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**Recognition of Prior Learning (RPL)**

**Credit Transfer**

**TLI41216 – Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction)**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**ASSESSOR’S NOTES (optional):**

Assessor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

**Q: What is Recognition of Prior Learning (RPL)?**

Recognition of Prior Learning (RPL) is a process that allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from other life experiences that do not necessarily include formal training.

Recognition of prior learning suits people who have industry relevant:

* work skills or knowledge
* paid or unpaid work experience
* life experience
* community work experience

Recognition of prior learning could provide you with a full or part qualification, and avoid duplication of training. It could be used to identify what training you may need to complete a qualification, or could provide a pathway to higher qualifications for people who may not have access to further training.

Your RPL Assessor can discuss evidence you will need to supply with your application if you wish to have your experience recognised. In many cases, RPL will only give the off-the-job component of the unit. You may still need to meet the on-the-job component, assessed at work.

**Q: What is Credit Transfer?**

Credit transfer recognises previous formal learning (e.g. university, other qualifications). It uses an assessment of a previous course or subject that an applicant has achieved to determine whether it can be credited to the new course in which the applicant wishes to enrol.

The assessment determines the extent to which your previous course or subject is equivalent to the required learning outcomes of the desired qualification.

**Q: What is a Portfolio of Evidence?**

A: Typical portfolio items are listed below. In each case the evidence must be your own work and directly relate to the knowledge and skills described by the unit of competence you are seeking RPL for.

**Q: What EVIDENCE should I send?**

Please send the following items (if you have them):

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| **Evidence supplied….** | **YES / NO** |
| EVIDENCE A: Any relevant qualifications, certificates, tickets (you can number each item A1, A2, A3 etc for referencing purposes. |  |
| EVIDENCE B: A copy of your licence |  |
| EVIDENCE C: A copy of your resume / CV |  |
| EVIDENCE D: A link to your company website (if relevant) |  |
| EVIDENCE E: Samples, photographs or videos of your work |  |
| EVIDENCE F: Video footage of you doing tasks directly related to the unit of competence |  |
| EVIDENCE G: Letters of validation from your employers |  |
| EVIDENCE H: On-the-job assessment record |  |
| EVIDENCE I: Performance management report |  |
| EVIDENCE J: Copies of documents you have completed as part of your work eg budgets, reports, memos, spread sheets, estimates etc. |  |
| EVIDENCE K: Letters from employers verifying your knowledge, skill and experience |  |
| EVIDENCE L: Letters from clients, verifying work done |  |
| EVIDENCE M: Details of community activities involving significant responsibilities |  |
| EVIDENCE N: Records of workplace activities |  |
| EVIDENCE O: |  |
| EVIDENCE P: |  |
| EVIDENCE Q: |  |
| EVIDENCE R: |  |

**Q: How will the evidence I submit be assessed by the RPL assessor?**

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| **The EVIDENCE you supply must meet the following requirements:** |
| **Valid**? That is evidence must be directly relevant and linked to the unit(s) of competency for which the candidate is seeking recognition. |
| **Sufficient?** Do you have enough evidence? |
| **Current**? That is evidence must demonstrate that the candidate’s experience is recent and that their knowledge is up-to-date. |
| **Authentic**? That is evidence must relate to the candidate and not to other people. The candidate may need to have some evidence signed by a supervisor or another qualified person. |

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| **Does the candidate demonstrate competency across the four relevant dimensions?** |
| **Task skills** - undertaking a specific workplace task(s); |
| **Task Management Skills** - Managing a number of different tasks to complete a whole work activity; |
| **Contingency management skills** - responding to problems and irregularities when undertaking a work activity, such as:   * Breakdowns * Changes in routine * Unexpected or atypical results or outcomes * Difficult or dissatisfied clients |
| **Job/role environment skills** - dealing with the responsibilities and expectations of the work environment when undertaking a work activity, such as:   * Working with others * Interacting with clients and suppliers * Complying with standard operating procedures * Observing enterprise policy and procedures |

Please go through each unit as outlined in the following pages and record your EVIDENCE to apply for RPL / CREDIT TRANSFER.

If you have any questions, please do not hesitate to contact us for assistance.

**UNIT 1**

**TLIC1051: Operate a commercial vehicle**

**Description of the unit:**

This unit involves the skills and knowledge required to maintain the safety of and to operate, a commercial vehicle across a variety of job roles.

It includes monitoring traffic and associated equipment, managing vehicle condition and performance, and effectively managing hazardous situations.

Driving must be carried out in accordance with relevant state/territory roads and traffic authority licence requirements and regulations.

Driving is performed with limited supervision, and with duty of care responsibility for self and others in achieving the prescribed outcomes.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q1.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 1 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q1.2: If you have relevant knowledge, skills, experience in UNIT 1, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

If YES: outline details below…

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**UNIT 2**

**TLIC3036: Apply safe car driving behaviours**

**Description of the unit:**

This unit involves the skills and knowledge required for higher-order safe driving. This unit applies to driving instructors required to apply safe driving behaviours.

This includes higher-order skills involving broad cognitive, technical, communication and vehicle management. It also requires knowledge about hazard perception, risk control and safe driving behaviour, judgement, decision making and multi-tasking, that builds on driver licence requirements across a range of vehicles and driving situations.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q2.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 2 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q2.2: If you have relevant knowledge, skills, experience in UNIT 2, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

If YES: outline details below…

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**UNIT 3**

**TLIF1001: Follow work health and safety procedures**

**Description of the unit:**

This unit involves the skills and knowledge required to follow and apply work health and safety (WHS)/occupational health and safety (OHS) procedures when carrying out work activities in compliance with the relevant WHS/OHS regulations and procedures.

It includes following workplace procedures for hazard identification and risk control, contributing to WHS/OHS management arrangements and completing WHS/OHS records.

Work is performed under some supervision generally within a team environment. It involves applying established WHS/OHS and hazard minimisation principles and procedures to conduct workplace activities.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q3.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 3 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q3.2: If you have relevant knowledge, skills, experience in UNIT 3, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

If YES: outline details below…

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**UNIT 4**

**TLIG2007: Work in a socially diverse environment**

**Description of the unit:**

This unit involves the skills and knowledge required to apply cultural awareness, communication principles and problem-solving techniques to facilitate working in a socially diverse environment. This is done in accordance with workplace procedures, relevant anti-discrimination and equal employment opportunity regulations.

It includes communicating with customers and colleagues from diverse backgrounds and dealing with cross-cultural misunderstandings.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q4.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 4 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q4.2: If you have relevant knowledge, skills, experience in UNIT 4, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

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**UNIT 5**

**TLII1002: Apply customer service skills**

**Description of the unit:**

This unit involves the skills and knowledge required to apply routine customer service skills in accordance with workplace standards and procedures.

It includes dealing with customer inquiries, monitoring customer satisfaction and taking appropriate action to satisfy customer needs.

It involves implementing customer service principles and procedures in day-to-day interactions with internal and external customers as part of workplace operations.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q5.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 5 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q5.2: If you have relevant knowledge, skills, experience in UNIT 5, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

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**UNIT 6**

**TLIL4009: Manage personal work priorities and professional development**

**Description of the unit:**

This unit involves the skills and knowledge required to manage personal work priorities and personal professional development.

It includes managing personal performance, setting and meeting personal work priorities, and developing and maintaining personal professional competence.

Work is performed under minimum supervision with general guidance on progress and outcomes. It involves discretion and judgement in managing personal work priorities and professional development.

Work generally involves responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q6.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 6 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q6.2: If you have relevant knowledge, skills, experience in UNIT 6, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

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**UNIT 7**

**TLIL2060: Complete induction to the transport industry**

**Description of the unit:**

This unit involves the skills and knowledge required to complete workplace induction procedures when commencing work in the transport and logistics industry, in accordance with regulatory requirements, and operational policies and procedures.

The unit enables a driver to enter and participate in typical workplace activities. It includes identifying major areas of the industry in terms of functions, organisational structures and occupations; applying legislation, regulations and codes of practice; and identifying key industrial relations elements.

This unit applies to all employees wishing to enter the transport and logistics industry; however it is predominantly aimed at taxi to multi-combination drivers. It can also be used within the warehousing and logistics sectors of the industry.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q7.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 7 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q7.2: If you have relevant knowledge, skills, experience in UNIT 7, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

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**UNIT 8**

**BSBRKG304: Maintain business records**

**Description of the unit:**

This unit describes the skills and knowledge required to maintain the records of a business or records system in good order on a day-to-day basis.

It applies to individuals who follow established guidelines and processes to assist them to carry out their work. They work under supervision or in consultation with more senior staff or system users to support effective recordkeeping and governance practices across the organisation.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q8.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 8 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q8.2: If you have relevant knowledge, skills, experience in UNIT 8, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

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**UNIT 9**

**TAEDES401A: Design and develop learning programs**

**Description of the unit:**

This unit describes the performance outcomes, skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine the design, outline the content and review its effectiveness.

Evidence needs to be produced to demonstrate the applicants’ ability to:

* design, develop and review learning programs within the VET context
* prepare and develop a minimum of two learning programs:
* that contain differentiated learning program designs to reflect particular needs, contexts and timelines
* at least one of which must be based on competency standards or accredited courses and must cover at least one entire unit of competency or accredited course module.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q9.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 9 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q9.2: If you have relevant knowledge, skills, experience in UNIT 9, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

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**UNIT 10**

**TAEDEL301A: Provide work skill instruction**

**Description of the unit:**

This unit describes the performance outcomes, skills and knowledge required to conduct individual and group instruction and demonstrate work skills, using existing learning resources in a safe and comfortable learning environment. The unit covers the skills and knowledge required to determine the success of both the training provided and one's own personal training performance. It emphasises the training as being driven by the work process and context.

Evidence needs to be produced to demonstrate the applicants’ ability to:

* carry out a minimum of three training sessions, involving demonstrating and instructing particular work skills for different groups; with each session addressing:
* different learning objectives
* a range of techniques and effective communication skills appropriate to the audience.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q10.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 10 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q10.2: If you have relevant knowledge, skills, experience in UNIT 10, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

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**UNIT 11**

**TLIM4001: Develop safe car driving behaviours in others**

**Description of the unit:**

This unit involves the skills and knowledge required to teach learner drivers from diverse backgrounds how to develop, monitor and maintain safe car driving strategies and behaviours. This unit applies to car driving instructors.

It includes recognising and dealing with behavioural barriers to learning, developing vehicle operation and control skills, and interpreting and applying regulatory requirements and road law expertise.

It also includes developing higher-order cognitive and technical skills such as hazard perception, correctly reading a driving environment and responding appropriately, exercising risk management strategies that contribute to safe car driving behaviours, and meeting community expectations.

Work is performed without supervision. Developing safe car driving behaviours in others involves the application of adult learning principles, instructional methods, training competence and experience, higher-order car driving expertise, navigation skills, road law expertise, routine procedures and regulatory requirements across a range of operational situations and a variety of driving contexts.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q11.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 13 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q11.2: If you have relevant knowledge, skills, experience in UNIT 11, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

YES NO

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**UNIT 12**

**TLIM0001: Conduct learner driver training**

**Description of the unit:**

This unit involves the skills and knowledge required to teach learner drivers from diverse backgrounds how to prepare, explain, demonstrate, monitor and maintain safe car driving skills. This unit applies to car driving instructors.

It includes preparing a learner for driving, explaining driver training outcomes, demonstrating required skills, monitoring and maintaining safe driving skills, interpreting and applying road rules, debriefing learner driver, identifying hazardous situations and implementing contingency plans.

Work is performed without supervision. Learner driver training involves the application of adult learning principles, instructional methods training competence and experience, higher-order car driving expertise, navigation skills, road law expertise, routine procedures and regulatory requirements across a range of operational situations and a variety of driving contexts.

**EVIDENCE SUPPLIED BY APPLICANT FOR RPL / CREDIT TRANSFER:**

Q12.1: If you have any relevant qualifications that may give you CREDIT TRANSFER for this unit, please advise and attach the relevant certification. Reference the evidence to UNIT 12 please.

YES NO

If YES: reference to relevant document in your RPL evidence.

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Q12.2: If you have relevant knowledge, skills, experience in UNIT 12, please outline the details below. (Consider addressing – what? Eg Qld Police Service; where? Company/organisation as well as location; when? 2012 – 2015; details? Outline job role / specific skills eg road traffic policing…as well anything else of relevance)

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