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Recognition of Current Competency Guide for Applicants

Pentrans Consulting Pty Ltd

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What is Recognition of Current Competency?

Recognition of Current Competency - RCC (sometimes termed Recognition of Prior Learning - RPL), is an assessment process based on matching the formal and informal learning experiences gained throughout one's life to the competencies required to gain a qualification.

Previously, learning which had been undertaken at a Registered Training Organisation (RTO), for example, a University/TAFE/Private College (ie. formal training) has been valued, whereas little or no value has been placed on the learning that takes place during one's life or work experience(s) (ie. informal training). Reforms to education and training philosophies in Australia have resulted in the recognition that learning:

- is a continual lifelong process
- can occur in a range of contexts and environments
- can be achieved formally and informally.

RCC acknowledges that people can learn through:

- formal training programmes
- paid or unpaid work experience
- community or voluntary work
- life experiences
- any combination of the above.

Its all about providing evidence...

In your Recognition of Current Competency application, you will need to provide evidence which draws on your background, experiences and/or past studies to *match what you can already do or what you already know*, against a unit(s) of competency from the programme in which you are enrolled.

The difference between RCC and Credit transfer

Recognition of Current Competency is quite distinct from Credit Transfer. Credit transfer is a process where credit is automatically granted by a Registered Training Organisation (RTO) to clients who have documented evidence of achievement (eg. a Statement of Attainment/Certificate) in the relevant competency or qualification from another RTO.

On-the-job & Off-the-job explained

On-the-job means that the assessment is undertaken in the workplace or through workplace simulations. A workplace supervisor (with appropriate qualifications), together with a Pentrans Consulting Pty Ltd assessor, validates that you can perform tasks and demonstrate competency in the workplace.

Off-the-job means that the assessment takes place through the provision of evidence provided by the candidate that clearly demonstrates competency in the skills, knowledge and attitudes for which they are claiming recognition. A Pentrans Consulting Pty Ltd assessor conducts the assessment in consultation with the candidate

There are 2 methods to assess Recognition of Current Competency

1. RCC Evidence Assessment

RCC Evidence Assessment is best suited for people who:

- would like to apply for recognition of current competency for one or a couple of units of competency
- have been in the industry for less than 5 years
- wish to upgrade their skills and knowledge
- may have skills that they have gained but not necessarily in the OHS Industry. Skills may have been gained from formal training programmes (eg professional development workshops), paid or unpaid work experience, community or voluntary work, life experiences.

RCC Evidence Assessment involves preparing a comprehensive portfolio of evidence that demonstrates that you are competent in each unit of competency applied for.

2. RCC Workplace Assessment

RCC Workplace Assessment is best suited for people who:

- feel they have the skills to meet all or most of the units of competency from a particular programme
- have approximately 5 years (or more) full time industry experience
- have OHS industry specific skills
- have attended formal training programmes (eg professional development workshops)
- wish to upgrade their skills and knowledge in OHS

RCC Workplace Assessment involves the preparation of a comprehensive portfolio of evidence

that demonstrates the skills, experiences and/or qualifications that you possess. Once the portfolio has been completed the applicant contacts Pentrans Consulting Pty Ltd to arrange a date for the assessment in the workplace. The Pentrans Consulting Pty Ltd Assessor will visit the workplace and observe the applicants interactions with co-workers, staff and management. They may also observe you implementing OHS policies and procedures, or may ask you or your supervisor questions relating to the units of competency for which recognition is sought. The combination of the evidence and workplace observations will determine the units you will receive competency in. Note: The RCC Workplace Assessment Form must be completed and signed by yourself and a qualified peer/colleague.

When can I apply for RCC Evidence Assessment or RCC Workplace Assessment?

You can apply for RCC at any time throughout your programme of study- for example:

- as soon as you have enrolled and have an understanding of the competency standards, their elements, performance criteria, range of variables and the evidence guide
- after you have started the programme. You may realise you are already competent against a unit/industry standard only when you start to study it. You may apply for RCC even if you have already started attending the classes or and/or started work on the learning materials supporting the competency. See the Student Information Handbook for more information.

How long does the RCC Evidence Assessment or RCC Workplace Assessment process take?

Preparing an application can take considerable time and effort. The time taken to complete an application will vary with the range of evidence you can provide and the number of units of competency for which you are seeking recognition.

How much does the RCC Evidence Assessment or RCC Workplace Assessment cost?

The total cost for an assessment will vary according to the number of units of competency for which you are seeking recognition. Contact Pentrans Consulting Pty Ltd for further details and a fee schedule.

Once you have decided which method you wish to apply for RCC Evidence Assessment, or RCC Workplace Assessment, please go to the relevant section of this handbook after reading the information on *Competency Based Assessment*.

What is Competency Based Assessment?

How to Collect Evidence

Competency Based Assessment Explained

The core values underpinning competency based training is to identify:

- what people *need to be able to do* to perform their work duties effectively
- what people *need to know* to perform these duties effectively
- the *standard of performance* expected by the industry for that position.

These values have been 'defined', in industry developed standards for competency. A competency is a nationally agreed statement of the skills, knowledge, and attributes, required to effectively perform duties in a particular area of work. The level at which the competency is performed is called the standard.

Consequently, competency based training, is training that is based on the relevant industry national competency standard(s) and a *qualification* is defined by the packaging of individual units of competency.

Within a set of competency standards:

- an area of work is called a unit, and each unit has its own unique identification code and title. A unit of competency describes the set of skills related to that area of work.
- each skill is defined as an element
- each element has its own performance criteria which specify the standard of performance required (ie. how the skill/task should be done) to achieve competence.

Each unit of competency has:

- a range of variables. The variables describes the variety of work situations that apply to that unit.
- an evidence guide. This guide provides additional information about what is important when assessing a person for that unit of competency - including the underpinning skills, knowledge, attitudes, values, duty of care responsibilities and the most appropriate context for assessment (ie. on- and/or off-the-job).

Please find following an example of an actual *unit of competency* from the Business Services Training Package.

An example of a unit of competency:

TLIF1001A Follow Occupational Health and Safety Procedures

Unit Descriptor This unit involves the skills and knowledge required to follow and apply occupational health and safety (OH&S) procedures when carrying out work activities. It includes identifying and following workplace procedures for hazard identification and risk control, contributing to arrangements for the management of occupational health and safety, and completing occupational health and safety records. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Employability Skills This unit contains employability skills.

ELEMENT	PERFORMANCE CRITERIA
1 Follow workplace procedures for hazard identification and risk control	1.1 Workplace procedures for dealing with accidents, fire and emergencies are known and followed
	1.2 Workplace procedures for OH&S and related work instructions for controlling risks in a workplace are accurately followed
	1.3 Hazards in the workplace are identified and appropriate action is taken to report them and to minimize or eliminate risk to personnel, workplace and the environment
	1.4 Safety regulations and established workplace safety and hazard control practices and procedures are obtained, interpreted and applied to day-to-day work activities
	1.5 Where relevant, procedures and precautions necessary for entry into confined spaces in the workplace are correctly followed
	1.6 Personal protection clothing and equipment is correctly used in accordance with established safety practices and procedures
	1.7 Established emergency and contingency plans are followed in the event of an emergency
2 Contribute to arrangements for the management of occupational health and safety	2.1 OH&S issues and identified safety hazards are raised with designated personnel in accordance with workplace procedures and relevant OH&S legislation
	2.2 Contributions to OH&S management in the workplace are made in accordance with workplace procedures and provisions of relevant legislation
	2.3 OH&S issues are raised with designated personnel in accordance with workplace procedures and relevant OH&S legislation
	2.4 Participative arrangements for OH&S management in the workplace are contributed to within workplace procedures and scope of responsibilities and competencies
3 Complete occupational health and safety records	3.1 OH&S records for self are completed in accordance with workplace requirements
	3.2 OH&S records and legal requirements for the maintenance of records of occupational injury and diseases are followed

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Required knowledge

- Relevant OH&S procedures and guidelines
- Risks when using manually-operated equipment to shift loads and related precautions to control the risk
- Reporting procedures in regard to unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents
- Location and use of safety alarms, manifests, emergency shut-off systems, emergency communication systems
- Signs and signals used for OH&S warnings
- Terms used in material safety data sheets (where relevant)
- HAZCHEM symbols and implications for safe work and storage
- Storage and use of hazardous substances
- Handling of broken or damaged equipment
- Manual and mechanically assisted lifting and load shifting procedures
- Transport requirements for goods within workplace
- Emergency and evacuation procedures
- Housekeeping standards and procedures required in the workplace
- Site layout and obstacles

Required skills

- Communicate effectively with others when following OH&S procedures
- Read and comprehend simple statements in English
- Read and interpret relevant safety-related information including safety labels, instructions for safe work, relevant material safety data sheets, workplace procedures and codes of practice
- Identify containers and goods coding, ADG and IMDG markings and, where applicable, emergency information panels
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to OH&S in the workplace
- Operate electronic communication equipment to required protocol
- Estimate the size, shape and special requirements of loads
- Work collaboratively with others when following OH&S procedures
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions that may arise when following OH&S procedures in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may occur when following OH&S procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Apply fatigue management knowledge and techniques
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of:

- Applying the underpinning knowledge and skills
- Demonstrating an understanding of workplace procedures and how they apply to OH&S
- Applying relevant legislation and workplace procedures

Time to start work...

Now that you understand about elements and performance criteria, you will need to collect evidence to prove that you have the skills outlined for each unit of competency.

Collecting evidence

The Range of Evidence

Many forms of evidence can be provided to demonstrate the level of performance or competency you have achieved in the workplace. The following questions may assist you to identify sources for evidence, no doubt you will think of other examples as you work through the competencies.

- *what work have you undertaken, including full time or part time over the years?*
- *what inservice!professional development workshops have you attended in the past?*
- *have you served on an OHS committee?*
- *have you participated in OHS Programmes?*

Evidence can be loosely categorised into three (3) areas. They are:

1. Direct evidence. Direct evidence is evidence *produced* by you. Examples include:

- reports (written and/or verbal)
- essays
- self reporting diary/log books
- samples of work submissions/projects undertaken/completed.

2. Indirect evidence. Indirect evidence is evidence produced *about* you. Examples include:

- references, letters of validation from colleagues, employers which verify the role(s)/duties you have undertaken /are currently undertaking competently
- a statutory declaration
- copies of certificates/statements of attendance/awards etc.
- a portfolio
- a training record book completed by an assessor
- performance appraisals.

3. Supplementary evidence. Supplementary evidence is evidence that further supports the direct and/or indirect evidence provided by you. Examples include:

- direct observation in the workplace
- video or audiotape
- written test (for example, short answer, matching, multiple choice, true/false)
- simulation
- interview/questioning (for example, *How does reflect.....?; If you had a situation wherewhat would you do/how would you respond?*);
- case study
- role play.

In the following sections, this handbook will outline how to apply for RCC Evidence Assessment and RCC Workplace Assessment.

If you are doing RCC Evidence Assessment please turn to page 11.

If you are doing RCC Workplace Assessment please turn to page 17.

RCC Evidence Assessment

8 steps in the RCC Evidence Assessment process

You have chosen to undertake RCC Evidence Assessment. This means that you would like to apply for recognition of current competency for one or a couple of units. This section will explain how you undertake RCC Evidence Assessment.

8 Steps to the RCC Evidence Assessment process

Overview	The applicant's role	Pentrans role
Step 1 Introductory information and enrolment	<ul style="list-style-type: none"> contact Pentrans via telephone/email to discuss eligibility with an assessor if you wish to apply for recognition of current competency you will need to enrol in a programme and attach a list of the units in which you feel you may be competent 	Provide: <ul style="list-style-type: none"> information and advice via telephone and/or a brochure, email, etc enrolment form fee schedule on receipt of enrolment form and applicable payment Pentrans will forward the Guide to Recognition of Current Competency handbook and competency details for the list of units supplied by the student
Step 2 Information	<ul style="list-style-type: none"> read the Guide to Recognition of Current Competency handbook reflect on you experience and the evidence required to support the application contact Pentrans to discuss your application 	Provide: <ul style="list-style-type: none"> telephone/email support
Step 3 Assessment preparation	Complete: <ul style="list-style-type: none"> gather and record evidence complete the RCC Evidence Assessment Application Form and RCC Evidence Assessment Form. If additional forms are required contact Pentrans or you may like to photocopy the document 	Provide: <ul style="list-style-type: none"> support – a Pentrans assessor is available to offer advice and support throughout the RCC process
Step 4 Application and assessment	<ul style="list-style-type: none"> submit application 	<ul style="list-style-type: none"> review evidence complete Assessment Report
Step 5 Notification	If required: <ul style="list-style-type: none"> provide further evidence as required receive written feedback/notification of your assessment outcome 	If required: <ul style="list-style-type: none"> contact the applicant to clarify the evidence or negotiate further evidence notify applicant of result (in writing) issue a statement/certificate in line with Australian Qualification Framework (AQF) requirements
Step 6 Post assessment guidance and support	<ul style="list-style-type: none"> in conjunction with a Pentrans assessor, identify skill(s)/learning needs and/or a study plan if additional study is required 	<ul style="list-style-type: none"> provide feedback and identify a study plan if further study required

<p>Step 7 Appeal</p>	<ul style="list-style-type: none"> • discuss initial RCC application • lodge an appeal 	<p>If required:</p> <ul style="list-style-type: none"> • provide information about Pentrans complaints policy • if an appeal is lodged, organize a reassessment of the evidence by an independent assessor/assessment panel
<p>Step 8 Record keeping and monitoring</p>	<ul style="list-style-type: none"> • keep result of assessment application • complete and return the Pentrans evaluation form • work towards the identified training plan 	<ul style="list-style-type: none"> • maintain assessment records including the assessment report, the assessment strategies used, reasons for the decision, a copy of the statement/certificate issued, the training plan and, if applicable, appeal records in accordance with the national reporting system (AVETMISS) • maintain confidentiality of records • support the applicant to undertake and complete their training plan • evaluate Pentrans overall RCC process via applicant evaluation/feedback forms

How to record your evidence for the RCC Evidence Assessment application

In the previous section of this handbook it explained how to collect evidence. Now you need to record the evidence for your application.

You will find following an RCC Evidence: Assessment Form. On this form you will need to write in each element and performance criteria (you will be provided with the units of competency for which you wish to apply, with this handbook). In the evidence section you will write in a brief description of all the evidence you have collected to prove that you are competent in the relevant areas. Contact Pentrans Consulting Pty Ltd if you require additional copies of the RCC Evidence Assessment Form or you may like to photocopy the document. Use as many of the RCC Evidence Assessment Forms as you feel necessary to record all your evidence.

For each unit of competency please complete a RCC Evidence Assessment Application Form as a cover sheet.

Some important points to remember when collating your evidence

- Given RCC recognises the prior learning/competency you may have gained through your paid or unpaid work experiences, your community or voluntary work and/or your life experiences (as well as through formal training programmes), it is important that you identify any relevant experience(s) you may have had and that you recognise what skills you have learned and/or knowledge you have gained from the experience(s).
- The Assessor/s will look for a range of evidence for each element. For example, a job description, a workplace document and testimonial from a co-worker should be provided to prove that you follow OH&S policies.
- You can use one piece of evidence to support more than one unit of competency and/or element however, you need to be able to explain/discuss its relevance each time you use it. A good idea is to number your evidence and then place the number in the applicable evidence box when required.
- Your evidence must demonstrate that you meet the standard of competency expressed in the performance criteria, range of variables and evidence guide for each unit of competency addressed.
- Documentation in a language other than English should be accompanied by a translation wherever possible/appropriate.
- **Please note:** All evidence submitted will be retained by Pentrans Consulting Pty Ltd. Only send copies of certificates, transcripts and qualifications, which must be certified as a copy of the original. Do not submit originals of official documentation.

Throughout the RCC process we encourage you to keep in touch with Pentrans Consulting to discuss any questions you may have in regard to either the process itself and/or the suitability of any evidence you may be collating.

The Assessment Process

Pentrans Consulting Pty Ltd will review your application and may:

- make a decision based on the evidence you have provided in your application
- ask you to provide more evidence, and/or
- ask you to attend an interview in person or via telephone

If more evidence is required to support your application, you will be contacted either in writing and/or verbally with the request. At that time you will be given advice on the type of evidence required.

On some occasions the assessor(s) may decide an interview will be required before a decision can be made. This interview is not a test - rather it is an informal discussion designed to give you the opportunity to:

- explain and discuss more fully your application and evidence
- bring along further evidence (if required).

You will be given reasonable notice for the interview and, as far as possible, a time will be arranged which is mutually suitable for all parties involved. If you wish to, you may have a support person (colleague, friend or family member) with you. Please note: the support person is not an active participant in the interview process.

Notification of the decision

You will be notified (in writing) of the assessment decision as soon as is practicable.

If your application is successful, a statement/certificate/qualification reflecting the unit(s) of competency achieved will accompany the letter. Note: Where the number of unit(s) of competency achieved are less than that required for the award of a certificate or higher qualification, a Statement of Attainment will be issued for each unit of competency achieved.

If your application is unsuccessful, you can appeal against the decision. The appeals process is outlined in the Student Handbook.

RCC Evidence Assessment Application Form

Please complete this form and send with each unit of competency to be assessed. Contact Pentrans Consulting Pty Ltd if you require additional copies of this form or you may like to photocopy this document.

Applicant's Name	_____	
Address	_____ _____	
Telephone	_____	Facsimile _____
Mobile	_____	
Email	_____	
Course/Qualification	_____	
Unit of competency (code and name) being addressed in this application		
Applicant's signature	_____	Date _____
Pentrans office use only		
Date received	_____	
Review date	_____	Date applicant notified of outcome _____
Outcome of assessment	_____	
Comments	_____ _____	
Name of assessor	_____	
Signature	_____	Date _____

RCC Evidence Assessment Form

Student name: _____

This document is to record the elements, performance criteria and evidence for your RCC Evidence Assessment application.

Unit of Competency (code and name): _____

Date: _____

Element(s)	Performance criteria	Evidence

Types of evidence:

Direct- reports, essays, self reporting diary/log books, samples of work submissions/projects undertaken/completed.

Indirect Evidence- references, letters of validation from colleagues, employers etc, verifying the role(s)/duties you have undertaken/are currently undertaking competently, statutory declaration, copies of certificates/statements of attendance/awards etc, a portfolio, a training record book as completed by an assessor, performance appraisals.

Supplementary evidence- supplementary evidence is evidence that further supports the direct and/or indirect evidence provided by you. Examples include a direct observation in the workplace, video or audiotape, written test (for example, short answer, matching, multiple choice, true/false), simulation, interview/questioning (for example, *How does reflect ?; If you had a situation where ... what would you do/how would you respond?*, case study, role play.

RCC Workplace Assessment

12 steps of the RCC Workplace Assessment process

How to record evidence for your submission

Working with a peer/colleague

The workplace assessment

Notification of the decision

RCC Workplace Assessment

You have chosen to undertake a RCC Workplace Assessment. This means that you feel that you have the skills to meet all or most of the units of competency from a particular programme/course. This section will explain how you undertake a RCC Workplace Assessment.

Overview	The applicant's role	Pentrans role
Step 1 Introductory information	<ul style="list-style-type: none"> • contact Pentrans via telephone/email • seek information about the programme, the relevant competency standards, the RCC process • decide to apply for recognition 	Provide: <ul style="list-style-type: none"> • information and advice via telephone and/or a brochure, email etc • enrolment form • fee schedule
Step 2 Initial advice and support	<ul style="list-style-type: none"> • obtain more detailed information about the RCC process • reflect on his/her experience and the evidence required to support the application • select your qualified peer/colleague that will act as your co-assessor 	Provide: <ul style="list-style-type: none"> • the Guide to Recognition of Current Competency handbook • a detailed set of the relevant competency standards
Step 3 Application	Complete: <ul style="list-style-type: none"> • an enrolment form and forward with payment for the RCC Workplace Assessment and provide written evidence of at least five years (or equivalent) industry experience. Evidence could be a letter from an employer, a statutory declaration, etc • forward to Pentrans a certified copy of your peer/colleague's qualifications 	Provide: <ul style="list-style-type: none"> • support – a Pentrans assessor is available to offer advice and support at any time throughout the RCC process
Step 4 Self and peer assessment	<ul style="list-style-type: none"> • once you have received the RCC handbook you will need to gather and record your evidence. Each section of the document must be completed before the application is submitted 	

Step 5 Collate evidence	<ul style="list-style-type: none"> collate evidence for the workplace assessment 	<ul style="list-style-type: none"> provide learning support identify learning and assessment needs and/or possible pathways for progress
Step 6 Invoicing	<ul style="list-style-type: none"> when you are prepared for the workplace assessment to occur please forward your payment to Pentrans please note: the workplace assessment will not be conducted until all fees have been paid 	<ul style="list-style-type: none"> Pentrans will prepare a receipt and forward to the applicant
Step 7 Organise the workplace assessment	<ul style="list-style-type: none"> contact Pentrans to organize a mutually agreeable day for the assessment in the workplace arrange for a replacement staff member if required ensure that all the evidence you intend to provide is readily available 	<ul style="list-style-type: none"> allocate an assessor to conduct workplace assessment and confirm date with applicant
Step 8 Workplace assessment	<ul style="list-style-type: none"> the assessor will observe you as you carry out your normal duties. If there is a skill that the assessor wants to observe he/she will discuss the activity the assessor will sight and record the evidence supplied 	<ul style="list-style-type: none"> conduct assessment record observations and evidence provided on completion of the workplace assessment feedback is provided to the candidate. The assessor takes the evidence to the Pentrans review panel for the final decision
Step 9 Notification	<p>If required:</p> <ul style="list-style-type: none"> provide further evidence receive written feedback/notification of your assessment outcome identify any additional training that may need to be completed to gain the qualification 	<p>If required:</p> <ul style="list-style-type: none"> contact the applicant to clarify the evidence or negotiate further evidence notify applicant of result in writing issue a statement/certificate in line with Australian Qualification Framework (AQF) requirements
Step 10 Post assessment guidance and support	In conjunction with a Pentrans assessor identify skill(s)/learning needs and/or a study plan if required	Provide feedback and identify additional training needs Develop a study plan if required
Step 11 Appeal	<ul style="list-style-type: none"> lodge an appeal 	<p>If required:</p> <ul style="list-style-type: none"> provide information about Pentrans complaints policy if an appeal is lodged, organize a reassessment of the evidence by an independent assessor/assessment panel
Step 12 Record keeping and monitoring	<ul style="list-style-type: none"> keep result of assessment application complete and return the Pentrans evaluation form work towards the identified training plan 	<ul style="list-style-type: none"> maintain assessment records including the assessment report(s), the assessment strategies used, reasons for the decision, a copy of the statement/certificate issued, the training plan and, if applicable, appeal records maintain confidentiality of records

		<ul style="list-style-type: none"> • support the applicant to undertake and complete their study plan
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How to record your evidence for the RCC Workplace Assessment application

In the previous section of this handbook it explained how to collect evidence. Now you need to record the evidence for your application.

If you wish to undertake an RCC Workplace Assessment you will need to enrol in a programme/course, obtain the RCC Workplace Assessment Handbook and provide written evidence of at least five years (or equivalent) industry experience. Evidence could be a letter from an employer, tax returns, statutory declaration etc. The RCC Workplace Assessment Handbook lists each unit of competency, elements and performance criteria that you will need to achieve in order to gain the qualification in which you have enrolled. The handbook is designed to assist you to:

- identify your current level of skills and knowledge and reflect on your workplace philosophy and practices
- look at ways (and the type of evidence which may be required) to demonstrate competence
- discuss your current level of competence with a Pentrans Consulting Pty Ltd Assessor
- identify ongoing learning needs. You may find an area(s) where extra learning support may be necessary before entering into a formal assessment process.

Work with a peer/colleague

You will need to work through this workbook together with a qualified peer/colleague (eg. either a workplace supervisor or a member of the management team etc.) of the business/company in which you are employed and determine/verify which units/elements you consider you have the skills/underpinning knowledge/attitude to perform efficiently/appropriately. Each performance criteria for those elements you feel you are competent at will need to be signed off by both your peer/colleague and yourself. Please note: your peer/colleague is required to provide Pentrans Consulting Pty Ltd with a certified copy of their qualification.

Together you should:

- become familiar with the unit(s) of competency you are being assessed against
- reflect on your current level of skills (you may be too self critical and underestimate the skills you possess!)
- brainstorm ideas for evidence
- gather, sort and arrange evidence.

Remember your evidence should be:

- sufficient
- current
- authentic
- relevant
- valid
- transparent

wherever possible, based on existing workplace materials, for example, service policies and procedures,

programme etc.

and may be gathered:

- over a period of time
- in a range of contexts (where appropriate)
- using different methods

Note: Should you recognise early in the assessment process that there are one or more units of competency for which you feel traditional study ie. off-the-job will be required/would be of benefit, contact Pentrans Consulting Pty Ltd. It is possible to be working towards assessment for some units of competency and undertaking studies for other units at the same time.

Some important points to remember when collating your evidence

- Given RCC recognises the prior learning/competency you may have gained through your paid or unpaid work experiences, your community or voluntary work and/or your life experiences (as well as through formal training programmes), it is important that you identify any relevant experience(s) you may have had and that you recognise what skills you have learned and/or knowledge you have gained from the experience(s).
- Pentrans Consulting Pty Ltd Assessors will look for a range of evidence for each element. For example, a job description, a workplace document and testimonial from a co-worker should be provided to prove that you follow OH&S policies.
- You can use one piece of evidence to support more than one unit of competency and/or element however, you need to be able to explain/discuss its relevance each time you use it. A good idea is to number your evidence, collate an appendix and then place the number in the applicable evidence box when required.
- Please note: Original copies of official documentation (for example, certificates/transcripts etc.) must be made available for the Assessor to view during the workplace assessment and copies made available for him/her to place in your file. If this may be a problem, discuss this matter with the Pentrans Consulting Pty Ltd Assessor prior to the workplace assessment.
- Your evidence must demonstrate that you meet the standard of competency expressed in the performance criteria, range of variables and evidence guide for each unit of competency addressed.
- Documentation in a language other than English should be accompanied by a translation wherever possible/appropriate.

Throughout the RCC process we encourage you to keep in touch with Pentrans Consulting to discuss any questions you may have in regard to either the process itself and/or the suitability of any evidence you may be collating.

Once you have completed the workbook you are ready for the workplace assessment...

The Workplace Assessment

Contact Pentrans Consulting Pty Ltd to arrange a mutually agreeable time for the assessment. Once a date has been allocated, full payment for the assessment should be forwarded to Pentrans Consulting Pty Ltd.

Please note: a workplace assessment will not be carried out until full payment has been received.

It is important to:

- allow at least a workplace assessment (depending on the level of qualification to be assessed) to ensure there is sufficient time for both:
 - direct observation
 - discussion and interaction.
- have your evidence prepared and collated in readiness for the assessment
- read over the unit content and your evidence and think about how you will use your evidence to support/demonstrate your competence. Brainstorm with a peer/colleague the range of questions the assessor(s) may ask- usually he/she will ask you to elaborate on particular skills/knowledge/attitudes/values/learning experiences.
- discuss the workplace assessment process with your peers/colleagues to ensure they are aware of the procedure so that:
 - sufficient staff are rostered for the assessment day
 - where appropriate, he/she can prepare supportive evidence.

The Assessment Process

The Pentrans Consulting Pty Ltd Assessor will observe you as you carry out your normal duties. If there is a skill that the assessor wants to observe he/she will discuss the activity.

The Assessor will require:

- copies of the applicants qualifications
- copies of the peer/colleague's qualifications
- copies of evidence
- the RCC Workplace Assessment Handbook
- copies of other relevant documents

As per the National VET Regulator guidelines these documents must be kept by Pentrans Consulting Pty Ltd as evidence of the assessment process.

Notification of the decision

You will be notified (in writing) of the assessment decision as soon as is practicable. If sufficient evidence has been provided and/or any required off-the-job study has been completed your qualification and academic transcripts will be forwarded.

If there requiring further study either on- or off-the-job in order to fulfill the requirements for a qualification, Pentrans Consulting Pty Ltd will prepare a study plan based on your identified skills/learning needs and discuss it with you.

If you are unhappy with the assessment decision you receive, contact Pentrans Consulting Pty Ltd for details on how to lodge an appeal and/or to seek re-assessment. The appeals process is outlined in the Student Information Handbook.