

Recognition of Prior Learning **RPL**



Diploma of Leadership & Management
BSB51915

CLEAR TO
WORK 

RTO # 21907

RPL Process

We make the RPL process as simple for you as possible



Units Available

We offer the following units via RPL and E-learning



Manage Meetings

Learn how to organise, run and follow up efficient and effective meetings



Manage Risk

Learn how to manage the risk within your organisation



Manage People Performance

Learn how to conduct performance appraisals and get the best out of your team



Manage Operational Plan

Learn how to develop and implement the roadmap for your operations



Facilitate Continuous Improvement

Learn how to implement improvement processes and ensure continuous growth



Develop & Use Emotional Intelligence

Learn how to increase your self awareness and relationship management



Undertake Project Work

Learn how to manage a successful project



Manage Personal Work Priorities & Professional Development

Learn to manage your own time, organisation and career development



Support Recruitment, Selection & Induction of Staff

Learn how to choose the right staff and give them the best start in your organisation



Lead & Manage Effective Workplace Relationships

Learn how to engage your team & management to create a positive working culture



Lead & Manage Team Effectiveness

Learn how to inspire and organise your team for successes



Manage Quality Customer Service

Learn how to develop & implement customer service strategies

So What is Evidence?

The right kind of evidence you will need to gain RPL



Rules of Evidence

Sometimes it's difficult to know what can actually be used as evidence when doing your RPL. Over the next few pages we give you some specific ideas of evidence you could use to prove your competence for each unit. When the assessor is looking at your evidence, they will look at the following 4 rules:

Current

Any evidence should be something you created or used recently. There's no strict rule but generally the last 24 months is a good guide

Authentic

All evidence supplied **MUST** be your own work and we can see that it's yours. For reports etc make sure you're listed as the author

Sufficient

This means that the assessor has "enough" evidence to show you are competent. Make sure you provide adequate evidence

Valid

This is where the evidence directly relates to the unit you're being assessed on – this means "is it relevant?"

Some Examples of Evidence

Here are some ideas of the sorts of things you can use as evidence for RPL

- **About you:** This could include your resume, position description, your recent performance appraisals, feedback from your manager, copies of certificates of any training (accredited or non-accredited) you've attended, written feedback from customers or other staff regarding you and your performance, testimonials from employers or managers
- **Communications:** This could include emails you have sent or replied to, diary notes about conversations, meeting minutes, meeting requests, posts on intranet forums or networking groups like LinkedIn,
- **Work samples:** These could be documents you created such as policies, procedures, task lists, job descriptions, advertisements, surveys, reports you have written, project plans you have developed, appraisals you have conducted on staff
- **Visual evidence:** You can take videos of training, mentoring or coaching sessions you run, photos of your workplace such as notice boards or awards ceremonies, videos of you running meetings, photos of a project at different stages

Evidence Suggestions

To successfully RPL a Unit of Competency, you will need to provide evidence. The following pages provide some examples of the types of evidence you will need



Manage Meetings

- Meeting agendas
- Meeting minutes
- Venue/Catering bookings
- Emails about meetings
- Meeting requests
- Policies & procedures about meetings



Manage Risk

- SWOT & PESTLE analysis
- Risk assessments
- Minutes from meetings discussing risks & treatments
- Documentation about risk treatment options
- Action plan, evaluations and monitoring



Manage People Performance

- Minutes or emails about work allocations
- Work plans for teams
- Completed performance appraisals
- Performance management plans
- Evidence of coaching / mentoring
- Emails / letters on performance to staff



Manage Operational Plan

- Operational Plan you wrote
- Research you used to develop the plan
- Emails, minutes, letters showing consultation
- Tenders, quotes, proposals for resources
- Reports, emails, minutes about monitoring the success of the plan

Evidence Suggestions

To successfully RPL a Unit of Competency, you will need to provide evidence. The following pages provide some examples of the types of evidence you will need



Facilitate Continuous Improvement

- Emails, minutes etc showing you encourage ideas from the team
- Evidence of mentoring / coaching
- Reports, spreadsheets etc collating & analyzing issues, suggestions & feedback
- KPI's around improvement



Undertake Project Work

- A project plan you have developed including scope, budget, resources, timelines and deliverables
- Emails, minutes etc of project meetings & other consultations
- Copies of progress reports
- Project finalization report
- Emails, task lists etc of allocating work to project team



Manage Personal Work Priorities & Professional Development

- Your job description & recent performance appraisals
- Your diary, task lists, schedule etc
- Membership of network or professional groups
- Your professional development plan



Lead & Manage Team Effectiveness

- Emails, minutes, etc on encouraging team input
- Evidence of assigning work
- Emails, memos, minutes showing you rewarding good performance
- Emails, minutes etc where you resolve issues & concerns of your team
- Evidence of coaching and/or mentoring

Evidence Suggestions

To successfully RPL a Unit of Competency, you will need to provide evidence. The following pages provide some examples of the types of evidence you will need



Develop & Use Emotional Intelligence

- Emails or minutes on cultural awareness
- Self assessments, psychometric tests
- Evidence of managing your own stress
- Self reflections on emotional strengths & weaknesses
- Your performance appraisal



Support the Recruitment, Selection & Induction of Staff

- Job descriptions
- Person specifications
- Job ads
- Interview questions & notes
- Selection criteria
- Evidence of scheduling interviews
- Referee reports
- Induction plan and checklists



Manage Quality Customer Service

- Survey's or market research
- A customer service strategy or plan
- Evidence of mentoring or coaching staff in customer service
- Requests for quotes / proposals for resources
- Evidence of solving complex complaints



Lead & Manage Effective Workplace Relationships

- Emails or minutes showing consultation with team
- Feedback from staff
- Policies on cultural diversity and ethics
- Evidence of networking, professional groups etc
- Evidence of guidance & counselling to staff
- Action plans to address difficulties

Email info@hia.edu.au to arrange a free RPL discussion with one of our assessors.

Contact Us Today