# INTRODUCTION

Welcome to the EnerTrain ‘Student RPL Kit’.

This document provides students with the information and documentation they need to apply for recognition of prior learning (RPL) with EnerTrain.

This document should be read in conjunction with information available on the EnerTrain website at [www.enertrain.com.au](http://www.enertrain.com.au).

## What this document contains

The document has the following parts:

* PART 1: Instructions
* PART 2: Information
* PART 3: RPL Evidence Matrix
* PART 4: RPL Application Form
* APPENDIX: Units of Competency

# PART 1: INSTRUCTIONS

## Stages in the RPL Process

There are four (4) stages in the RPL process:

1. Pre-enrolment
2. Enrolment
3. Assessment
4. Certificate issue

#### Stage 1: Pre-enrolment

##### Before you begin

Before you use this document, you need to have spoken with an EnerTrain assessor about your eligibility for RPL and the potential evidence you may be able to provide to support your RPL application.

From that conversation, you should now be aware of:

* EnerTrain’s RPL policy and process;
* documentation you need to complete as part of your RPL application and where it can be accessed;
* pricing and payment methods for RPL services;
* possible alternative pathways for achieving your desired outcome (e.g. training and assessment, challenge testing and/or assessment-only);
* any pre-requisite units that may need to be addressed;
* any applicable credit transfer for units you already hold; and
* program electives (i.e. units of competency) offered by EnerTrain that may align to your existing competencies.

##### What you can apply for RPL in

EnerTrain offers RPL in unit(s) of competency, skill set(s) and/or qualification(s) from the following training packages:

* UEG11 Gas Industry; and
* BSB Business Services.

Note: It is possible to achieve some or all of a qualification via RPL.

See the ‘APPENDIX: Units of Competency’ section or EnerTrain website for RPL units offered by EnerTrain.

##### Student Handbook

All prospective students of EnerTrain must read and understand relevant sections in the ‘Student Handbook’ before enrolment into any accredited program, including RPL.

You will be asked to declare that you have been provided with this information as part of your enrolment.

You can access the ‘Student Handbook’ on the EnerTrain website.

##### RPL fees

See the EnerTrain website for ‘RPL Fees’ relevant to qualifications and/or units of competency.

A customised program fee may apply, depending upon the nature of your RPL application.

#### Stage 2: Enrolment

##### Step Complete your RPL Evidence Matrix and RPL Application Form

Complete ‘Part 3: RPL Evidence Matrix’ in this document based on your discussion with the assessor.

* For each unit, list the evidence you can provide for the following unit components:
	+ elements and performance criteria;
	+ required skills and knowledge; and
	+ critical aspects of evidence.
* Refer to the units on the EnerTrain website.

Review your completed matrix and decide whether you meet all evidence requirements.

* If you don’t or are unsure, you should discuss this with your assessor.
* If you do, you can proceed with your RPL enrolment.

Then complete ‘Part 4: RPL Application Form’ in this document.

##### Step Submit your online RPL enrolment form

Complete the ‘Online RPL Program Enrolment Form’ on the EnerTrain website.

You will need the following to complete your enrolment:

* a scanned copy of your completed:
	+ ‘Part 3: RPL Evidence Matrix’;
	+ ‘Part 4: RPL Application Form’;
* personal details (such as date of birth and contact details);
* compulsory information for Government reporting (e.g. nationality; country/city of birth; Indigenous status; languages spoken; education history; current labour force status; disabilities)
* yourUnique Student Identifier (USI).

If you do not know your USI, or have not yet created one, you can either:

* provide it later during enrolment; or
* grant EnerTrain permission to create one on your behalf. You will need to provide authorisation on the enrolment form and identification documentation after enrolment to support this.

Note: EnerTrain requires your USI to be able to issue your certification. See the EnerTrain website for information.

##### Step Receive your application recommendation

Your assessor will review your completed evidence matrix and contact you within five (5) working days with a recommendation for proceeding with your application.

You should also negotiate a submission date for your ‘Portfolio of Evidence’ with your assessor at this time. There is no set timeframe for RPL as everyone applies for different numbers of units, but somewhere between 2-6 months is reasonable.

##### Step Pay your enrolment deposit

You will then be sent an email which confirms your enrolment details; and provides instructions for paying your ‘Enrolment Deposit’.

#### Stage 3: Assessment

##### Step Submit your RPL portfolio of evidence

You now need to gather items for your ‘Portfolio of Evidence’.

Your assessor will email you a ‘Student RPL Evidence Matrix’ for each unit - these need to be completed and submitted with your portfolio via email or hardcopy.

See the ‘Portfolio of Evidence’ section for more information.

##### Step Pay your RPL fee

You will then receive an invoice for your ‘RPL Fee’ via email including payment instructions.

##### Step Receive feedback on your application

Your assessor will then assess your portfolio and provide you with verbal and/or written feedback on your RPL result.

During this time, they may ask you to clarify aspects of your portfolio or to provide additional evidence.

You will have one (1) opportunity to provide further evidence for re-assessment, without incurring any additional cost.

#### Stage 4: Certificate issue

##### Step Receive your certification

Once your assessment is complete, any relevant AQF certification will be issued via email and mailed to you in hardcopy at the contact address you provided during enrolment.

## Submission

The usual method for enrolling in RPL programs is online via the EnerTrain website.

However, if you are unable to enrol online, you can send a hardcopy of your evidence matrix and RPL application to the following address:

EnerTrain RPL Assessment
64 Chelmsford Road, SOUTH WENTWORTHVILLE NSW 2145

Alternatively, you may email a scanned copy to admin@enertrain.com.au or the email address provided by your assessor.

EnerTrain will send you a paper-based enrolment form to complete once we receive your hardcopy application.

## Payment

All RPL fees are available from the EnerTrain website.

Payment instructions will be provided via email as program fees become payable.

However, if you are unable to make payments via the emailed instructions, please call EnerTrain on (02) 9613 0443 to organise payment over the phone using your credit card.

# PART 2: INFORMATION

## Evidence

### Portfolio of evidence

Your ‘Portfolio of Evidence’ is the assessable component of your RPL application.

It is a collection of documents or other items that demonstrate (i.e. provide evidence of) how your competency has been achieved through workplace practice and previous learning.

The evidence in your portfolio needs to be well organised, indexed and aligned to each relevant competency so that your assessor can easily see which piece of evidence relates to which competencies.

Note: You don’t submit your ‘Portfolio of Evidence’ until after enrolment and only once your assessor has reviewed and provided feedback on your completed evidence matrix.

### Rules of evidence

Any evidence you provide with your RPL application needs to satisfy the following rules:

|  |  |
| --- | --- |
| Validity | Your evidence needs to *match the skills, knowledge and attributes outlined in the relevant unit(s) of competency* and assessment requirements of the relevant training package. |
| Sufficiency | The *quality, quantity and relevance* of your evidence enables an assessor to make a judgement of your competency. |
| Authenticity | Your evidence is *your own work*. |
| Currency | Your evidence demonstrates your *current competency* which means your evidence must be from the present or the very recent past (i.e. less than 3 years old). |

### Types of evidence

There are 2 main types of evidence:

|  |  |
| --- | --- |
| **Direct** | This is the most ‘robust’ type of evidence as it meets all of the ‘rules of evidence’ most effectively. It is evidence of your performance and generally involves observation of your live or simulated workplace performance. |
| **Indirect** | This is supplementary evidence of your competence as it includes past performance that is not directly observed by your assessor. It can include performance training, participation in workplace activities, the output of your performance or third party commentary on your performance. |

### Examples of evidence

Your assessor, as well as the unit of competency information, will indicate the types of evidence that would be applicable. However, suitable evidence may include:

| Direct evidence | Indirect evidence |
| --- | --- |
| Own performance:* On-the-job demonstration (e.g. completed observation checklists)
* Photographs of performance
* Videos of performance
* Simulated performance
* Role plays
* Interviews
* Knowledge tests
 | Own work:* Resume/CV
* Verifiable Qualification Certificate (with Academic Transcript)
* Verifiable Statement of Attainment
* Certificates from training or professional development events attended
* Examples of work you have produced
* Workplace procedures followed
* Minutes of meetings attended
* Documents written (e.g. reports)
* Signed job record (e.g. field report)
* Completed workplace forms and checklists
* Site risk assessments
* Logbooks
* Journals
* Products created

Third party:* Letters from customers
* Testimonials from managers or clients
* 360o feedback survey results
* Client survey results and feedback
* Previous employer statement of service outlining duties performed
* Manager’s performance appraisal
* Memberships and newsletter subscriptions
 |

Evidence can take many forms. This list is not absolute, and the assessor will determine all evidence provided as long as it relates to the units and evidence is presented in an appropriate manner e.g. photos or videos of work being performed, reports from leaders, previous qualifications or statements of attainment, jobs completed etc.

In addition to the above evidence, your assessor may make use of verbal questioning during your assessment process to elicit evidence of underpinning knowledge related to your competency.

Your assessor will try and provide you with multiple opportunities and avenues for you to demonstrate your competence.

It is possible to organise for your assessor to observe your workplace performance to support your application. *This service is not included in the standard RPL fees and incurs additional cost*.

### Challenges of RPL

For RPL, the onus is on you to provide evidence of your competency. The amount, quality and type of evidence you provide is therefore important as it allows your assessor to make a judgement about whether you are competent in all requirements of each unit of competency you are applying for RPL in.

Applying for RPL requires a considerable investment of time and effort - even for students who have evidence that is plentiful, readily available and current.

Some of the challenges that students face when preparing their ‘RPL Portfolio of Evidence’ include:

* being competent in an area but not having documented evidence of that competency;
* evidence that is no longer easily accessible as it is related to previous employment and/or is held by past employers;
* evidence that is valid but old (e.g. evidence older than five (5) years may be used when it is supplemented with evidence of significant workplace experience and competency demonstrated over a number of years since that time);
* having to search for past documented performance or products;
* the time required to create missing evidence such as documenting current performance activities; or
* not having kept copies of past certificates from training courses or other professional development completed.

### Collecting evidence

* Consider that one piece of evidence may address more than one unit or elements of a unit. Listing the evidence in different sections of your ‘RPL Evidence Matrix’ allows you to identify where you may have evidence that can be applied across different competencies.
* Some workplace evidence will require authentication from your manager/supervisor. This can take the form of their signature on the evidence document and a declaration stating that the work was produced by you.
* The evidence you submit for RPL assessment ***will not be returned*** ***to you*** so it is ***essential*** that you make a copy of your documentation, for your own records, prior to submission.
* You will need to provide verifiable copies of any qualification certificates or Statements of Attainment certificates you include in your ‘Portfolio of Evidence’.
* Your RPL application will require you to submit workplace documentation. Consider the following when you are listing the evidence you can provide:
	+ any confidential information will need to be removed prior to submission; and
	+ you will need to have permission from your manager/previous manager(s) to submit confidential details about their workplace.

# PART 3: RPL EVIDENCE MATRIX

Complete the ‘RPL Evidence Matrix’ and submit it with your ‘Online RPL Program Enrolment Form’.

Complete the table below for each unit. (Tip: copy and paste this table for each unit before you begin)

Use bullet points and keep descriptions brief. This is only a preliminary list of potential evidence - you will provide more detail in your Student Evidence Matrix for each unit, after enrolment.

### Declaration

[ ]  I understand this ‘RPL Evidence Matrix’ will only be used to evaluate my *eligibility* for RPL and the assessment of my RPL application will be completed once I submit my ‘Portfolio of Evidence’.

[ ]  I anticipate being able to provide the following evidence to support my application for RPL in the following unit(s) of competency.

|  |  |  |  |
| --- | --- | --- | --- |
| Unit Code |  | Unit Name |  |

| Criteria to address | Potential evidence I can provide | Current location of evidence |
| --- | --- | --- |
| Elements  |  |  |  |
| Required knowledge |  |  |  |
| Required skills |  |  |  |
| Critical aspects of evidence |  |  |  |

# PART 4: RPL APPLICATION FORM

Complete all sections of this form and submit it with your completed ‘Part 3: RPL Evidence Matrix’ with the ‘Online RPL Program Enrolment Form’.

## Section 1: RPL competency areas

#### Qualifications

I am interested in applying for RPL in the following qualification(s) from the UEG11 Gas Industry Training Package:

[ ]  UEG20114 Certificate II in Gas Supply Industry Operations

[ ]  UEG30114 Certificate III in Gas Supply Industry Operations

[ ]  UEG40114 Certificate IV in Gas Supply Industry Operations

I am interested in applying for RPL in the following qualification from the BSB Business Services Training Package:

[ ]  BSB41415 Certificate IV in Work Health and Safety

#### Skill Sets

I am interested in applying for RPL in the following skill set(s) from the UEG11 Gas Industry Training Package:

[ ]  UEGSS00001 Basic gas supply industry work activities

[ ]  UEGSS00002 Construct and lay steel gas distribution mains

[ ]  UEGSS00003 Construct and lay nylon or PVC gas distribution mains

[ ]  UEGSS00004 Construct and lay Polyethylene gas distribution mains

[ ]  UEGSS00005 Construct, lay and connect a gas distribution service to steel mains

[ ]  UEGSS00006 Construct, lay and connect gas distribution service to plastic mains

#### Statement of Attainment

I am interested in applying for RPL in:

[ ]  a single unit of competency

[ ]  multiple units of competency

#### Units of Competency

I am interested in applying for RPL in the following unit(s) of competency the UEG11 Gas Industry training package or BSB07 Business Services training package as part of the above qualification, skill set or Statement of Attainment.

| No. | Unit Code | Unit Name |
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| --- | --- | --- |
| Do you wish to apply for credit transfer for at least one (1) equivalent unit? | [ ]  Yes | [ ]  No |
| If yes, please list the relevant unit(s). |  |  |

## Section 2: Personal information

|  |  |
| --- | --- |
| First Name: |  |
| Surname: |  |
| USI (if known): |  |
| Date of birth: |  | Gender: | [ ]  Male | [ ]  Female |
| Additional support you will require to complete your RPL pathway based on any special needs: |  |

## Section 3: Fees

#### Enrolment Deposit

[ ]  I agree to pay any applicable Enrolment Deposit for my RPL application. I understand this contains a non-refundable administration fee.

#### RPL Fees

Tick the relevant RPL fees that you agree to pay when you submit your ‘Portfolio of Evidence’.

|  |  |
| --- | --- |
| Fee for entire qualification: | [ ]  UEG20114 Certificate II in Gas Supply Industry Operations [ ]  UEG30114 Certificate III in Gas Supply Industry Operations[ ]  UEG40114 Certificate IV in Gas Supply Industry Operations[ ]  BSB41415 Certificate IV in Work Health and Safety |
| Fee for entire skill set: | [ ]  UEGSS00001 Basic gas supply industry work activities[ ]  UEGSS00002 Construct and lay steel gas distribution mains[ ]  UEGSS00003 Construct and lay nylon or PVC gas distribution mains[ ]  UEGSS00004 Construct and lay Polyethylene gas distribution mains[ ]  UEGSS00005 Construct, lay and connect a gas distribution service to steel mains[ ]  UEGSS00006 Construct, lay and connect gas distribution service to plastic mains |
| Fee for individual units of competency: | [ ]  Certificate IV level unit[ ]  Certificate III level unit[ ]  Certificate II level unit |

**Note:** Nationally accredited training and assessment services do not attract GST.

[ ]  I understand that I am eligible for one (1) reassessment before incurring additional assessment fees.

## Section 4: Payment

### Payment schedule

[ ]  I have read and agree to the RPL payment schedule outlined on the EnerTrain website.

### Payment methods

Payment of RPL fees can be made using any of the following methods. Please indicate which method you will be using to pay your fees.

[ ]  Electronic Funds Transfer

[ ]  Credit Card

[ ]  Cheque

### Refunds

Refunds may be granted in special circumstances and requests for refunds must be submitted in writing.

See the ‘Refund Policy’ and ‘Refund Request Form’ available in the ‘Student Handbook’ or contact EnerTrain on (02) 9613 0443 or via admin@enertrain.com.au to be provided with a ‘Refund Request Form’.

## Section 6: Terms and Conditions

EnerTrain will perform the RPL services explained prior to this application and outlined in the EnerTrain ‘Student Handbook’and‘Accredited Program Terms and Conditions’ to the standard of skill and care expected of a Registered Training Organisation (RTO) in accordance with the ‘Standards for RTOs 2015’.

As a student, you will as soon as practicable, or as required, provide EnerTrain with all relevant information, documentation and payment relating to your RPL application.

## Section 7: Student declaration

1. I understand that my RPL application will be completed when my ‘RPL Application Form’ and ‘RPL Evidence Matrix’ have been received and accepted by EnerTrain and the Enrolment Deposit has been paid.
2. I understand that my RPL assessment will be completed once my ‘Portfolio of Evidence’ has been received and accepted by EnerTrain and the relevant Program Fee(s) have been paid.
3. I have read and understand the ‘Student Handbook’, including privacy, fees and refunds information and understand my rights and obligations as a student of an EnerTrain RPL program.
4. I have read and accept the ‘Accredited Program Terms and Conditions’.
5. I declare that, to the best of my knowledge, the information on this form and supporting documentation supplied by me is true and correct in all regards. I understand that it is an offence to provide false and misleading information. I undertake to notify EnerTrain immediately in writing immediately there are any changes to the details provided.
6. I give permission for EnerTrain to review and report my RPL application progress with representatives from the Australian Skills Quality Authority (ASQA) and my employer (if applicable).
7. I confirm that I have read, understood and agree with these statements and conditions.

|  |  |
| --- | --- |
| Student Name: |  |
| Signature: |  | Date: |  |

# APPENDIX: UNITS OF COMPETENCY

## How to use this appendix

Once you have identified the units that you are applying for RPL in, you will need to review the full details of each unit to ensure you can meet the evidence requirements.

Each unit contains elements, performance criteria, required skills and knowledge and critical aspects of evidence that you will need to provide evidence of your competency in, as part of your ‘RPL Portfolio of Evidence’. They also outline any pre-requisite units that may apply.

Following are units of competency available for RPL. Additional units are available upon request.

You can access these units from ‘Resources’ menu on the EnerTrain website.

### BSB07/BSB Business Services

BSBFLM303C Contribute to effective workplace relationships

BSBFLM305C Support operational plan

BSBFLM309C Support continuous improvement systems and processes

BSBFLM312C Contribute to team effectiveness

BSBMGT402A Implement operational plan

BSBMGT403A Implement continuous improvement

BSBSUS301 Implement and monitor environmentally sustainable work practices

BSBWHS301A Maintain workplace safety

BSBWHS402 Assist with compliance with WHS laws

BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes

BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control

BSBWHS405 Contribute to implementing and maintaining WHS management systems

BSBWHS406 Assist with responding to incidents

BSBWHS408 Assist with effective WHS management of contractors

BSBWHS409 Assist with workplace monitoring processes

BSBWHS410 Contribute to work-related health and safety measures and initiatives

BSBWOR301B Organise personal work priorities and development

BSBWOR402A Promote team effectiveness

BSBWOR404B Develop work priorities

### UEG11 Gas Industry

CPCCOHS1001A Work safely in the construction industry (credit transfer only)

CPPFES2005A Demonstrate first attack firefighting equipment

HLTAID001 Provide cardiopulmonary resuscitation (credit transfer only)

HLTAID003 Provide first aid (credit transfer only)

MSAPMOHS216A Operate breathing apparatus

PMBWELD301B Butt weld polyethylene plastic pipelines

PMBWELD302B Electrofusion weld polyethylene pipelines

RIICCM205D Carry out manual excavation

RIIWHS202D Enter and work in confined spaces

UEENEEE117A Implement and monitor energy sector OHS policies and procedures

UEGNSG004A Locate, prove and protect utility assets

UEGNSG005A Prepare to work in the gas industry

UEGNSG006A Use a portable gas detector to locate escape

UEGNSG106B Coordinate repair of pipeline, facilities and equipment

UEGNSG108B Operate and monitor pipeline control systems

UEGNSG112B Conduct isolation procedures

UEGNSG113B Manage a utilities industry OHS management system

UEGNSG119B Manage workplace risk in a gas industry facility

UEGNSG131A Compile a gas industry technical report

UEGNSG132A Carry out basic work activities in a gas industry work environment

UEGNSG133A Comply with environmental policies and procedures in the utilities industry

UEGNSG134A Establish a utilities infrastructure work site

UEGNSG140A Apply environmental policies and procedures in the utilities industry

UEGNSG141A Apply workplace health and safety regulations, codes and practices in the gas supply industry

UEGNSG204B Coordinate and conduct gas distribution pipeline repair and modifications

UEGNSG207B Coordinate construction, laying and testing of gas distribution pipelines

UEGNSG210B Supervise and monitor contract staff for work on distribution pipelines

UEGNSG212B Construct, lay and connect a gas distribution service to a plastic main

UEGNSG213B Construct, lay and connect a gas distribution service to a steel main

UEGNSG216A Commission or decommission gas distribution pipelines

UEGNSG218A Carry out surveillance on gas distribution assets

UEGNSG219A Conduct excavations in the utilities industry

UEGNSG220A Construct and lay polyethylene gas distribution mains

UEGNSG221A First on site response to gas pipeline emergencies

UEGNSG222A Construct and lay nylon or PVC gas distribution mains

UEGNSG223A Construct and lay steel gas distribution pipelines

UEGNSG225A Perform routine maintenance on distribution pipeline facilities and equipment

UEGNSG226A Assist with the construction, laying and connection of gas distribution services to mains

UEGNSG227A Assist with the construction and laying of gas distribution mains

UEGNSG229A Prepare simple drawings of as laid gas mains and services

UEGNSG330A Coat metallic pipelines

UEGNSG342A Maintain pipeline easements

UEGNSG347A Perform routine maintenance on transmission pipeline facilities and equipment

UEGNSG349A Carry out surveillance of gas transmission pipelines

UEGNSG350A First response to a gas facility event

UEGNSG354A Control excavations in the vicinity of gas transmission pipelines

UEGNSG355A Monitor and report on cathodic protection systems

UEGNSG705A Disconnect and reconnect small capacity gas meters

UEGNSG706A Test new residential and small commercial gas installations

UEGNSG708A Pressure test residential and small commercial gas installations

UEGNSG711A Process meter reading information using appropriate technology

UEGNSG712A Read and record meter readings

UEGNSG714A Relight Type A gas appliances

UEGNSG804A Maintain single stage and single run gas flow and pressure control and measuring devices

UEGNSG805A Maintain multi-stage and multi-run gas flow and pressure measuring and regulating devices

UEGNSG807A Install gas flow, measuring and pressure regulating devices

UEGNSG811A Monitor and operate complex flow control, measuring and regulating devices for gas distribution