



Royal Life Saving

THE ROYAL LIFE SAVING SOCIETY WESTERN AUSTRALIA INC

Everyone can be a lifesaver!

PROVIDE FIRST AID

Including: HLTAID001, HLTAID002, HLTAID003

RPL Assessment Tool Kit

Version: 1.0
October 2017

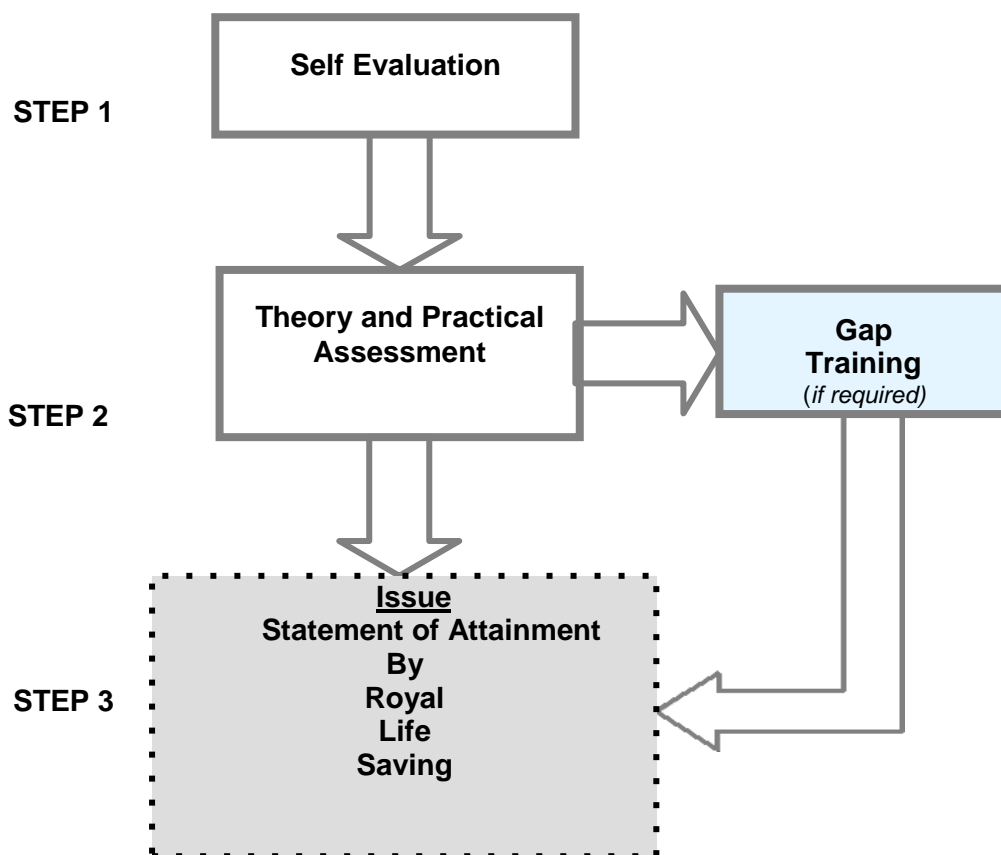
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Overview of the Recognition Process



Introduction

Welcome to the Provide First Aid RPL assessment. This RPL Assessment Tool includes three (3) units of competency. Included in this pack are documents as follows:

- Explanation of RPL documents
- Candidate information
 - ▶ Candidate Information Form
 - ▶ Candidate Employment History Form
 - ▶ Candidate Self-Evaluation (incorporating Third Party Verification)
- Mapping Document.

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CANDIDATE INFORMATION

And

SELF-EVALUATION FORMS

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What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

Why you should apply for RPL

If you apply for RPL and your application is successful you could:

- reduce or eliminate the need for any training in skills and knowledge you already have
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work
- complete your qualification in a shorter time

Some terms you need to understand

It is important that you understand the following terms to assist you with your RPL application.

Competence

Competence is the demonstration of skills and knowledge that you have gained through life and work experiences as well as any training that you have successfully completed that can be matched against a set of industry performance standards referred to as **units of competency**. These units are grouped together to form a specific industry qualification, within the Australian Quality Training Framework (AQTF).

Each unit of competency is divided into elements (a set of activities that lead to an overall achievement or demonstration of competence). Each of these elements is further broken down into a set of performance criteria which give a more detailed description of the skills and knowledge you need to be able to demonstrate.

Matching your evidence against each of the elements/performance criteria will help you to reach your qualification more quickly.

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How to prepare for your RPL assessment

In order for your skills to be formally recognised as part of a national qualification, Assessors must make sure that you (the candidate) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

You must be involved in the RPL process so that all the experience, skills and knowledge you have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

You will be notified of all assessment requirements in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier for you.

1. Your Assessor will ask you to talk about your work roles and your employment history.

Bring a copy of your résumé. You might like to write down any work you have done in the past (paid or unpaid) and where this took place.

2. If you have certificates from any training courses you have completed, bring along either certified copies or the originals to the interview with the Assessor and they can make a copy of them.
3. Bring along any other documentation that you think would support your claim that you have done this work over time.

The following is a list of some of the documents you can provide as examples of your work history:

- brief CV
- certificates/results of assessment
- any licences
- tickets held,
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate your trade or industry experience or support your claim.

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Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process.

4. Think about who you would consider to be your workplace contact or referee.

Is your employer happy to support your aim to become qualified?

Would you feel comfortable if the Assessor contacted your current workplace or previous workplace/s to validate your skills and spoke to your supervisor/s or employer/s?

5. You will need to supply the contact details of work referees who can confirm your skills in the industry.

Think about who the best person to confirm your skill level would be.

Think about current or recent supervisors or employers who have observed your work and who would be able to confirm your previous work skills and experience. The Assessor will need to contact them.

6. You can speak with your Assessor about other ways you can show your skills for the trade or industry in which you are seeking recognition.

These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentiality issues – see below) or any other relevant documents.

Confidentiality issues

It is important that sensitive information is not included as part of your Supporting Documentation (as identified in Section 6 and any other documentation you wish to use as evidence). You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted and financial figures or other personal details should be blacked out and made unidentifiable.

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The three steps in the RPL assessment process

Once your training organisation has provided you with the information you need to apply for RPL, you need to follow these three steps in order to complete the process.

<p>Step 1 – Self-Evaluation</p>	<p>You will need to assess your current competence for the unit/s of competency.</p> <p>Complete the candidate information and self-evaluation forms provided with as much information of your previous work experience as you can.</p> <p>This will allow for an initial assessment of your experience and a check to see whether you can demonstrate the required skills and knowledge. You can discuss this with an RPL Assessor if you want.</p> <p>You must be able to provide evidence against the elements/performance criteria for the relevant unit/s of competency.</p> <p>It is not enough to simply state that you possess the skills and knowledge required. You must be able to demonstrate competence.</p> <p>This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any.</p> <p>Depending on the trade or industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL. You may contact your assessor at any stage to discuss any queries you may have.</p> <p>You will also need to supply the contact details of work referees who can confirm your skills in the industry.</p> <p>If you do not believe that you have any suitable evidence, then you should discuss your options with your Assessor.</p> <p>Once you have completed the self-evaluation and made the decision that you would like to continue with the RPL process, make an appointment for an assessment for RPL.</p>
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<p>Step 2 –Interview, Theory and Practical Assessment</p>	<p>Assessor who understands your industry will be organised for you. They will review – usually with you – the information and supporting documentation you have provided and match up your skills to the units/subjects in the qualification.</p> <p>During this process, your Assessor will discuss with you your self-evaluation and any evidence you have provided.</p> <p>It is at this point that you will be able to identify any previous work experience and discuss this with your Assessor.</p> <p>During this conversation, you will be required to answer questions relating to your work experience. This questioning will identify your current knowledge and skills regarding the area of industry in which you are applying for recognition.</p> <p>Theory and Practical Assessment</p> <p>This is your opportunity to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the unit of competency in which you are applying for recognition.</p> <p>Your Assessor will identify the skills they want you to demonstrate by asking you to complete certain tasks.</p> <p>Once you have demonstrated practical competency you will undertake the theory assessment.</p>
<p>Step 3 - Issue Statement of Attainment By RLS</p>	<p>Upon successful completion of the RPL process you will be awarded a Nationally recognised Statement of Attainment which includes three (3 x UOC).</p> <p>Should you be assessed as NYC (Not Yet Competent) you will be entitled to undertake reassessment within two (2) calendar months but no sooner than 1 week from date of original assessment.</p> <p>The Assessor will advise you if formal full training is required to assist in achieving a competent result.</p>

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Candidate Information Form

(You may find it easier to provide the information for the following by attaching a **résumé**.)

Industry in which you are seeking recognition		
Provide First Aid – including: HLTAID001, HLTAID002, HLTAID003		
Personal details		
Surname		
First name/s		
Any other name/s used		
Home address		
Postal address (if different from above)		
Telephone numbers	Home:	Work:
	Mobile:	Fax:
Email address		
Are you a permanent resident of Australia?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you need an interpreter to help you with an interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a disability which we should be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you need special aids if you are required to undertake a practical assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide details of special needs so that we can assist you if required.		
Current employment		
Which occupation are you currently employed?		
What is your current job title?		
How long have you worked in this job approximately?	year/s	month/s
Is this occupation in the same industry as the industry in which you are applying for recognition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If 'no', go to the next page.	

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If 'yes', list some of the main tasks you perform as part of your work that you think are relevant to your RPL application.

If you have further recent industry experience relevant to your application, please attach another sheet or your current résumé.

Rate your knowledge and skills **against the UOC/qualification/industry relevant to your RPL application.**

Industry area: Health & Recreation	Yes	No	Possibly
I think my experience is of a high level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think I am skilled to do this job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to do the work tasks really well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can explain my experience and provide documentary evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken much of this work without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Further training

I have attended training courses in this area of work.	<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes', what training did you undertake? Include date training completed (month, year).			

Is there any further information you wish to give in support of your application?

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Professional referees (relevant to work situation if not already listed on your résumé)	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	

Professional referees (relevant to work situation if not already listed on your résumé)	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	

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Candidate Employment History Form

(You may attach a current *résumé* in place of completing this section.)

Name, address and phone number of employers	Period of employment (DD/MM/YYYY)		Position/s held	Full-time Part-time Casual	Description of major duties
	From	To			
1.					
2.					
3.					
4.					
5.					

Attach additional sheet if required.

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate signature		Date	
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Candidate Self-Evaluation Form

Completion instructions

The purpose of completing the Self-Evaluation Form is to enable candidates who believe that they already possess the competencies, to assess their skills and knowledge against the qualification.

Complete the following pages and identify your capacity to perform the tasks described. Be honest in your appraisal. By completing this self-evaluation you will be identifying the areas where you may be able to apply for recognition.

NB: If this self-evaluation is being used as evidence, your supervisor must evaluate your ability to perform the work tasks. Your supervisor is also asked to comment on your ability to perform these work tasks and verify this by signing each section.

If this self-evaluation is being used only so that you and your Assessor can decide if you should proceed, then it doesn't have to be verified.

Identify your level of experience in performing each competency/task by using the following:

- not well – I do the task but not well.
- well – I do the task well.
- very well – I do the task really well.

See example below.

Tasks	I have performed these tasks			Evidence to support claim	
	Frequently	Never	Sometimes	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
Using a computer to enter or change work information or data.	<input type="checkbox"/>		Not Well		
Using personal protective equipment as appropriate to conduct my work safely and in accordance with site and legal requirements.	Well		<input type="checkbox"/>	1	<i>Copy of Company Personal Protective Equipment Requirements for my job role.</i>

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Candidate Self-Evaluation

Provide First Aid – (including: HLTAID001, HLTAID002, HLTAID003)

Candidate name				Date completed	
Units of competency HLTAID001 – Provide Cardiopulmonary resuscitation HLTAID002 – Provide basic emergency life support HLTAID003 – Provide first aid					
	I have performed these tasks			Evidence to support claim	
	Frequently	Never	Sometimes	Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)
Recognise an emergency situation					
Identify, assess and minimise immediate hazards to health and safety of self and others					
Assess the casualty and recognise the need for CPR					
Seek assistance from emergency response services					
Perform cardiopulmonary resuscitation in accordance (IAW) with ARC guidelines					
Display respectful behaviour towards casualty					
Operate automated external defibrillator (AED) according to manufacturer's instructions					
Accurately convey incident details to emergency response services					
Report details of incident to workplace supervisor as appropriate					

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Comments	
Candidate signature	
Date	

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THIRD PARTY REPORT
And
SUPPORTING DOCUMENTATION

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Third Party Report

(Referee testimonial)

All people who verify your work are to complete the details below to ensure validity. (You may need multiple copies of this form.)

HLTAID001 Provide cardiopulmonary resuscitation HLTAID002 Provide basic emergency life support HLTAID003 Provide first aid	
Candidate name	
Referee name <i>(Name of person providing this evidence)</i>	
Position/title	
Workplace	
Workplace address	
Telephone numbers	
Email address	
This report was completed	via interview by Assessor <input type="checkbox"/> independently by referee <input type="checkbox"/>
Interview conducted by <i>(if applicable)</i>	
Date of interview	
Instructions	<p>As part of the assessment for Provide First Aid and its 3 units of competence the candidate requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the candidate skills and experience.</p> <p>A letter of support from the organisation validating a range of tasks performed by the candidate over a period of time is useful in identifying competence.</p>

To whom it may concern

Re: _____ who is a _____.
(insert candidate name) *(insert industry/job title).*

I certify that the above-named person has:

worked at _____ for a period of _____
(insert name of workplace) *(insert length of time).*

They have regularly completed **first aid** activities to an acceptable workplace/industry standard within this organisation.

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	Yes	No
I understand the evidence/tasks the candidate has performed on which I am required to comment.	<input type="checkbox"/>	<input type="checkbox"/>
I am willing to be contacted if further verification of my statements is required.	<input type="checkbox"/>	<input type="checkbox"/>

If you would like further information or would like to discuss any of the above, I can be contacted on _____ (*insert phone number*).

Yours sincerely

Signature: _____ Date: _____

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MAPPING OF ASSESSMENT TOOLS

This section contains tables with mapping of each of the assessment tools against the requirements of the units of competency that makes up this Assessment Tool Kit.

Evidence Matrix

The evidence matrix below identifies how each of the questions in the theory assessment and the practical tasks demonstrate competence against the elements, performance criteria and critical aspects of evidence and required skills and knowledge.

Critical Aspect	Assessment		
	Theory	Practical Demonstration	Supplementary Evidence
<ul style="list-style-type: none"> performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor 			
<ul style="list-style-type: none"> performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface 			
<ul style="list-style-type: none"> responded appropriately in the event of regurgitation or vomiting 			
<ul style="list-style-type: none"> managed the unconscious breathing casualty 			
<ul style="list-style-type: none"> followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions 			
<ul style="list-style-type: none"> followed the prompts of an automated external defibrillator (AED) 			
<ul style="list-style-type: none"> conducted a visual and verbal assessment of the casualty 			
<ul style="list-style-type: none"> demonstrated safe manual handling techniques 			
<ul style="list-style-type: none"> post-incident debrief and evaluation 			
<ul style="list-style-type: none"> Responded to at least two (2) simulated first aid scenarios contextualised to the candidates workplace/community setting. 			
<ul style="list-style-type: none"> Applied first aid procedures for the following: allergic reaction, anaphylaxis, bleeding control, choking and airway obstruction, respiratory distress, including asthma, shock, envenomation, using pressure immobilisation, fractures sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques. 			
<ul style="list-style-type: none"> Show, interpret and consider; State/Territory regulations, first aid codes of practice and workplace procedures, legal, workplace and community procedures. 			

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Performance Criteria	Assessment		
	Theory	Practical Demonstration	Supplementary Evidence
1.1. Recognise an emergency situation			
1.2 Identify, assess and minimise immediate hazards to health and safety of self and others			
1.3 Assess the casualty and recognise the need for first aid response			
1.4 Assess the situation and seek assistance from emergency response services			
2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with ARC guidelines			
2.2 Provide first aid in accordance with established first aid principles			
2.3 Display respectful behaviour towards casualty			
2.4 Obtain consent from casualty where possible			
2.5 Use available resources and equipment to make the casualty as comfortable as possible			
2.6 Operate first aid equipment according to manufacturer's instructions			
2.7 Monitor the casualty's condition and respond in accordance with first aid principles			
3.1 Accurately convey incident details to emergency response services			
3.2 Report details of incident to workplace supervisor as appropriate			
3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies			
4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents			
4.2 Participate in debriefing to address individual needs			

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RPL Evidence Summary Sheet

Candidate name						
Date						
Unit Code	Unit Title	Evidence collected				Competency demonstrated
		Questions	Practical	Third Party Report	Other evidence	
HLTAID001	Provide cardiopulmonary resuscitation					<input type="checkbox"/> Yes <input type="checkbox"/> No
HLTAID002	Provide basic emergency life support					<input type="checkbox"/> Yes <input type="checkbox"/> No
HLTAID003	Provide first aid					<input type="checkbox"/> Yes <input type="checkbox"/> No
Assessor signature						
Assessor name						
Date						

Review Process		
Reviewed By:	Compliance – 13 th Aug 2018	
Approved By:	General Manager – Operations Manager	
Risk Rating:	Review Cycle:	Review Date:
Extreme	Annual	1 st July 2019
References:		
Statutory:	The Standards for RTO's 2015	
Industry:	Education and Training	
Royal Life Saving Society WA:	Registered Training Organisation	
Document Location:	RTO Compliance Folder – Standard 1	
Version Control	Description	
1	New version created	
1.1	Entire document reviewed document register number revised.	