

## Recognition of Prior Learning (RPL) for TAESS00015 Enterprise Trainer and Assessor Skill Set

Complete this kit & email back to RPL@plenty.edu.au

**This RPL kit is used as the first step in assessing candidates against the requirements of the  
TAESS00015 Enterprise Trainer and Assessor Skill Set.**

### What's RPL?

RPL stands for 'Recognition of Prior Learning' and is an assessment only process that lets people with substantial existing skills and knowledge demonstrate their competence without having to first be trained. There are many advantages in undertaking the RPL process with Plenty RPL:

- **Competitive edge!** Gain a powerful, competitive edge over other managers with this very popular qualification.
- **Speed!** We support busy professionals by structuring most of the RPL assessment around a face-to-face meeting, videoconference or telephone call.
- **Quality!** Utilise well-designed and high-quality RPL processes with Plenty Training, which enjoys consistently high average quarterly feedback scores of over 4 out of 5 from around 3,000 students per year.

### How much?

There is no charge to complete this application, submit it to us and have an assessor recommend whether or not you are a suitable candidate for RPL. Upon enrolment the applicable RPL fee will apply.

“ We offer a 100% refund\*\* if we don't get you 'over the line' – provided you answer all of our questions truthfully! ”

### The Skill Set

This skill set is designed for trainers and assessors who deliver non-accredited training OR work with other trainers in delivering nationally recognised training.

These units also provide credit towards TAE40116 Certificate IV in Training and Assessment.

### What now?

<b>1 Select your units</b>	You only need ten minutes to rate your experience and background against the units of competence on the following pages.
<b>2 Email us this kit and your resume</b>	Send us this completed kit and your resume. We will review your experience and background and let you know whether we think you are suitable for RPL.
<b>3 Enrol</b>	If we believe that you are suitable for RPL we will invite you to enrol. You can enrol via telephone.
<b>4 RPL meeting</b>	We will send you a list of the topics ahead of a 1 hour RPL interview via meeting or telephone at a mutually-convenient time.
<b>5 Follow-up evidence</b>	We will then send you a list of any follow-up evidence items we discussed during the meeting (such as documents you've produced). All evidence must be current. This generally means it needs to be from within the past two - three years.

\*\*Terms and conditions apply. See our website for details.

Call us on 1800 786 651 if you need any help

## Candidate Information

Name

Telephone

Email

What is your preferred time and date for a RPL interview?

List any training qualifications you already hold

Attach your CV or summarise your training and assessment experience

Do you have access to a former employer or supervisor who can attest to your experience?    Yes    No

What professional development have you undertaken within the past year or so to ensure that you maintain the currency of your training and assessment competencies?

Worked in training

Subscribed to industry newsletters

Attended training courses or seminars

Research I have performed (reading relevant books, researching current information, etc.)

Other » specify:

Any other comments?

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I certify that my answers are true and accurate to the best of my knowledge and I apply for preliminary RPL assessment at this time.

RPL candidate signature

Date

## Self-assessment

You must have experience performing each of the following tasks. For each of these tasks, rate the extent to which you have the required experience and knowledge – i.e., select either 'a lot', 'some', or 'none'.

Task	Required experience and knowledge	None	Some	A lot
I have provided work skill instruction TAEDEL301	I have conducted at least three training sessions for at least two different groups which involved demonstrating and instructing particular work skills which addressed different learning objectives I have identified hazards, conducted prestart-up checks if required, and observed and interpreted learner behaviour that may put people at risk			
I have planned assessment activities and processes TAEASS401	I have planned and organised assessments on at least five separate occasions, using different endorsed or accredited units of competency for each of the five occasions I have planned and organised two RPL assessments I have prepared the assessment plan and developed assessment instruments I have contextualised assessments and incorporated reasonable adjustment I know the ethical and legal requirements of an assessor I understand competency based assessment I know how to interpret and use qualifications and units (from training.gov.au) I understand the principles of assessment and rules of evidence I know different types of assessment methods			
I have assessed competence TAEASS402	I have assessed competency of at least five candidates within the Vocational Education and Training (VET) context against at least one entire unit of competency for each candidate I have assessed at least one candidate for RPL I have prepared for assessment, gathered quality evidence, made the assessment decision, recorded the assessment decision and reviewed the assessment process I understand qualification packaging rules I understand reasonable adjustments and when they are applicable I understand the types of evidence including assessment instruments and RPL I know the potential barriers relating to assessment I have made reasonable adjustment in the assessment of at least one candidate			
I have participated in assessment validation TAEASS403	I have participated in at least three validation sessions that address the critical aspects of validation I can clearly explain purposes of validation and the legal and ethical responsibilities of assessors I have prepared for validation, contributed to validation process, and contributed to validation outcomes I know how to interpret qualifications and units to determine the needed evidence I know the reasons for carrying out validation and the different approaches to validation			

**Congratulations, you have now completed the first stage of the RPL process! Email this document to us at [RPL@plenty.edu.au](mailto:RPL@plenty.edu.au) and we'll get back to you within 24 hours!**