

## Information on RPL TAELN411 Address Adult Language Literacy and Numeracy Skills.

Please download and read the unit before you complete this form.

You will find a copy of the unit at

<http://training.gov.au/Training/Details/TAELN411>

Below is an outline of the process we use for RPL assessments.

Step 1: Complete RPL application form. Include as much detail as possible on the evidence you will be providing against each of the listed criteria. Please do not send any other documents or evidence at this stage.

Step 2: Assessor will review your application and decide if RPL would be a suitable pathway for you.

**Please note: By applying for RPL, it does not automatically mean you are suitable for RPL. An assessor will assess your application to see if you are suitable to enrol in this pathway.**

Step 3: If RPL only is deemed to be a suitable pathway for you, you will receive an enrolment pack.

**TOTAL COST for an RPL Only Pathway is \$195  
This is a non-refundable fee to be paid on application.**

Step 4: After enrolment, you need to collect the evidence that you detailed on the Application form and send it to us

Step 5: An assessor will assess the evidence and provide you with feedback and results. Your assessor will work with you and mentor you until you have achieved the unit.

Step 6: Once you have been assessed as competent by the assessor you will receive your statement of attainment in the mail.

Please complete Step 1 by filling in the RPL application form and return by email to: [terri@ballinger.edu.au](mailto:terri@ballinger.edu.au)

## What does RPL mean?

RPL (recognition of prior learning) is an assessment only pathway to a nationally recognised statement of attainment. During the RPL assessment previously learnt skills and knowledge are assessed against current national standards. Candidates in this assessment process provide evidence that matches to the evidence requirements of the unit. An assessor judges this evidence and makes a decision to whether competency has been demonstrated.

Evidence could include such things as products you have developed, descriptions of processes you have used, annotated workplace documents that demonstrate your skills against the unit. You could provide written or verbal responses to question bank provided to you by your assessor, completed Third Party Reports or completed tasks set by your assessor.

## Why do I have to complete an RPL application?

Our aim is to set you up for success and make sure we put you on the right pathway to achieve your goal. We do not want you to spend time collecting evidence only to find out that you do not have sufficient evidence to match the evidence required by the unit.

We ask you to complete an Application form first, before you enrol so that we can see whether you have the necessary skills and experience that matches to the unit. We can guide you in the right direction. Think of this step as similar to applying for a bank loan. Certain criteria must be met, so you need to fill in an application that can be reviewed before approval is given for you to get a loan. We put this step in to make sure you are going to be able to be awarded the unit via a RPL pathway.

When you are completing the application form think about what you can put in there that will provide your assessor with a clear picture of your current skills and abilities as they relate to the unit TAELLN411 Address adult language, literacy and numeracy skills.

Remember that if the RPL pathway is deemed suitable for you, the RPL application form that you have just completed will be useful planning tool. It will enable you to compile your evidence quickly and with ease. You will go into the RPL assessment with confidence, knowing that you can provide the evidence needed. Any time spent on completing this application form will be valuable to you.

**Effective Example of how to complete the Application** – In this example the candidate has linked what they do directly to the unit requirements and lists evidence that they can provide that clearly links to the unit requirements. This would indicate that the candidate is suitable for the RPL pathway.

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
TAEDES402A Use training packages and accredited courses to meet clients needs			
<p><b>Evidence of the ability to</b></p> <p>Analyse a training package or accredited course to examine its component parts, identify relevant units of competency or modules and contextualise them to meet a specific client need.</p> <p>A minimum of two examples of unpacking training specifications including a least one training package</p> <p>The other many be a training package or accredited course which meet vocational outcomes of the learner</p>	<p><i>I use training packages to write training and assessment strategies for an RTO. In my current role I am responsible for 2 programs</i></p> <p><i>I work in collaboration with specific clients and the RTO manager to design and structure Certificate III in Business Admin and Certificate IV in Work Health and Safety programs.</i></p>	<p><i>Draft copy and final copy of the training and assessment strategies that I have written for Certificate III in Business admin and Certificate IV in Work Health and safety.</i></p> <p><i>Emails showing consultation with RTO manager and clients with regard to which electives will be included.</i></p> <p><i>Third Party Verification of my active role in developing and implementing the training and assessment strategies</i></p>	<p>Evidence will show the candidate unpacking 2 different training packages. Completed training and assessment strategies will show interpretation of qualification framework and packaging rules in consultation with clients.</p> <p>Third party will authenticate evidence.</p> <p>✓ Suitable for RPL pathway</p>

**Ineffective Example of how to complete this Application** - In this example the candidate is not matching what they do and the evidence they can provide to the actual unit requirement. This would indicate that the candidate is not suitable for an RPL pathway.

Unit and evidence requirements	What I do	What I can give you to prove it	Assessors Comments
TAEDES402A Use training packages and accredited courses to meet clients needs			
<p><b>Evidence of the ability to</b></p> <p>Analyse a training package or accredited course to examine its component parts, identify relevant units of competency or modules and contextualise them to meet a specific client need.</p> <p>A minimum of two examples of unpacking training specifications including a least one training package</p> <p>The other many be a training package or accredited course which meet vocational outcomes of the learner</p>	<p><i>I use training packages all the time to deliver programs to learners. I follow the outlines provided in the training package.</i></p>	<p><i>Copy of the program that I deliver</i></p> <p><i>Copy of session plans I use</i></p> <p><i>Copy of assessment tools I use</i></p>	<p>Evidence listed does not show that the candidate has unpacked and analysed a training package. Evidence listed does not indicate that candidate has contextualised to meet a specific client need, does not specifically talk about 2 examples.</p> <p>Not Suitable for RPL pathway</p>

## **TAE411 RPL Application – Please complete and return**

To be suitable to apply for this RPL process you must be able to tick all of the following boxes.

- I have current experience working as a trainer and assessor (within the last 12 months) delivering training and conducting assessments.
- I have current experience addressing adult language literacy and numeracy skills with real vocational learners within the last 12 months.

You must be able to:

- specify the critical LLN skills essential to workplace performance in an identified industry or sector
- identify cultural and social sensitivities relevant to communicating with individuals who are identified as requiring LLN support
- identify sources of resources, strategies and LLN support available in own training organisation and procedures for accessing them
- Explain techniques for evaluating own training and assessment practice.

Are you able to elaborate on each of these points in order to provide evidence during the RPL Process?

- Yes
- No

Have you accessed, read, and understood the unit of competency TAE411?

- Yes
- No

If you have been able to tick yes to all of the above, you are eligible to continue with the RPL Application process.

<b>Candidate's Name</b>		Office use only
<b>Contact number</b>		
<b>Email address</b>		
<b>Current Employer</b>		
<b>Current job title</b>		
<b>Do you hold a formal training qualification? (if yes please provide details)</b>		
<b>Have you used the ACSF? (If yes please provide details)</b>		
<b>Name, role and contact details of someone in your workplace that can act as a Third Party to verify your evidence</b>		
<b>Brief description of current (within the past 12 months) design, delivery and assessment experience including processes you have currently use to address adult LLN skills.</b>		

Unit and evidence requirements	What I do	What I can give you to prove It	Assessors Comments
TAELLN411 Address adult language literacy and numeracy skills			
<b>Evidence of the ability to</b>			
<ul style="list-style-type: none"> <li>use tools to identify the LLN skill requirements (reading, writing, speaking, listening and numeracy) of the training specification and/or assessment process relevant to vocational delivery</li> </ul>			
<ul style="list-style-type: none"> <li>use various sources to gather information on the current LLN skills of a learner group</li> </ul>			
<ul style="list-style-type: none"> <li>identify available sources of support to address at least two of the identified LLN skill needs of the learner group</li> </ul>			
<ul style="list-style-type: none"> <li>customise and use at least two learning resources to address LLN requirements</li> </ul>			

<ul style="list-style-type: none"> <li>select, use and review at least two instructional strategies that directly address the identified LLN needs of the learner group</li> </ul>			
<ul style="list-style-type: none"> <li>use advice from specialist LLN practitioners to inform practice</li> </ul>			
<ul style="list-style-type: none"> <li>select, use and review at least two assessment strategies that cater for the identified LLN needs of the learner group</li> </ul>			
<ul style="list-style-type: none"> <li>Determine areas for improvement of own practice.</li> </ul>			