



## SELF ASSESSMENT AND RPL GUIDE

TO ACHIEVE STATEMENT OF ATTAINMENT FOR

WORK SAFELY AND FOLLOW OH&S POLICIES AND PROCEDURES

R11OHS201A



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All proceeds are reinvested in the industry for future development of safety and training.

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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 assessment guide 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 guide acts as a summary of your assessment towards obtaining a Statement of Attainment for the national unit of competency RIIOHS201A Work Safely and Follow OH&S Policies and Procedures from the Resources and Infrastructure Industry Training Package RII09.

This entry level occupational health and safety unit of competency has recently been released and is a consolidation of the following training packages:

- MNC04 Coal Mining Training Package
- MNM05 Metalliferous Mining Training Package
- MNQ03 Extractive Industries Training Package
- DRT03 Drilling Training Package
- BCC03 Civil Construction Training package
- RII06 Civil Construction Training Package

### ***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.

### ***Pre-requisite***

An applicant must be able to demonstrate relevant and practical experience working within one of the relevant employment areas, and be the holder of a current MARCSTA Work Health and Safety Induction.

### ***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 RPL***

Submit the **Statement of Attainment RPL application form** to MARCSTA selecting the unit 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.

### ***Submission***

MARCSTA will provide you with a **Candidate RPL Submission** document for the unit of competency.

The document assists you in the process of gathering evidence towards the elements and performance criteria.

The Submission asks a series of questions based on the performance criteria of the unit 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 **submission** 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 advice 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 *Candidates* then select *Before You Enrol for Training* from the drop down menu to view the appeals and complaints procedure outlined in the Access and Equity and Client Service document.

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

The next step is to submit the **Statement of Attainment RPL application form** and if you wish to discuss any issues you can contact MARCSTA on 9355 1400 or [safety@marcsta.com](mailto:safety@marcsta.com)

Good Luck



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