

RECOGNITION OF PRIOR LEARNING – KIT
Certificate II & III in Asset Maintenance
(Cleaning Operations)



What is RPL?

RPL is the acknowledgement of skills and knowledge obtained through learning achieved outside the formal education and training system.

RPL recognises any prior knowledge and experience and measures it against the qualification in which you are enrolled. You may not need to complete all of a training program if you already possess all or some of the competencies included in the qualification.

Benefits

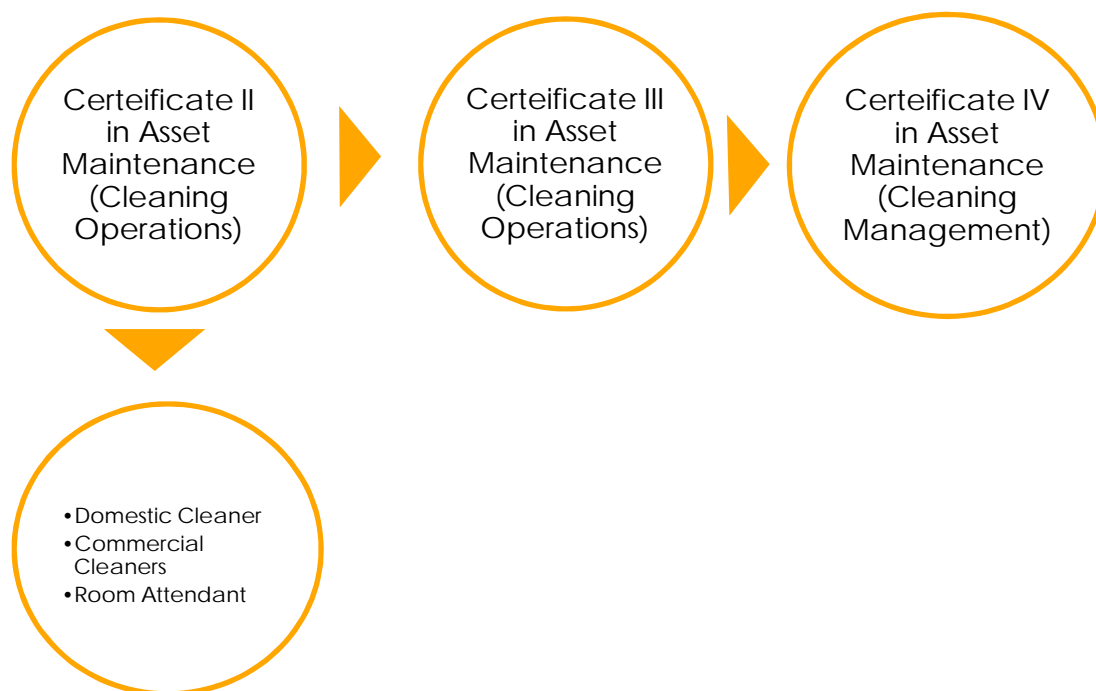
If you apply for RPL and are successful you could:

- Eliminate the need for training in skills and knowledge you already have
- Save time by not having to attend classes and completing unnecessary work
- Complete your qualification in a shorter time
- Advance more quickly to a higher level qualification if you wish

Skills needed for RPL

Qualifications, or courses, consist of a combination of Units of Competence. You will receive a Self-Assessment Checklist which will give a brief description of the skills and knowledge that you need to possess to be assessed as competent for each unit. If you feel that you already possess the stated skills for one or more units, then it could be appropriate request RPL for those units.

Pathways



The RPL Process

Welcome to recognition of Prior Learning with Team Training Australia.

You will have already enrolled as a student with Team Training Australia as indicated on your enrolment form that you would like to apply for RPL, which is why you have received this RPL Kit.

Qualifications, or courses, consist of a combination of Units of Competence. You will receive a Self-Assessment Checklist which will give a brief description of the skills and knowledge that you need to possess to be assessed as competent for each unit. These skill and knowledge may have been gained through, previous work experience (paid or unpaid), training, (formal or informal), life experiences, voluntary work etc.

Those skills and knowledge may be used to demonstrate achievement in units of competency without the need to attend training.

Below are the steps we need to follow to establish competency in the units you have selected.

1. You will need to make an appointment with the Director of Training and arrange for an interview to discuss your RPL process. Phone (07) 3161 2799 or info@teamtrainingaustralia.com.au
2. While at the interview you will:
 - Select the units of competency you would like to apply for
 - Receive the Self-Assessment Checklist
 - Receive the Evidence Guides for the selected units
 - Return the RPL Application Form

Bring the following items along to the interview:

- Current Resume
 - Job description (if unavailable, detail all your duties on paper)
 - Any award or documentation from the past few years (work related)
 - Certified copies of any formal or informal training
 - Any items that you believe that may support your skills and knowledge
3. You will be required to complete the Evidence Guide to show your skills and knowledge. If possible a third party will also complete this section as conformation of your skills and knowledge. This may be your employer or supervisor.
 4. Gather any other evidence to support your application and attach it with your Evidence Guide. When the Evidence Guide and supporting documents are completed return it to your assigned RPL Assessor for review.

Outcomes

You will be advised in a timely manner whether your application is successful or otherwise. You may be contacted to provide further evidence or even a demonstration of your skills and knowledge.

You have the right to appeal if you believe that your assessment is incorrect, please refer to the Appeals Policy in the Participants Handbook.

In order to recognise prior learning it is necessary to :

- Compare the non-formal learning the individual has achieved against the learning outcomes or performance criteria of the course or qualification for which the student is using as a basis for seeking qualification.
- Determine appropriate evidence to support the claim of prior learning.

The process used to assess RPL applications may take several (not mutually exclusive) forms, for example

- Participation in exactly the same or modified versions of the assessment the student would be required to complete as part of the full course.
- Assessment based on a portfolio of evidence.
- Direct observation of demonstration of skill or competence.
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification.
- Provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence.
- Testimonials of learning, skill or competence.
- Combinations of any of the above.

Types of evidence may include:

- Direct evidence- questions undertaken with the Assessor or observation in the workplace by the Assessor
- Indirect evidence- Statements by your employer regarding your work skills and performance (written or verbal)
- Personal statements- details outlining your functions you undertake and work activities
- Supplementary evidence- any further information you provide

For further information

Phone the Director of Training on (07) 3161 2799 or email info@teamtrainingaustralia.com.au

Applicant Details

Date	/	/ 2008	Date of birth	/	/
Surname					
Given name/s					
Address					
Phone (home)		Mobile phone			
Email					
Employer					

RPL Qualification

Certificate II in Asset Maintenance (Cleaning Operations)	<input type="checkbox"/>
Certificate III in Asset Maintenance (Cleaning Operations)	<input type="checkbox"/>

Please tick which units of competency you would like to apply for under RPL. An evidence guide can then be put together for you.

Title: PRM20104 Certificate II in Asset Maintenance (Cleaning Operations)

To achieve recognition at Certificate II level, the candidate for recognition must demonstrate competency in all 3 core units plus 8 elective units (total of 11 units). The elective units must include a minimum of 7 units from the elective units listed below.

PRM30104 Certificate III in Asset Maintenance (Cleaning Operations)

To achieve recognition at Certificate III level, the candidate for recognition must demonstrate competency in all 5 core units plus 14 elective units (total of 19 units).

The elective units must include a minimum of 7 units from Group A and a minimum of 4 units from Group B.

Core Units (Compulsory units)		Cert II	Cert III
PRMCL33B	Plan for safe and effective cleaning activities		
PRMCL35B	Maintain a clean storage area		
PRMCL39A	Support leadership in the workplace		
PRMCMN201A	Participate in workplace safety arrangements		
PRMCMN301A	Contribute to workplace safety arrangements		

Choose seven (7) from the following Group A Elective Units		Cert II	Cert III
PRMCL01B	Maintain a hard floor surface		
PRMCL02B	Restore a hard floor surface		
PRMCL04B	Maintain a carpeted floor		
PRMCL09B	Clean glass surface		
PRMCL10B	Clean ceiling surface and fittings		
PRMCL15B	Maintain furniture and fittings and room dressing		
PRMCL19B	Remove waste		
PRMCL37A	Clean external surfaces		
PRMCL38A	Clean a food handling area		
PRMCMN202A	Provide effective client service		
HLTFA1A	Apply basic first aid		
HLTIN1A	Comply with infection control policies and procedures		
MTMPS201A	Clean work area during operations		
MTMPS205A	Clean chillers		
MTMP2191A	Clean ironwork		
MTMP2196A	Overview cleaning program		
MTMP2197A	Clean after operations-boning room		
MTMP2198A	Clean after operations-slaughter floor		
PRMCC02A	Use bonnet cleaning		
PRMCC07A	Perform basic stain removal		
THHBH03B	Prepare rooms for guests		
Choose eight (4) from the following Group B Elective Units		Cert II	Cert III
PRMCL03B	Replace a hard floor finish		
PRMCL13B	Clean window coverings		
PRMCL14B	Maintain a `clean room` environment		
PRMCL16B	Wash furniture and fittings		
PRMCL20B	Clean using pressure washing		
PRMCL21B	Clean industry machinery		
PRMCL21B	Clean industrial machinery		
PRMCL36B	Clean a high levels		
PRMCMN302A	Respond to client inquiries and complaints		
BSZ404A	Train small groups		
HLTIN3A	Implement and monitor infection control policy and		
PRMCC01A	Use hot water extraction		
PRMCC03A	Use dry foam shampoo		
PRMCC04A	Use dry absorbent compound		