



**Innovative**  
**Business Training**

## **Participant Guide for Recognition of Prior Learning**

### **What is Recognition of Prior Learning?**

Recognition of Prior Learning (RPL) is a process by which you can submit evidence of competence on the basis of prior work and life experience and/or training. In training language it is called a “pathway”. That is, it is a way of showing that you can already apply all the skills and knowledge needed to be assessed as competent without having to attend structured training and complete all the associated assignments and projects.

The most important thing about the RPL pathway is that you still have to supply “evidence” of your competence. That evidence must relate to the application of the skills and knowledge specified in the unit of competence in workplace settings.

### **What do you need to do to be assessed by RPL?**

For the RPL pathway you just supply a curriculum vitae which shows how your work and previous study relates to the skills and knowledge specified in the units. The main purpose of this is so that your assessor or mentor can ask questions about your experiences if they need to confirm or clarify anything in the evidence you supply. If you have a current job duty statement that should also be included.

One thing that could help you is if you look at the whole unit of competence and ask yourself how it is relevant to your own work, life or learning experiences. Each unit will have an “evidence guide” to help you organise your evidence.

For each unit there is an “evidence guide” that lists what you must be able to show your assessor that you know and what you can do. Remember that you do not have to provide different evidence for each part of the unit. The same evidence can apply to more than one part of the unit. One piece of evidence can also apply across more than one unit. Also remember that you do not need to supply everything that is suggested. Usually one or two pieces of evidence for each skill and knowledge is enough.

**Look at the sample unit evidence guide starting on page 3.**

The first part explains what the unit is about and who it is directed towards. You are then asked to write a few words about how that applies to you. You can write that and send it back via the on line system. You already have all the elements of competence and performance criteria for the unit on the on line system. So make sure you look at those when you answer this section.

Then on page 4, the first column lists the skills and knowledge that you need to demonstrate. The second column is blank. You need to list the documents that you have to prove that you can perform the specified skills and knowledge. This is like a summary of your evidence and can be sent back via the on line system. The third column provides some ideas about what documents you could use. Only use the third column if you need to. If you already have something else that is fine.

Once you have filled in the chart, you need to put together a “portfolio” that provides copies of the documents you want to use. Once you have done that you will need to go to your work supervisor so that he or she can verify that the information you are providing has been produced by you – either individually, or as part of a team.

Add your documents after the chart. If they are in a form that can be uploaded to the system, then you can do that. Otherwise, you will need to arrange for them to be delivered to your assessor.

Finally, there are some reflective questions for you to complete for this unit. You can do this on line as well. Not every unit will have these reflective questions.

You will then be asked to confirm that the documents you supplied really are documents that you have developed or worked on. At the end there is conformation from your work supervisor or another third party that they are your documents.

Of course, if you cannot find any evidence, then that means you should probably undertake structured training for that unit. If that is the case, talk to your IBT trainer to make arrangements to attend training or mentoring sessions.

## BSBWOR501B Manage personal work priorities and professional development

Name

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Job Title:

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### What is this unit about?

This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

### Who usually does this work?

This unit applies to managers and focuses on the need for managers to be organised, focussed and skilled, in order to effectively manage the work of others. As such it is an important unit for most managers, particularly as managers serve as role models and have a significant influence on the work culture and patterns of behaviour

How does this description apply to your own work?



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What skills and knowledge do I need to apply?	What evidence do I have that I can apply these skills and knowledge	Some <b>suggested</b> evidence that I might already have
I can develop personal work goals that are aligned to company goals		<input type="checkbox"/> Copy of any statements from courses of professional development sessions undertaken relevant to work planning <input type="checkbox"/> Monthly or annual work plan <input type="checkbox"/> Department work plan <input type="checkbox"/> Corporate or department goals <input type="checkbox"/> Reports of your work performance <input type="checkbox"/> Client/customer testimonials <input type="checkbox"/> Meeting notes relating to annual or monthly planning meetings
The key performance indicators (KPIs) against which my performance is measured		<input type="checkbox"/> Copy of any statements from courses of professional development sessions undertaken relevant to work planning <input type="checkbox"/> Performance appraisal reports <input type="checkbox"/> Job duty statements <input type="checkbox"/> List of performance indicators <input type="checkbox"/> Work reports
What work tasks do I need to perform in order to meet the KPIs		<input type="checkbox"/> Copy of any statements from courses of professional development sessions undertaken relevant to work planning <input type="checkbox"/> Performance appraisal reports <input type="checkbox"/> Job duty statements <input type="checkbox"/> List of performance indicators <input type="checkbox"/> Work reports
What skills and knowledge do I need to apply?	What evidence do I have that I can apply these skills and knowledge	Some <b>suggested</b> evidence that I might already have
The use of an electronic diary or other software to monitor and manage my performance against KPIs		<input type="checkbox"/> Copy of any statements from courses of professional development sessions undertaken relevant to work planning <input type="checkbox"/> Diary notes <input type="checkbox"/> Performance appraisal reports
Recording your performance against KPIs		<input type="checkbox"/> Copy of any statements from courses of professional development sessions undertaken relevant to work planning <input type="checkbox"/> Reports of your work performance <input type="checkbox"/> Client/customer testimonials <input type="checkbox"/> Performance appraisal reports

**Now add your own documents here, making sure you identify which document/s relates to which of the specified skills and knowledge.**



**Reflective Questions**



Consider your work role and analyse your knowledge and skills against this role. How can you further develop your professional competence? Use feedback from work colleagues and clients, and industry and competency standards to help identify your development needs.

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What professional development activities could meet your current and/or future needs and your preferred learning style? Consider some professional development activities which will further extend your competence and provide you with a competitive edge.

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What industry or workplace networks which will enhance your knowledge, skills and work relationships. Consider reputable online forums and networks.

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**Confirmations**



**Participant Confirmation**

I confirm that the information I have provided was produced by me or that I was part of the work group that produced this information and I participated in its production.

Name

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Signature

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Date

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**Supervisor/Third Party Confirmation**

Name

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Job title

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Signature

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Date:

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