BSB50120 Diploma of Business

Recognition of Prior Learning Package

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Information for Assessors and Candidates

In accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015, Patrick's College Australia (PCA) provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment and requires the same application of the principles of assessment and the rules of evidence which are applied in any form of competency base assessment.

Recognition guidelines

The following guidelines are to be followed during the preparation and application for recognition:

– Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.

– Students may not apply for recognition for units of competence or qualification which are not included in PCA scope of registration.

– Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.

− Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.

− Assessment via recognition is to apply the principles of assessment and the rules of evidence.

− Recognition may only be awarded for whole units of competence.

Forms of evidence

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

In evaluating assessment evidence, PCA applies the following rules of evidence:

− Sufficient,

− Valid,

− Authentic, and

− Current.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

− Work records;
− Records of workplace training;
− Assessments of current skills;
− Assessments of current knowledge;
− Third party reports from current and previous supervisors or managers;
− Evidence of relevant unpaid or volunteer experience;

- Examples of work products;
- Portfolio of design products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, the candidate will start to provide a strong case for competence. PCA reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

Appealing recognition outcomes

If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions. Further information on the appeals process is available within the Student Information Handbook and PCA policies and procedures.

Recognition Procedure

The following procedure is to be applied by PCA for handling recognition applications:
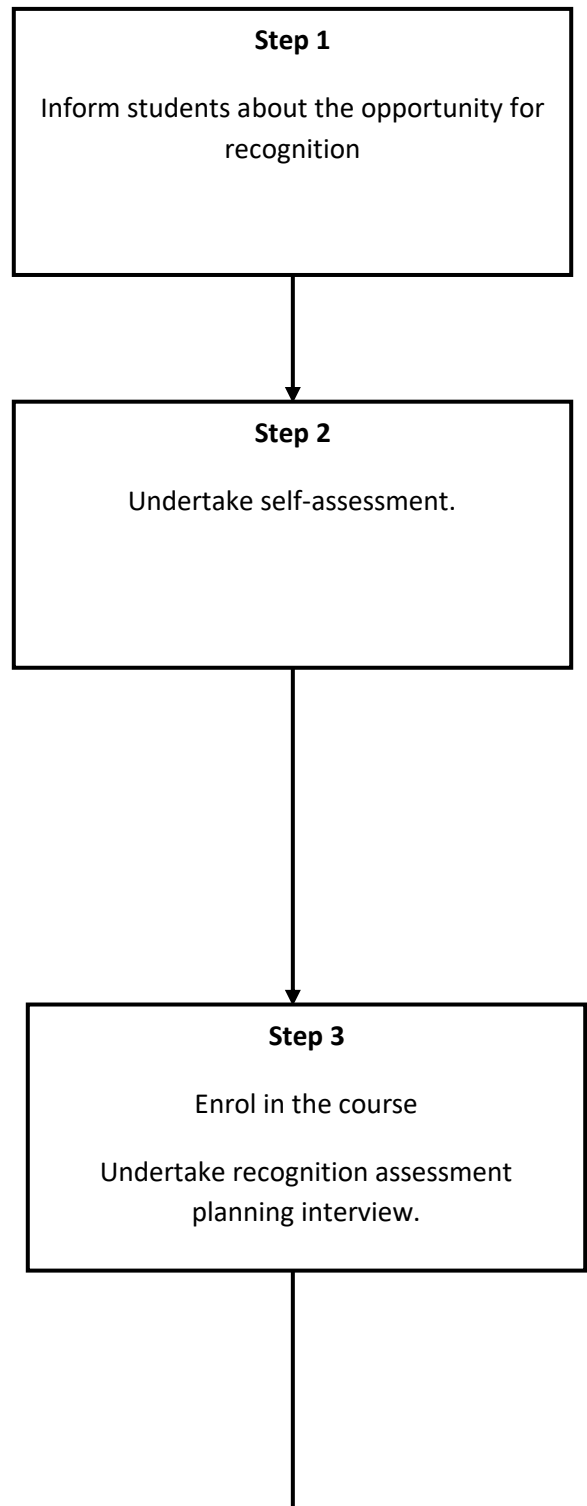
Step 1 Provide sufficient information to candidates to inform them of opportunities for alternative pathways via recognition and the recognition process.

Step 2 Candidates who request recognition of their current competence are to be invited to carry out a self-assessment to determine their suitability for a recognition application (using the Recognition Self-Assessment Guide). This step is not compulsory but is strongly suggested. The candidate should be provided an electronic version of the RPL application documents.

Step 3 Undertake a recognition assessment planning interview between the assessor and the candidate (using the Recognition Assessment Plan). This is to include where possible:

Helping the candidate to identify appropriate forms of evidence;

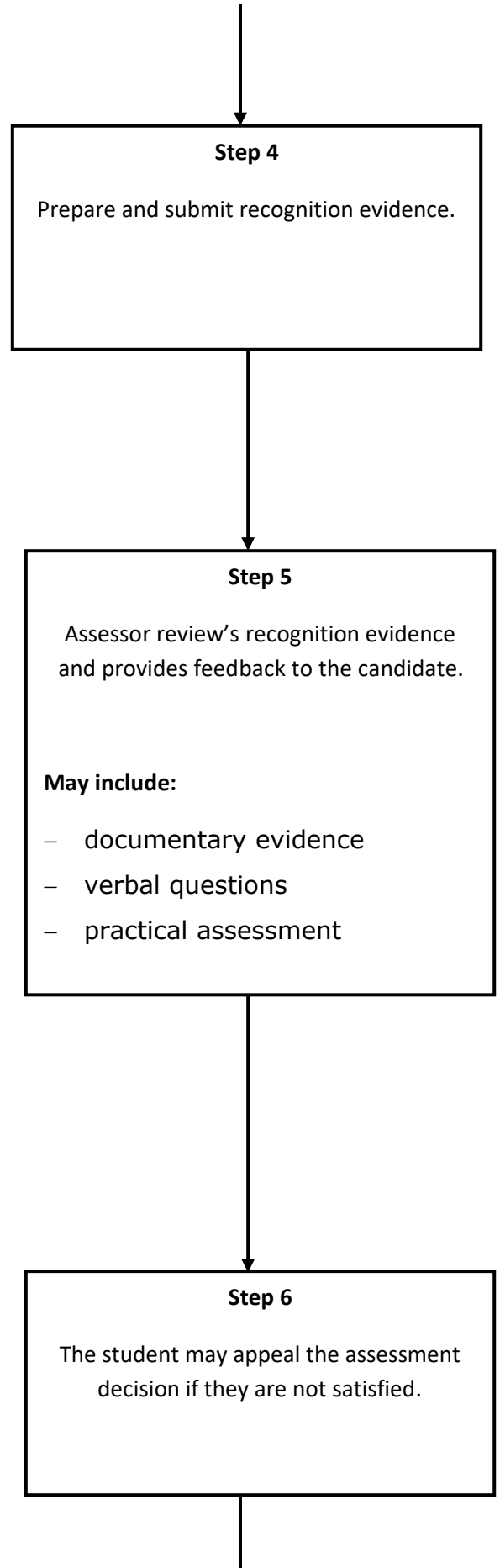Guiding the candidate on the use of recognition tools; and

Step 1

Inform students about the opportunity for recognition

Step 2

Undertake self-assessment.

Step 3

Enrol in the course

Undertake recognition assessment planning interview.

Informing the candidate about the assessment process.

Step 4 Students to compile their recognition submission (using a Recognition Evidence Report). This form allows students to record their particular documentary evidence against each unit of competence and to attach this evidence as required.

Step 5 The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the candidate to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the candidate with written feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome.

Step 6 If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions. Further information on the appeals process can be found in the

Step 4

Prepare and submit recognition evidence.

Step 5

Assessor review's recognition evidence and provides feedback to the candidate.

May include:

− documentary evidence
− verbal questions
− practical assessment

Step 6

The student may appeal the assessment decision if they are not satisfied.

Student Information Booklet or PCA policy and procedure manual.

Step 7 When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and issue the candidate with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with PCA Qualifications Issuance policies and procedures.

Step 7
The student is provided with written confirmation of the assessment outcome.
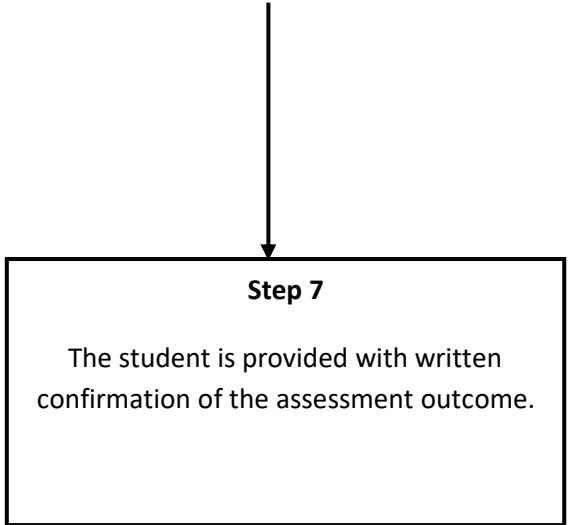
Units of Competence

The following units of competence are applicable to the recognition of competence towards the *qualification code and title*:

Core units

BSBCRT511 Develop critical thinking in others

BSBFIN501 Manage budgets and financial plans

BSBOPS501 Manage business resources

BSBSUS511 Develop workplace policies and procedures for sustainability

BSBXCM501 Lead communication in the workplace

Elective units

BSBCMM511 Communicate with influence

BSBLDR523 Lead and manage effective workplace relationships

BSBMKG546 Develop social media engagement plans

BSBOPS502 Manage business operational plans

BSBOPS503 Develop administrative systems

BSBPEF502 Develop and use emotional intelligence

BSBTWK502 Manage team effectiveness

BSBWH521 Ensure a safe workplace for a work area

Recognition Self-Assessment Form

Candidate's name:	
Tasks / Job Role:	

The purpose of this self-assessment is to guide you in your decision with regard to making a recognition application to PCA. The outcomes of this self-assessment will inform you in your decision to apply for recognition for all of the applicable units, for only some of the units or do not apply. Complete this self-assessment and bring it along to the recognition planning interview. Note that this interview may be conducted over the phone, so you may have to send this completed self-assessment along to the Assessor so you are both discussing the same information.

Answer the following questions:

Unit	I have performed these tasks		
	Frequently	**Sometimes**	**Never**
Insert unit code and title			

Can you perform all the work tasks and activities that are covered by the units of competency?	
If not, what parts do you have difficulty with and would benefit from further training?	
Do you know and understand all of the things to carry out the workplace activities?	
Are there any gaps in your knowledge and understanding where you might benefit from some additional training?	

What evidence do you have to support your application for Recognition?	
Do you consider that you have suitable current competence to apply for RPL?	Yes ☐ No ☐

Contact PCA and discuss your findings before making a decision.

Recognition Assessment Plan

Candidate's name:	
Assessor's name:	

Note: Before this recognition plan can be prepared, the student must be fully enrolled in the course.

This assessment plan is to be completed with the assessor. It has been designed to help the student identify the type of evidence that will support their application and understand the recognition assessment process. You are to discuss in detail the following:

– Purpose and outcomes of the Recognition process

– Relevant units of competency

– Appeals process

– Confidentiality and security of information

– Special needs/reasonable adjustment

Complete the following sections with information gathered from the interview:

Assessment process outline:	
Applicable units of competency:	
Types of evidence that may be suitable for your particular circumstances:	

Planned date for submission:	
Planned date for assessment:	
Planned date to report outcomes:	

PCA Representative Initials: _____

Candidate's Initials: _____

Work History and Documentary Evidence Report

Full name			
Tasks / Job Role:			
Date of submission:		**Best contact number:**	
List all units of competence for which recognition is sought. **Provide unit code and title. Insert additional lines as required.**			
	Add additional lines as required		
Current and/or relevant employment history:			

Supporting documents

In the space provided below, list the supporting documents which are being submitted against each unit of competence. It is acceptable to list single items of evidence against a number of units of competence. Indicate next to the evidence if documentary evidence is also attached or enclosed.

Unit	Evidence / Attached Documents
Insert unit code and title	

Please mark attachments clearly and include directly after this page.

By signing this form, I certify that the information provided is true and correct.

Signed: _____ Date: _____ / _____ / _____

Recognition Interview

Using the question topics below, engage with the candidate to ask them relevant questions relating to required knowledge of each unit of competence. You **do not need to ask every question** but should ask a range of questions in order to gather sufficient evidence of the candidate's knowledge. You should avoid asking the same question twice. Make a note of the responses provided by the candidate and your observation about the adequacy of the candidate's knowledge. Provide the candidate with suitable feedback about their responses as the interview progresses.

Candidate's name:	
Assessor's name:	
Date of interview:	

Unit of Competency	Question Topics
Insert unit code and title	*Outline specific knowledge areas that underpin the performance of the unit of competence. These may be drawn from the unit by analysing the required knowledge from the evidence guide, range statement or from the body of the unit within the elements of competence and performance criteria. These questions may also seek to determine the candidate's contingency management skills by asking questions about how the candidate would respond to certain situations relating to the tasks embodied in the unit of competence.*
Comments:	*Provide comment relating to the candidate's verbal response.*
Insert unit code and title	
Comments:	

Unit of Competency	Question Topics
Insert unit code and title	
Comments:	

Add new rows as required

Practical Assessment Tasks

Candidates are **not** required to complete **all** tasks. The Assessor is to select tasks after considering available evidence collected through previous steps in the recognition process. The selection of tasks should be based on the need to gather additional evidence of perceived gaps and to confirm currency of skills and knowledge.

Unit	Assessment Task
Insert unit code and title	*Outline in detail the specific assessment task to be performed*
Comments:	*Provide comment relating to the candidate's performance.* *Detailed assessment observations can be recorded using the observation / demonstration assessment checklist.*

Unit	Assessment Task
Insert unit code and title	
Comments:	
Insert unit code and title	
Comments:	
Insert unit code and title	

Unit	Assessment Task
Comments:	

Add new rows as required

Recognition Assessment Summary Report

Qualification Code and Title

Student name:	
Assessor Name:	
Date of assessment:	

Production of documentary evidence. The candidate's production of documentary evidence in support of the units of competency sought was: Satisfactory ☐   Not Satisfactory   ☐
Knowledge Assessment. The candidate's demonstrated knowledge in response to verbal questions during the recognition interview was: Satisfactory ☐   Not Satisfactory   ☐
Skills Assessment. The candidate's demonstrated skills in response to practical assessment tasks was: Satisfactory ☐   Not Satisfactory   ☐

Overall Assessment. Overall the candidate is assessed as:		
Unit of Competence	**C**	**NYC**

Overall Assessment. Overall the candidate is assessed as:

Unit of Competence	C	NYC

Feedback to the candidate about their results and opportunities for improvement.

Mandatory field

Student Signature:	Assessor Signature: