existing skills and experience (recognition), and extend your skills with training, where appropriate. Contact Rto Code if you think a combination of training and RPL is right for you. We can help clarify your choices.

### Does my enrolment in RPL guarantee that I'll be awarded TAE40116?

**No.** Enrolment in RPL does not guarantee a competent result. RPL is an assessment process that allows people (like you) with existing skills and knowledge to be formally recognised for their abilities. When you enrol in RPL, you enrol to be assessed. Your assessor will decide the assessment result after reviewing your portfolio of evidence.

But... we won't accept your enrolment in RPL without first discussing options with you and agreeing that RPL is a suitable choice for you. This is why it's so important to read this document carefully, then contact us to discuss your options, before enrolling.

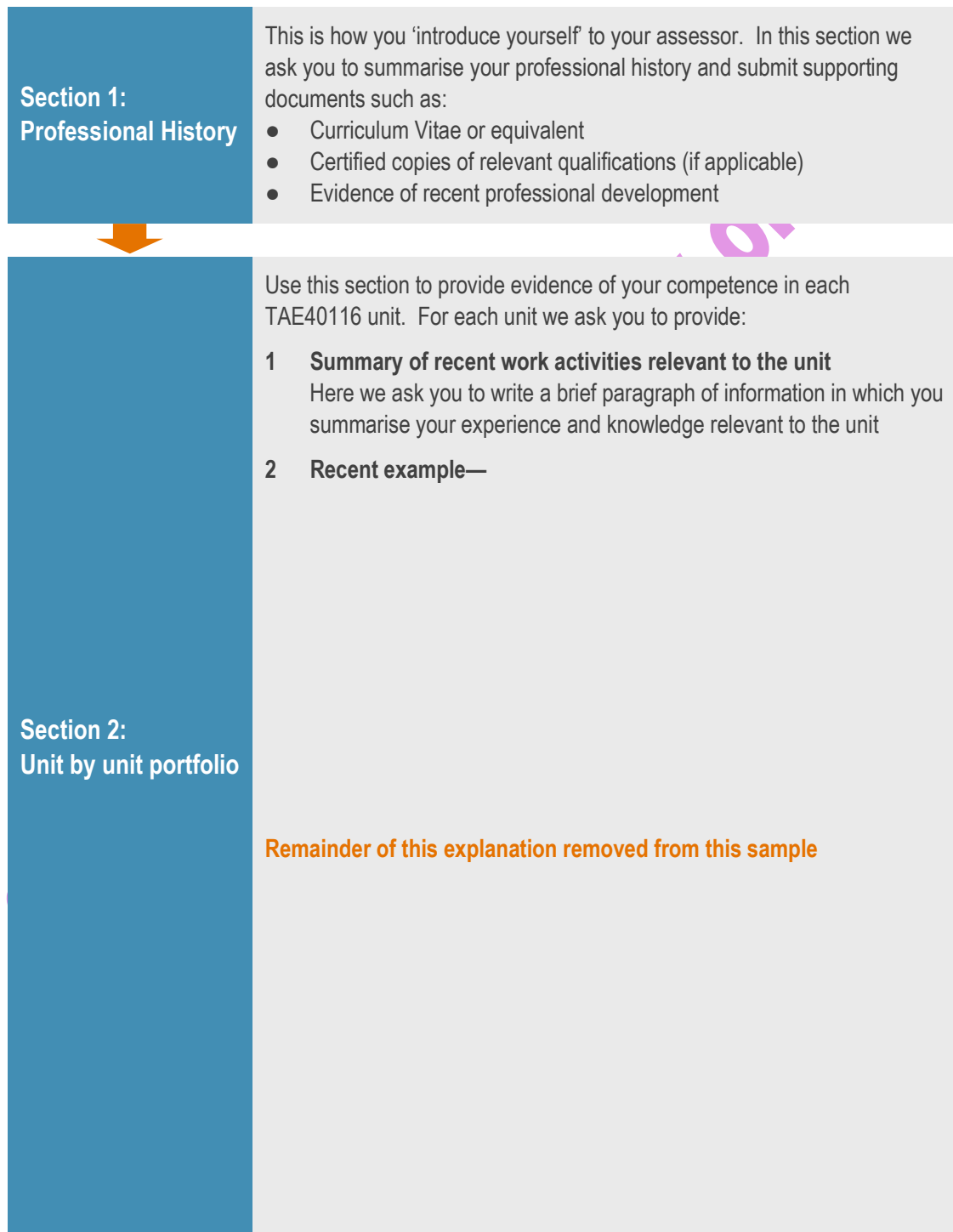
Remaining frequently-asked questions removed from this sample

# Evidence required for TAE40116

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The Application Template lists evidence that candidates (you) must submit to be successful in your RPL application. Evidence will fall into two categories:

**Figure: Summary of evidence required to attain TAE40116 via a recognition pathway**



# Should I or shouldn't I?

## Questionnaire

The checklist below summarises the types of evidence you must provide if you are to be successful with your TAE40116 RPL application. Complete the questionnaire below to help you identify whether or not to proceed with RPL.

		Yes	No
<b>Professional history</b> —Can I provide evidence of my professional history, and does that history demonstrate recent experience as a trainer or assessor in a VET context?			
<b>a</b>	Do I meet the entry requirements for this qualification (see page 6)	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b>	CV or equivalent that describes history in training and assessment	<input type="checkbox"/>	<input type="checkbox"/>
<b>c</b>	Evidence of professional development	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
<b>General knowledge</b> —Can I demonstrate my current knowledge and understanding of:			
<b>This knowledge is required for most TAE40116 units</b>	<b>WHS</b> as it relates to training and assessment	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Inclusive practice</b> as it relates to training & assessment	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Vocational education and training (VET)</b> Key VET stakeholders; Australian Qualifications Framework; Standards for RTOs (2015); dimensions of competence; reasonable adjustment	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Training packages and units of competency</b> What they are; where to find them; how they are structured; difference between a qualification, a skill set and a unit of competency; how to use training packages to design, develop, implement and review training and assessment in a VET context; what it means to contextualise a unit of competency.	<input type="checkbox"/>	<input type="checkbox"/>

Continued

		Yes	No
<b>Evidence for each unit—Can I provide evidence to verify that I have recently (or that I understand):</b>			
<b>TAE40116 DESIGN UNITS</b>			
<b>TAEDES401</b> Design and develop learning programs	Designed and developed learning programs based on training package units of competency	<input type="checkbox"/>	<input type="checkbox"/>
	Designed and developed learning programs based on outcomes relevant to my industry	<input type="checkbox"/>	<input type="checkbox"/>
<b>TAEDES402</b> Use training packages and accredited courses to meet client needs	Vocational education and training—see previous page for details	<input type="checkbox"/>	<input type="checkbox"/>
	Analysed training package requirements to determine training or assessment needs for clients on at least two different occasions—i.e. designed and developed learning programs, assessment tools or assessment plans that each cover an entire unit of competency from a nationally-recognised training package	<input type="checkbox"/>	<input type="checkbox"/>

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Remaining questions removed from this example

End of questionnaire



## Interpreting responses

- If you answered 'yes' to all questions RPL looks like a good option for you.
- If you answered 'yes' to some questions but not all, you may be eligible to attain some TAE40116 units by RPL and others by training.
- If you answered 'no' to most questions, training may be a better option for you.

## Example of a portfolio for one unit

Before you finalise your decision whether or not to proceed with RPL, have a look at the example portfolio that starts on the next page. This example shows the template that we will provide and ask you to complete. We will ask you to do something similar to this example for each TAE40116 unit for which you seek RPL.

In the example, we have used **purple text** to show how RPL candidates (potentially you) complete the template.

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# Sample portfolio

## TAEDEL301 Provide work skill instruction

### Introduction

#### Summary of evidence requirements for this unit

You must submit evidence of having recently provided work skill instruction to different individuals or small groups on at least 3 different occasions

Evidence you could submit for this unit includes but is not limited to:

- Session plans or learning plans that you followed, or personal notes you prepared for each session
- Copies of procedures or equivalent that you instructed or demonstrated
- Examples of emails and other correspondence showing how you organised, conducted, or reviewed sessions conducted
- Recording (video or audio) or live demonstration of you providing work skill instruction
- Documented feedback from learner/s
- Performance review or other document that shows feedback on your performance

#### TAEDEL301—Recent work activities relevant to this unit

Summarise your work experience relevant to this unit—emphasise experience in the past 5 years

I work in a child care centre that caters to infants from 6 months old, to school age. I am a senior carer in the 3-5 age group room. About six months ago, I started helping new staff with their induction training. The Centre Director holds her Certificate IV in Training and Assessment, and she has helped me build my skills in providing work skill instruction. I teach about 1 session every 2 weeks, or as needed. I teach a mix of administrative skills (e.g. filling in forms and time sheets), and practical skills (e.g. how to make playdough for a craft activity).

#### TAEDEL301—Recent example

The remainder of this sample portfolio removed from this example

end of example

# Next steps

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## **If you decide to proceed with RPL**

1. Contact Rto Code finalise enrolment.
2. Once enrolled, we'll send you the Application Template (MS Word) and you can get started compiling your portfolio.

## **If you decide not to proceed with RPL**

Contact Rto Code to discuss alternative options. Options may include:

- enrol in RPL for some TAE40116 units and in training for other units
- enrol in training for all units.

## **If you are still unsure whether or not to proceed**

Contact us and we can help you decide the best option for you.

end of document

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