

RPL Kit

Candidate Information and Application Forms

CHCAGE005: Provide support to people living with dementia

CHCCCS020: Respond effectively to behaviors of concern

Advice for Candidate

This RPL kit has been designed to help you gain recognition of your current skills and knowledge. RPL is an assessment-only pathway to recognise competence, providing acknowledgement of skills and knowledge gained through life and/or work experience, previous training, and formal education.

Gaining recognition for your knowledge and skills will help you to:

- eliminate or reduce the need to retrain in knowledge and skills you already have
- complete your dementia care qualification in a shorter time period than attending instructor led training.

How do you achieve recognition of prior learning?

If you wish to gain recognition for your knowledge and skills, you must provide appropriate evidence to demonstrate that you are currently competent in the units of competency listed on the assessment cover sheet.

Your evidence could consist of:

- qualification or formal statements of attainment
- demonstration of your skills recorded by an assessor
- completion of training record book or learning logs
- work reports
- position description
- verbal questioning
- third party reports from supervisor/manager
- theory test/exams

If you are unsure, contact your Assessor to identify suitable documents that can be used as evidence to demonstrate competence.

Your evidence will be checked by an Assessor to ensure that:

- it is valid against the current training package
- it is sufficient to show that you have the knowledge and the skills required
- the quality of your evidence meets best practice guidelines
- it is current (represents current work skills)
- it is authentic (this evidence is yours)

The Assessor may contact you if further evidence is required to support your application for RPL. This may involve a competency conversation to discuss your evidence.

Safety

Safety is paramount and must not be ignored – even in seemingly low risk environments. You must follow all safety instructions given by the Assessor and/or persons of authority, and comply with all safety policies, procedures, and legislation.

If at any time during the assessment process you consider that any person may be at risk, you must immediately abort the assessment session.

TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any aged care related positions you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in delivering aged care. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they do not show client details) or other relevant documents.

STEPS IN THE RPL PROCESS

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in aged or nursing care as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history, which could include:

- brief CV or work history
- position descriptions
- certificates/results of assessment (including interstate/overseas and universities)
- results/statement of attendance/certificates – internal/external/online training courses, workshops, seminars, conferences
- diaries/task sheets/job sheets/logbooks
- site training records and competencies (including orientation or induction sessions)
- registration/membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- any other documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided and begin to match up your skills to the units listed. The assessor will then contact you to arrange a suitable time and location for you both to discuss your application. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will use the information & evidence to get an understanding of your industry experience.

During this conversation, the assessor will discuss whether any reasonable adjustment or special needs are required and explain the appeals process. He/she will also confirm who will be present during assessments and will confirm if you need to bring any equipment or resources to assessments.

The assessor will then conduct a competency conversation with you, where you will be required to answer aged and dementia care related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focused on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, immediate feedback will be provided by your assessor with opportunity for you to discuss your results and any concerns. Your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training, which will also be explained by the assessor.

Appeals process

Should you disagree with the decision made by the assessor, please discuss your concerns with the assessor. If a remedy is not found, you can make a formal appeal in writing explaining why you disagree with the decision. Your appeal should be forwarded to your Supervisor or the Training Manager who will discuss with you the best course of action.

Please return pages 6 - 9 with your application

APPLICATION - Self Assessment Questionnaire

Candidate Name:				
Date Completed:				
Please identify your level of experience in each competency.				
Unit Codes	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
CHCAGE005	Provide support to people living with dementia			
CHCCCS020	Respond effectively to behaviours of concern			
Candidate Signature:				
Date:				

RPL APPLICATION FORM

Applicant Details									
1. Personal Details									
Surname									
Preferred Title (<i>Mr, Mrs, Ms, Miss</i>)									
First Name/s									
Any other name used									
Home Address									
Postal address (<i>if different from above</i>)									
Telephone Numbers	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">Home:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Work:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Mobile (P):</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Mobile (W):</td> <td style="padding: 2px;"></td> </tr> </table>	Home:		Work:		Mobile (P):		Mobile (W):	
Home:									
Work:									
Mobile (P):									
Mobile (W):									
Date of Birth									
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other								
Are you a permanent Resident of Australia	<input type="checkbox"/> Yes <input type="checkbox"/> No								
2. Current Employment									
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
If Yes, in which occupation are you currently employed?									
Who is your current employer?									

3. Further Training	
Have you undertaken any training courses related to the discipline of the unit/qualification being assessed? If Yes, please provide information below	<input type="checkbox"/> Yes <input type="checkbox"/> No
What area/discipline were you trained in?	
Training Completion Date <i>(month, year)</i>	
Country where you trained	
Name of course and institution <i>(if applicable)</i>	
4. Is there any further information you wish to provide in support of your application? (If Yes, please outline below)	
5. Professional Referees (relevant to work situation)	
Referee One Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	
Referee Two Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

APPLICANT EMPLOYMENT HISTORY FORM

Employer One		
Name		
Address		
Phone Number		
Position Held		
Employment Status <i>(e.g., casual, part time, full time)</i>		
Period of Employment <i>(dd/mm/yyyy)</i>	From:	To:
Description of Major Duties		
Employer Two		
Name		
Address		
Phone Number		
Position Held		
Employment Status <i>(e.g., casual, part time, full time)</i>		
Period of Employment <i>(dd/mm/yyyy)</i>	From:	To:
Description of Major Duties		

Employer Three		
Name		
Address		
Phone Number		
Position Held		
Employment Status (e.g., casual, part time, full time)		
Period of Employment (dd/mm/yyyy)	From:	To:
Description of Major Duties		
Employer Four		
Name		
Address		
Phone Number		
Position Held		
Employment Status (e.g., casual, part time, full time)		
Period of Employment (dd/mm/yyyy)	From:	To:
Description of Major Duties		

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below.

IMPORTANT: Only supply certified copies of certificates, not originals.

Document Description (e.g., resume, work history, certificate etc.)	Office Use Only Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

Declaration

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

Candidate Signature: _____

Date: _____