

CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY TRAINING (COHST)
**Recognition of Prior Learning (RPL) &
 Recognition of Current Competencies (RCC)
 Application Form**



Student's Name

Student No.

Course: BSB41407 Certificate IV Occupational Health and Safety

UNIT : BSBWRT401A
Write Complex Documents

Unit Structure:
 This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.
 This unit applies to individuals who work in a range of business environments and are skilled in the creation of reports, information and general promotion documents that are more complex than basic correspondence, memos

If you can answer yes to all the performance criteria below for this unit then you might be eligible for RPL/RCC.

Note: RPL/RCC can only be granted for whole units (Please note that some assignments have multiple units, so you might have to complete part of an assignment which contains units you have not received RPL for)

***Please note that as part of your RPL Application you must show at least 3 examples of your work as evidence**

UNIT : BSBWRT401A Write Complex Documents

Nominal hours for this unit

Element 1		Plan documents	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
1.1	Determine the purposes of documents			
1.2	Choose appropriate formats for documents			
1.3	Establish means of communication			
1.4	Determine requirements of documents			
1.5	Determine categories and logical sequences of data, information and knowledge to achieve document objectives			
1.6	Develop overview of structure and content of documents			

Element 2		Draft text	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
2.1	Review and organise available data, information and knowledge according to proposed structure and content			
2.2	Ensure data, information and knowledge is aggregated, interpreted and summarised to prepare text that satisfies document purposes and objectives			
2.3	Include graphics as appropriate			
2.4	Identify gaps in required data and information, and collect additional material from relevant enterprise personnel			
2.5	Draft text according to document requirements and genre			
2.6	Use language appropriate to the audience			

Element 3		Prepare final text	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
3.1	Review draft text to ensure document objectives are achieved and requirements are met			
3.2	Check grammar, spelling and style for accuracy and punctuation			
3.3	Ensure draft text is approved by relevant enterprise personnel			
3.4	Process text amendments as required			

Element 4		Produce document	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
4.1	Choose basic design elements for documents appropriate to audience and purpose			
4.2	Use word processing software to apply basic design elements to text			
4.3	Check documents to ensure all requirements are met			

APPLICANTS PLEASE CHECK:

- That you have ticked off each element and performance criterias for this unit
- Written in each element **HOW YOU HAVE GAINED THAT EXPERIENCE**
- Attached evidence summary sheet
- Attached evidence to support your claim for each element (including 3 examples of your work)
- Ensured that any qualification transcripts have been certified

BSBWRT401A Write Complex Documents

Element	Element	√ RPL/RCC CLAIM	√Attach supporting evidence
1	Plan documents	<input type="checkbox"/>	<input type="checkbox"/>
2	Draft text	<input type="checkbox"/>	<input type="checkbox"/>
3	Prepare final text	<input type="checkbox"/>	<input type="checkbox"/>
4	Produce document	<input type="checkbox"/>	<input type="checkbox"/>

NEXT

Complete the **RPL Tracking Record Form** and **Assessment Outcome Form** on the following pages –

- 1 Write in your details and contact information
- 2 Sign the **RPL Tracking Record Form** and **Assessment Outcome Form** where indicated on both pages.
- 3 Send this completed application form and **ALL EVIDENCE** to :

RPL APPLICATIONS, COHST, Swinburne University, Mail No H71, PO Box 218, Hawthorn, VIC 3122

- Once COHST has received your application for RPL allow up to 5 weeks for RPL to be processed.
- If the COHST assessor is **NOT SATISFIED** with the evidence provided you will be asked, to submit additional information or asked to come in for a **Presentation of Evidence Interview** and be assessed on your claims.
- If COHST finds that your RPL application is correct you will be notified and credited for the unit and will not have to do course work for that unit. Please note that some assignments have multiple units, so you might have to complete part of an assignment which contains units you have not received RPL for.

(Continue on next page)

**SWINBURNE**

University of Technology

TAFE Division

Year : 2009

RPL/RCC TRACKING RECORD**STUDENT CONTACT DETAILS**

STUDENT SURNAME		FIRST NAME		STUDENT NO.	
ADDRESS					
HOME PHONE			WORK PHONE		
MOBILE					
EMAIL					
OCCUPATION					
EMPLOYER					
DURATION OF EMPLOYMENT					
COURSE CODE	BSB41407				
COURSE NAME	Certificate IV Occupational Health and Safety				

SELECTED RPL UNITS

UNIT CODE	UNIT TITLE	EVIDENCE GIVEN
BSBWRT401A	Write Complex Documents	

PLANNING INTERVIEW**Office Use Only**

DATE		
PLACE		
ASSESSOR		
CONTACT NO.	PH:	MOB.
Other teachers or subject matter experts	Name	Contact

SCHEDULED DATES FOR PRESENTATION OF EVIDENCE INTERVIEW**Office Use Only**

SIGNED BY STUDENT**DATE**

SIGNED BY ASSESSOR**DATE**

RPL/RCC Assessment Outcome

INSTRUCTIONS FOR DEPARTMENT

1. The student must be enrolled in the current year in the subjects listed in this application. Please attach an Amendment to Enrolment if the student is not currently enrolled in all subjects.
2. Please forward this form to TAFE Student Administration for processing.

Student Number:

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 Date of Birth

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Student Family Name:

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 Student Other Names:

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Course Code :	BSB41407
Course Title in which RPL is sought:	Certificate IV Occupational Health and Safety

ASCOL UNIT CODE	UNIT TITLE	RPL Assessment Granted (RPLC) /Not Granted (RPLN)	TEACHER/ASSESSORS NAME and SIGNATURE
BSBWRT401A	Write Complex Documents		Assessors Name Assessors Signature

Centre Manager's Name	Signature	Date
Student Name Acknowledgement	Signature	Date
Student Administration Entered	Initials	Date

**Please return this completed RPL Application Form with your evidence to:
RPL APPLICATIONS, COHST, Swinburne University, Mail No H71, PO Box 218, Hawthorn, VIC 3122**