

Recognition of Prior Learning (RPL) & Recognition of Current Competencies (RCC) Application Form



Student's Name

Student No.

Course: HLT21107 - Certificate II Emergency Medical Service First Response
(Emergency Medical Responder)

UNIT: HLTHIR301A Communicate and Work Effectively in Health

Unit Structure:

This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.

What is RPL/RCC

RPL/RCC is the formal acknowledgment of skills and knowledge that you currently have. The application process requires you to provide evidence of, or demonstrate, your current ability to perform the requirements of the performance criteria of each of the performance criteria within the unit

RECOGNITION OF PRIOR LEARNING/ RECOGNITION CURRENT COMPETENCIES

1 For the purpose of **recognition of prior learning (RPL)** the applicant must:

- Submit evidence of the skills and knowledge gained while on-the-job and which are relevant to this unit;
- Submit evidence of the skills and knowledge gained in other contexts and which are relevant to this unit;
- Show how these skills and knowledge are relevant to the requirements for this unit in this qualification; and
- Record these skills and knowledge in an easily understood format which can be retained for future use.

2 For the purpose of **recognition of current competencies (RCC)** the applicant must:

- Submit certification that you are registered to practice in your current occupation and what evidence your registration requires for you to be issued with your certificate to practise.

RPL/RCC recognises that students need not undertake training for skills they already possess. The skills and knowledge may have been obtained through:

- * Formal training
- * Work experience
- * Life experience

If you can show (via this application form and/or interview) that you have the required skills or knowledge then you will be granted a RPL/RCC for this unit, and exempt from completing the work required for this unit.

Assessing yourself for RPL/RCC

The first thing to do is to do a self assessment. You are the most appropriate person to make judgements about your knowledge and skill levels.

The *performance criteria* for each element of this unit are provided on the following pages. Read each *performance criteria* for each element of this unit and then ask yourself if you know how to do that and how you can demonstrate this from your work environment, life experience or from any previous training undertaken.

EXAMPLES OF EVIDENCE FOR RPL APPLICATION

You are required to provide tangible evidence to support your RPL/RCC application. Remember that a single piece of evidence can be used to meet more than one performance criteria in any unit. Following is a list of types of evidence that can be used and will help the assessment of your portfolio. Include anything that you feel is relevant and will help you to meet the performance criteria.

- Confidential documents / privacy
- Handouts/samples
- Job/Position Description
- Evaluation forms
- Memos (you have drafted)
- Scripts
- Checklists
- Letter/s of validation
- Completed job cards
- Letters (you have drafted)
- Feedback sheets/ surveys
- Copy of daily 'To do list'
- Booking sheets
- Department documents
- Diary entries
- Drawings/plans you have created
- Brochures/Flyers you have produced
- Assessment tools you may have used
- Forums/meetings/conferences/seminars you have helped organise
- Minutes of meetings (that involve you doing an action with a result) and Agendas
- Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc)
- Bookkeeping/other financial records you have set up/maintain
- Video recordings / photographs of you undertaking activities
- Training needs analysis/goals/session plan
- Letters of support/appreciation
- Notation's made on documents
- Kits/induction tools
- Performance appraisals/review
- Procedures/Policy
- Pro-formas / forms you use
- Promotional material
- Records
- Organisational Chart (with names)
- Budgets/costing sheets etc
- References from supervisor/peers
- Booking sheets
- Budgets/costing sheets etc
- Email correspondence
- Fax messages
- Certificates/Qualifications
- Outline of organisation that you work for
- References from previous employers
- Spreadsheets
- Standards used
- Statements from supervisors/peers
- Statements of Attainment
- Team projects (outlining your roles)
- Training Diary
- Units of competence
- Witness testimonies
- Workplace evidence
- Review of logbooks
- Team meeting notes
- Reports you have drafted
- Resume, Curriculum Vitae
- Role plays
- Samples of work
- Schedules
- Witness testimony or third party reports
- References from supervisor/peers

How to present your evidence

Submit an *Evidence Summary Sheet* by:

1. Write down and number each element. Under each element number the performance criteria for that element.
2. Indicate which evidence covers which performance criteria for each element (evidence may cover more than one).
3. Present the evidence summary at the front of your evidence portfolio. Present your portfolio with dividers for each unit. Where evidence is relevant to more than one unit, ensure that it is labelled that way.

Example of Evidence Summary Sheet

AMCM40104 Certificate IV in Competitive Manufacturing Unit: AC432A Analyse manual handling		
Nominal hours: 25 hours	Type of Unit: Core	Prerequisite: None
Elements and Performance criteria	Suggested evidence	
1. Assess manual handling risks		
1.1	Identify manual handling hazards in work area	Copy of a signed off Job Hazard Assessment Form (or similar workplace document) applicant has conducted or been involved with Email outlining manual handling assessment Copy of organisation's Manual Handling policy and procedure

It is essential to gain RPL that the RPL/RCC Assessor is completely satisfied with the credibility of your RPL claim.

Assessment of an RPL/RCC Application

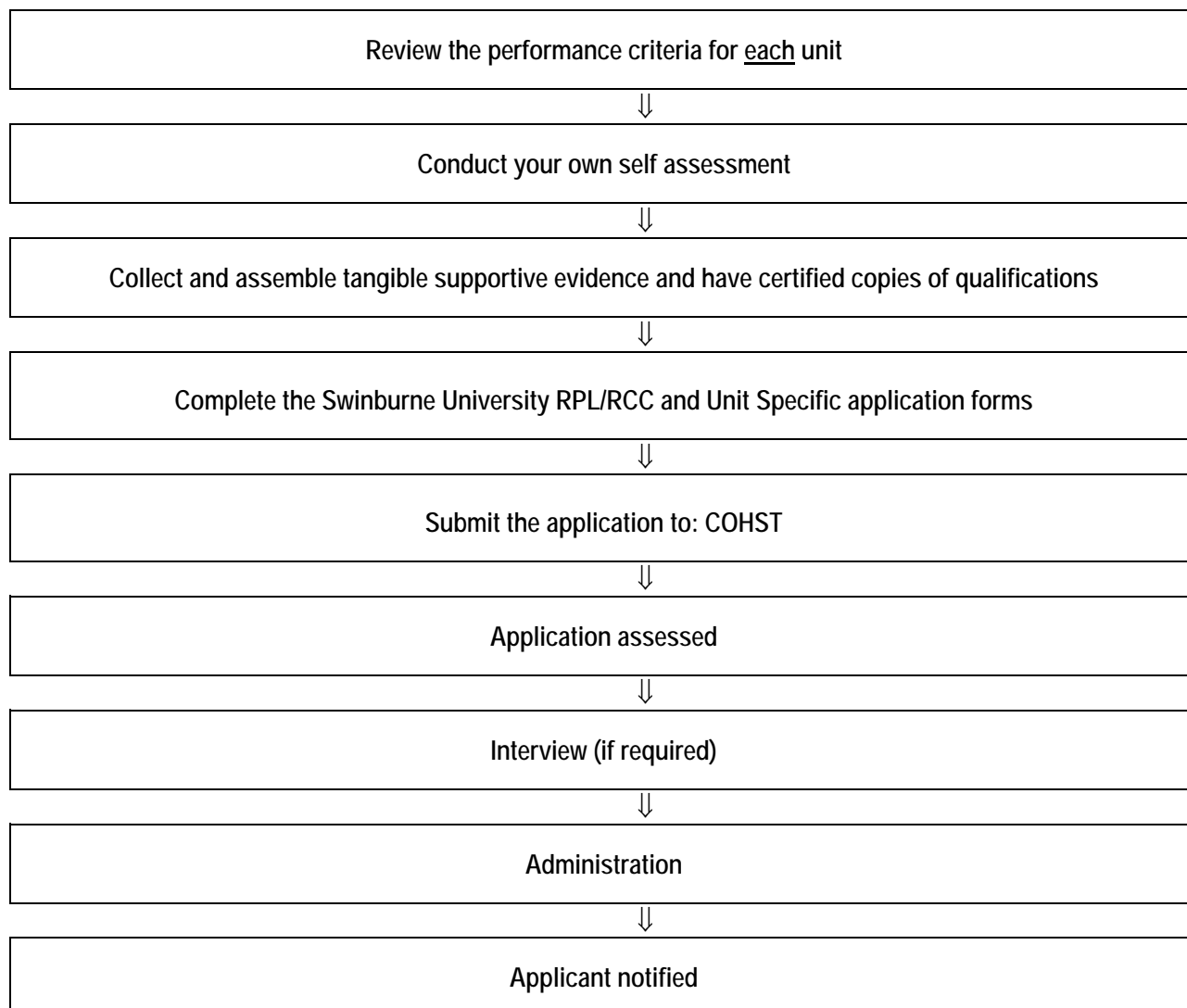
When you have submitted your RPL application, and provided appropriate evidence to support your claim, your application will be processed according to the following procedure:

- A unit and RPL/RCC expert will assess your application against the assessment criterias and will contact applicants to let them know;
 - 1) The units that they have been granted RPL/RCC or
 - 2) Details of those units where further evidence is required or
 - 3) Recommend additional training where required or
 - 4) To produce current certification to show you are registered to practice in your current occupation or
 - 5) Details regarding an RPL/RCC interview (if required) or

RPL/RCC Interview

You may be asked to attend an interview because there is some doubt regarding the evidence you have supplied. The purpose of the interview is to allow you the opportunity to confirm the evidence to support your claim. The RPL/RCC Assessor may require you to demonstrate or answer direct questions regarding the performance criteria of the unit.

RPL/RCC ASSESSMENT SUMMARY

**Instructions:**

Please read each of the elements for this unit on the following pages. If you have the experience or knowledge described in the elements/performance criteria then:-

- Tick the box next to the element
- List what evidence you will provide to demonstrate this experience.

You **MUST** provide evidence for each element with this RPL application. If one piece of evidence covers all the elements please state how this is so in each element.

- Please note **IT WILL NOT SUFFICE TO SAY THAT YOU GAINED EXPERIENCE FROM ONE PARTICULAR JOB OR COURSE/CERTIFICATION.** You need to state:
 - How you gained this experience/certificate to practise.
 - How it is relevant to the unit/element/performance criteria you are applying for
 - How long was the job/course (dates) or validation date of certificate to practise and expiry date
 - Who can vouch for the work that you did – signed letter of employer, supervisor/manager or certified transcript of course listing all the units and your marks. (see examples of evidence)
 - What specific tasks/assignments you completed relevant to the unit and evidence to prove this.
- Please provide additional written pages if necessary (or you can include it in your Evidence Summary Sheet)
- If the evidence has been gained from another course/qualification (which is not the same as the unit number you will be undertaking, please attach a copy of the certified copy transcript of your qualification (listing all the units/subjects studied and your marks) with your evidence.

Student's Name

Student No.

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: HLTHIR301A Communicate and Work Effectively in Health

Nominal hours
for this unit

Element 1		Work Ethically	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
1.1	Follow ethical guidelines in decision-making in all work undertaken the health setting with awareness of potential ethical complexity in own work role			
1.2	Reflect understanding and compliance with the principles of duty of care and legal responsibilities in all work undertaken			
1.3	Refer any breach or non adherence to standard procedures or adverse event to appropriate personnel			
1.4	Maintain confidentiality of any client matter in line with <i>organisation policy and procedure</i>			
1.5	Show respect for rights and responsibilities of others through considered application of work practices			
1.6	Reflect current working knowledge and understanding of employee and employer rights and responsibilities in all work undertaken			
1.7	Recognise, avoid and/or address any conflict of interest			

Element 2		Communicate Effectively in a Health Setting	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
2.1	Develop, review and revise personal skills in communication as an ongoing priority to address organisation standards			

2.2	Exercise caution in communicating personal information by oral and written means to ensure confidentiality of client and staff matters			
2.3	Routinely apply workplace protocols and procedures in all workplace communication to support accuracy and understanding of information provided and received			
2.4	Recognise individual and cultural differences and make any adjustments needed to facilitate the achievement of identified outcomes			
2.5	Conduct interpersonal communication with clients and colleagues in a manner that enhances a client centred approach to health care consistent with organisation standards			
2.6	Take appropriate measures to resolve conflict and interpersonal differences in the workplace			

Element 3		Practise High Standards of Personal Hygiene		Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required	
3.1	Maintain personal hygiene with an understanding of risks associated with contamination and infection in a health setting				
3.2	Wear <i>personal protective equipment</i> correctly according to organisation requirements				
3.3	Safely dispose of infectious and/or hazardous waste material according to waste management policy and procedures				
3.4	Report or initiate action within own area of responsibility to redress any potential workplace hazards				

Element 4		Promote a Positive Approach to Health	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
4.1	Clarify components of own role that contribute to maintaining an effective and <i>client-centred approach to health</i>			
4.2	Promote an approach in which clients are included in shared decision-making as partners in health care where appropriate			
4.3	Contribute to a workplace culture of promoting good health by sharing health information in line with organisation policy			
4.4	Focus on preventing ill health and minimising risk in the workplace			

Element 5		Maintain Professional Work Standards	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
5.1	Identify relevant organisation policies and procedures relating to awards, standards and legislative requirements of own work role and clarify any uncertainties with appropriate personnel			
5.2	Contribute to identifying and implementing improved work practices			
5.3	Comply with relevant accreditation standards applying to work undertaken			
5.4	Reflect understanding and focus on achieving organisation goals and objectives in all work undertaken			
5.5	Respond positively to changes to improve work practices and procedures in accordance with organisation requirements			
5.6	<i>Issues requiring mandatory notification are identified</i> and reported to supervisor and/or an appropriate authority			

Element 6		Work Effectively within the Health Care System	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
6.1	Demonstrate respect for workers from different sectors and levels of the industry			
6.2	Work with awareness of the roles of various organisations in the health care system in Australia			
6.3	Maintain awareness of current issues influencing health care, including health issues for Indigenous Australians			

Element 7		Take Responsibility for Personal Skill Development	Assessor OFFICE USE ONLY	
	Performance Criteria	List the evidence to support your claim	Sufficient	Further evidence required
7.1	Seek advice from appropriate persons on areas for skills/knowledge development			
7.2	Identify options for accessing relevant skill development opportunities and initiate action in consultation with manager			
7.3	Undertake designated skill/knowledge development and maintenance activities of the organisation including induction training			
7.4	Identify and prioritise personal work goals in accordance with organisation requirements			

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

UNIT: HLTHIR301A Communicate and Work Effectively in Health

Element	Element	√ RPL/RCC CLAIM	√Attach supporting evidence
1	Work Ethically	<input type="checkbox"/>	<input type="checkbox"/>
2	Communicate Effectively in a Health Setting	<input type="checkbox"/>	<input type="checkbox"/>
3	Practise High Standards of Personal Hygiene	<input type="checkbox"/>	<input type="checkbox"/>
4	Promote a Positive Approach to Health	<input type="checkbox"/>	<input type="checkbox"/>
5	Maintain Professional Work Standards	<input type="checkbox"/>	<input type="checkbox"/>
6	Work Effectively within the Health Care System	<input type="checkbox"/>	<input type="checkbox"/>
7	Take Responsibility for Personal Skill Development	<input type="checkbox"/>	<input type="checkbox"/>

NEXT

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

- 1 Write in your details and contact information
- 2 Sign the **RPL Tracking Record Form** and **Assessment Out Come 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.

Student's Name

Student No.

UNIT: HLTHIR301A Communicate and Work Effectively in Health**Assessors Comments (OFFICE USE ONLY)**

Element number where Gap Training/Learning is required	Evidence/Training/Learning still required			
Assessor Comments -				
Final student result for the competency (please circle)			RPLC	RPLN
Name of Assessor:				
Signature of Assessor:		Date		

Assessor please note: Sign where indicated on the Tracking and Assessment Outcome forms on the following pages, they will be the only forms forwarded to Swinburne student Administration.

**SWINBURNE**

University of Technology

TAFE Division

Year : 2008

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	HLT21107				
COURSE NAME	Certificate II Emergency Medical Service First Response (Emergency Medical Responder)				

SELECTED RPL UNITS

UNIT CODE	UNIT TITLE	EVIDENCE GIVEN
HLTHIR301A	Communicate and Work Effectively in Health	

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: Date of Birth

Student Family Name: Student Other Names:

Course Code :	HLT21107
Course Title in which RPL is sought:	Certificate II Emergency Medical Service First Response (Emergency Medical Responder)

ASCOL UNIT CODE	UNIT TITLE	RPL Assessment Granted (RPLC) /Not Granted (RPLN)	TEACHER/ASSESSORS NAME and SIGNATURE
HLTHIR301A	Communicate and Work Effectively in Health		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