



AUSTRALIAN LIFESAVING  
**ACADEMY**

# Assessor Certificate Recognition of Prior Learning Kit

## **Introduction**

Participants who already have some of the required knowledge and/or skills for part or all of the Assessor Certificate course can apply to complete all or part of the course via an assessment only pathway – known as Recognition of Prior Learning.

This document explains the recognition process and contains self-assessment tools for you to complete. These tools will assist you to make a decision about whether to apply for recognition, apply to attend training, or a combination of both.

### **Steps in the Recognition process**

1. Read this guide and make a list of questions to ask your assessor if necessary.
2. Discuss the recognition process with your assessor to ensure you understand the process and the possible outcomes.
3. Use the self assessment contained in this guide to help you decide whether to apply for recognition.
4. If you decide to go ahead with recognition, complete an Australian Lifesaving Academy enrolment form (if required) to supply to the assessor when submitting your evidence.
5. Complete the assessment and/or provide proof of your skills and knowledge to the assessor.
6. Assessor provides feedback and makes the assessment decision.
7. Provide feedback about the recognition process using the evaluation form provided.
8. Any qualifications or statements of attainment achieved are issued to you.
9. If unsuccessful, ask the assessor to explain your options for attaining the qualification or statement of attainment.

## Assessor Certificate

The Assessor Certificate aligns with the nationally-endorsed units of competency:

- TAEASS401A Plan Assessment Activities and Processes
- TAEASS402A Assess Competence
- TAEASS403A Participate in Assessment Validation

### Course outcomes

By the end of this course, participants should be able to:

- Plan and organise the assessment process
- Assess the competence of candidates
- Participate in an assessment validation

### Proof of relevant skills and knowledge

In order to prove you already have the skills and knowledge delivered by this course, you can choose to EITHER:

- complete the assessment tasks for the course  
OR
- provide proof that demonstrates you have these skills and knowledge, which might include:
  - demonstrating skills to your assessor
  - reports or references supporting your relevant skills and knowledge
  - names and contact details of referees
  - other types of proof agreed with your assessor

The evidence sheets on the following pages will provide you with examples of evidence that you may have. Read the Evidence Sheets and use the Self Assessment forms on the next pages to help you make a decision about whether to apply for Recognition Assessment. Refer to the sample completed self assessment at the end of this guide

## Assessor Certificate Evidence Sheets

Summary of Unit Requirements	Explanation of relevant job roles <i>You may have developed the required competencies through work done in the following roles</i>	Examples of possible evidence and its requirements
<p><b>TAEASS401A Plan Assessment Activities and Processes</b></p> <ol style="list-style-type: none"> <li>1. Determine assessment approach</li> <li>2. Prepare the assessment</li> <li>3. Develop assessment instruments</li> </ol> <p><b>Critical aspect of evidence:</b> Plan and organise the assessment process on a minimum of two occasions. A range of appropriate assessment methods and evidence gathering techniques must be used.</p>	<p>Workplace Assessor</p> <p>Education worker</p> <p>Assessor in another country</p>	<p>Letters of support showing participation in recent assessment activities</p> <p>Assessment plans created by you</p> <p>Assessment documents that show your name recorded as the Assessor</p>
<p><b>TAEASS402A Assess Competence</b></p> <ol style="list-style-type: none"> <li>1. Prepare for assessment</li> <li>2. Gather quality evidence</li> <li>3. Support the candidate</li> <li>4. Make the assessment decision</li> <li>5. Record and report the assessment decision</li> <li>6. Review the assessment process</li> </ol> <p><b>Critical aspect of evidence:</b></p> <ul style="list-style-type: none"> <li>• Assess competence of a number of</li> </ul>	<p>Workplace Assessor</p> <p>Education worker</p> <p>Assessor in another country</p>	<p>Letters of support showing participation in recent assessment activities</p> <p>Assessment plans created by you</p> <p>Assessment documents that show your name recorded as the</p>

<p>candidates against different units of competency or accredited curricula</p> <ul style="list-style-type: none"> <li>• Assess at least one candidate for RPL</li> <li>• Consider reasonable adjustment in at least one assessment</li> <li>• Cover an entire unit of competency showing the application of different assessment methods and recording of results.</li> </ul>		Assessor
<p><b>TAEASS403A Participate in Assessment Validation</b></p> <ol style="list-style-type: none"> <li><b>1. Prepare for validation</b></li> <li><b>2. Contribute to validation process</b></li> <li><b>3. Contribute to validation outcomes</b></li> </ol> <p><b>Critical aspect of evidence:</b></p> <ul style="list-style-type: none"> <li>• Actively participate in a minimum of 2 validation sessions, which in combination address the critical aspects of validation approaches and activities</li> <li>• Clearly explain purposes of validation and the legal and ethical responsibilities of assessors</li> <li>• Collate documentation relating to validation process in a logical manner</li> <li>• Demonstrate communication and liaison with relevant people</li> <li>• Provide feedback and interpret documentation in validation sessions</li> <li>• Record contribution to validation findings</li> </ul>	<p>Workplace Assessor</p> <p>Education worker</p> <p>Assessor in another country</p>	Validation meeting minutes/reports

## Self Assessment

Use this Self Assessment if you believe you already have the skills and knowledge (competencies) covered in this course. It will help you to decide whether you want to be assessed for competency in this course instead of attending the training.

This Self Assessment relates to the following units of competency:

- TAEASS401A Plan Assessment Activities and Processes
- TAEASS402A Assess Competence
- TAEASS403A Participate in Assessment Validation

These units form part of the nationally-recognised qualification TAE40110 Certificate IV in Training and Assessment.

Please complete the self assessment below clearly identifying what proof you may have to demonstrate your competence in the right hand column as well as providing any additional information you consider necessary.

<b>I can do this</b>	<b>Yes/No</b>	<b>I can prove this by:</b> (describe here how you can support your claim of competence or describe your experience)
<b>Determine assessment approach</b>		
<b>Prepare the assessment</b>		
<b>Develop assessment instruments</b>		
<b>Prepare for assessment</b>		
<b>Gather quality evidence</b>		

<b>Support the candidate</b>		
<b>Make the assessment decision</b>		
<b>Record and report the assessment decision</b>		
<b>Review the assessment process</b>		
<b>Prepare for validation</b>		
<b>Contribute to validation process</b>		
<b>Contribute to validation outcomes</b>		

Based on my responses above, I believe I can already demonstrate competency in all of the items listed above and would like to be assessed against these units of competency.

YES/NO

If 'NO', you will need to attend the training and complete the associated assessment tasks to gain the skills and knowledge if you wish to attain the qualification/statement of attainment.

If 'YES', you should speak to your local trainer/assessor about proceeding with the Recognition of Prior Learning process.

## RPL Assessment Portfolio

This RPL portfolio includes all of the evidence you are required to submit to your assessor to demonstrate competence in the Assessor Certificate and the related competencies listed in the competency record below.

### Learner details

First Name:		Surname:	
Date of Birth:		Club / Group:	

### Competency record

SLSA Course	Competent/ not yet competent	Date	Assessor initials
Assessor Certificate			
<b>Assessment tasks</b>			
Task 1			
Task 2			
Task 3			
Task 4			
<b>Nationally recognised units of competency</b> (delete if not applicable)			
TAEASS401A Plan Assessment Activities and Processes			
TAEASS402A Assess Competence			
TAEASS403A Participate in Assessment Validation			
Assessor Name			
Assessor Signature		Date	

<b>Summary of Unit Requirements</b> <i>(Taken directly from the Training Package)</i>	<b>Candidate Explanation</b> <i>(The candidate's own 'story' about their relevant experience)</i>	<b>Documentary Evidence Attached</b> <i>(Work samples, references, certificates and other documents organised in a folder and numbered or coded in some way)</i>	
		<b>Document No</b>	<b>Description</b>
<p><b>TAEASS401A Plan Assessment Activities and Processes</b></p> <ol style="list-style-type: none"> <li>1. Determine assessment approach</li> <li>2. Prepare the assessment</li> <li>3. Develop assessment instruments</li> </ol> <p><b>Critical aspect of evidence:</b> Plan and organise the assessment process on a minimum of two occasions. A range of appropriate assessment methods and evidence gathering techniques must be used.</p> <p><b>TAEASS402A Assess Competence</b></p> <ol style="list-style-type: none"> <li>1. Prepare for assessment</li> <li>2. Gather quality evidence</li> <li>3. Support the candidate</li> <li>4. Make the assessment decision</li> <li>5. Record and report the assessment decision</li> <li>6. Review the assessment process</li> </ol> <p><b>Critical aspect of evidence:</b></p> <ul style="list-style-type: none"> <li>• Assess competence of a number of candidates against different units of competency or accredited curricula</li> </ul>			

<ul style="list-style-type: none"> <li>• Assess at least one candidate for RPL</li> <li>• Consider reasonable adjustment in at least one assessment</li> </ul> <p>Cover an entire unit of competency showing the application of different assessment methods and recording of results.</p> <p><b>TAEASS403A Participate in Assessment Validation</b></p> <ol style="list-style-type: none"> <li><b>1. Prepare for validation</b></li> <li><b>2. Contribute to validation process</b></li> <li><b>3. Contribute to validation outcomes</b></li> </ol> <p><b>Critical aspect of evidence:</b></p> <ul style="list-style-type: none"> <li>• Actively participate in a minimum of 2 validation sessions, which in combination address the critical aspects of validation approaches and activities</li> <li>• Clearly explain purposes of validation and the legal and ethical responsibilities of assessors</li> <li>• Collate documentation relating to validation process in a logical manner</li> <li>• Demonstrate communication and liaison with relevant people</li> <li>• Provide feedback and interpret documentation in validation sessions</li> <li>• Record contribution to validation findings</li> </ul>			
<p><b>Reviewed and approved by Assessor Name:</b>..... <b>Signature</b>.....<b>Date:</b></p>			