

Standard 11

Standard 11 Surface - RPL Information for Candidate



Information for the Candidate

Introduction

The Recognition of Prior Learning (RPL) process requires valid, sufficient, current evidence is provided by the candidate to meet the requirements of the following units of competency:

1. RIICOM201A Communicate in the workplace.
2. RIIGOV201A Comply with site work processes/procedures.
3. RIIOHS201A Work safely and follow OHS policies and procedures.
4. RIIERR205A Apply initial response First Aid.
5. RIIERR302A Respond to local emergencies and incidents.
6. RIIRIS201B Conduct local risk control.
7. PUADEFEO201C Respond to fire.

As a candidate applying for RPL, you will be required to:

- Submit evidence.
- Complete a challenge test.
- Participate in a competency conversation with an assessor.
- Complete practical assessments (if applicable):
 - Perform CPR.
 - Use bandages to –
 - Control bleeding.
 - Manage a snake bite.
 - Use of a fire extinguisher.

Once you have successfully completed the RPL process you will be provided with:

- A Statement of Attainment for the units listed above.
- A photo ID card.

RPL Process

Whilst **National On Site Training** will provide reasonable guidance and assistance, the applicant is responsible for providing the evidence required for this RPL process. The final determination of competency is the responsibility of **National On Site Training**. Please refer to the *Appeals Procedure* if you disagree with the decision.

Step 1: Provide Evidence of your Skills, Knowledge and Experience

You are required to complete the attached forms and submit as much relevant information / evidence as you can. This is your opportunity to provide proof of your experience in the resources industry.

NOTE:

- **Evidence must be sent to *National On Site Training* for evaluation to ensure you are an appropriate candidate for the RPL process. An appointment will be made if you are an appropriate RPL candidate.**
- **Your referee will be contacted for verification.**

Examples of appropriate evidence may include, but is not limited to:

- Brief CV or work history.
- Site inductions.
- Training records.
- Record of site competencies.
- Statements of attainment / certificates, for example –
 - Risk assessment.
 - S1, 2, 3, G2.
 - Vehicles / equipment.
 - First aid / CPR.
- Log books.
- Indentures / trade papers.
- Licences or tickets (for example, forklift, crane).
- Completed risk assessments (for example, Take 5s, SLAMs, JSAs, JHAs).
- Diary entries / task sheets / job sheets.
- Vehicle pre start inspection checklists.

- Hazard / incident reports.
- Reference letters.
- Industry awards.
- Performance appraisals.
- Fit for work medicals.
- Any other documentation that may demonstrate industry experience.

All documents must be certified copies (or the originals must be sighted by the **National On Site Training** representative). If you do not have documented evidence available, but believe you have sufficient industry experience, you may discuss this with the **National On Site Training** representative – evidence may be gathered in other ways.

You will also need to provide contact details for **at least one (1) referee** who can confirm your industry skills in context and over time. To have skills and knowledge formally recognised under the Australian Qualifications Framework, your skills and knowledge must meet industry standards.

Step 2: Challenge Test

Once it is agreed that you are suitable RPL candidate, you will need to make an appointment with **National On Site Training**. You will be required to complete a theory assessment to gather underpinning knowledge of working safely in a mining environment. The assessment is “closed book”, but is not time based.

In addition to the theory assessment, you may be required to demonstrate currency in:

- Performing CPR.
- Bandaging to control bleeding and manage a snake bite.
- Using a fire extinguisher to extinguish a fire.

Step 3: Competency Conversation

The evidence you have submitted will be reviewed by an assessor against the requirements of the units in Standard 11. If additional information is required, or if anything needs to be clarified, you will be required to have a competency conversation with an assessor. This will involve answering a number of questions about your current experience in the resources sector.

RPL Application Form

Candidate Details

Please complete all sections of the form thoroughly and accurately.

Preferred Title:	Mr / Mrs / Ms / Miss /
Surname:	
First name/s:	
Date of Birth:	
Gender:	Male / Female
Home Address:	
Postal Address:	
(if different from above)	
Contact Details:	Phone -
	Mobile -
	Fax -
	Email -

The RPL process is subject to sufficient evidence being provided by the candidate to satisfy elements of competency required by Standard 11. Final determination of competency is the responsibility of **National On Site Training**.

Employment History

Please complete the following table thoroughly **or** submit a copy of your CV.

Name, Address and Phone number of Employer	Period of Employment		Position Held	Full Time / Part Time / Casual	Description of Major Duties	Mine Sites Worked On
	From	To				
1.						
2.						

Note: Attach an additional sheet if required.

Documented Evidence

Please list the documents you are including with your RPL application.

Document Title / Description	Office Use Only		
	Authority Name / Contact	Evidence Verification / Comments	Aligned to Specific Unit/s

Note: Attach an additional sheet if required.

Declaration

I understand that further assessment and evidence recovery may be required and / or conducted by **National On Site Training.**

I declare that the information contained in this application is true and correct and that all documents are genuine.

Name:	
Signature:	
Date:	

Referee Testimonial

To whom it may concern

As the referee, you are being asked to provide evidence that the candidate has worked safely and followed procedures in a resources industry workplace. Please complete the following information thoroughly and accurately.

Date: _____

RE: _____

has skills as / in _____

(insert candidate name)

(insert job title / role)

I confirm that the above person has worked at _____ for a period of _____ year/s.

and regularly undertaken the following work activities in the workplace since commencing _____ with this company:



Please initial those skills / activities below that the candidate has performed, or can perform, in the workplace.

_____ Consistently applies OHS legislation, company policies, procedures and work instructions.

_____ Consistently identifies and manages hazards according company / site procedures.

_____ Follows company / site procedures for reporting / managing incidents and emergencies.

_____ Communicates effectively including face to face; completing written documentation; using site systems (eg. Two way radio).

Please contact me if you require additional information.

Referee Details			
Name:		Signature:	
Position:		Site:	
Company:		Phone:	
Department:		Email:	

Evidence Review Summary Sheet

Note: Office use only.

Unit Code	Unit Title	Documents	Challenge Test	Competency Conversation	Referee's Testimonial	Other
RIIRIS201B	Conduct local risk control					
RIIERR205A	Apply initial response First Aid					
RIIOHS201A	Work safely and follow OHS policies and procedures					
RIIGOV201A	Comply with site work processes/procedures					
RIICOM201A	Communicate in the workplace					
RIIERR302A	Respond to local emergencies and incidents					
PUADEFEO201C	Respond to fire					