

**Gather and Review RPL Evidence and Make Judgement of Competence**

Item 2 of 3

It was determined in Item 1 that the RPL assessment pathway is suitable for this candidate. The candidate was sent an RPL Assessment pack including a Student Handbook, RPL Policy, and suggested evidence the candidate could provide to support their RPL Application.

For this task you are required to prepare the **BSBPEF202 RPL Assessment Kit** for the candidate, including the following steps:

- Complete the relevant fields in the RPL Assessment Kit in preparation for the RPL candidate assessment
- Contextualise the RPL Assessment Kit to accommodate the candidate's industry and/or work role
- Gather the evidence from the candidate to support their RPL assessment
- Review the candidate's evidence and mapping the evidence against the unit evidence requirements
- Note any further evidence items required to meet any gaps
- Conduct the competency conversation, review the candidate responses and determine if they were satisfactory
- Map the competency questions to the Knowledge Evidence and Performance Criteria (where appropriate)
- Determine if further evidence is required and document this on the results page
- Ensure all sections of the RPL Assessment Kit have been completed according to the Standards for RTOs and BrainstormRTO's Assessment Policy and Procedure and are assessed as satisfactory before making a judgement of competence
- Moderate your assessment with colleagues to assist in making the final judgement if required
- Make the final assessment judgement based on evidence of the student's competence against evidence requirements
- Record the judgement of the RPL assessment process
- Provide feedback to the student in accordance with BrainstormRTO's Assessment Policy and Procedure
- Document any follow-up and resubmission dates for those students deemed not yet competent

Prepare the RPL Assessment Kit by following the below steps:

Step 1. Using the **BSBPEF202 RPL Assessment Kit** from the BrainstormRTO complete all fields on page 1, including any educational adjustments, special arrangements and contextualisation made.

Step 2. Confirm the Portfolio of Evidence Submitted matches the list of all documents provided in the **Chris Brown Evidence Portfolio**.

Step 3. Review each of the evidence documents provided by Chris and map them to the unit in the Evidence Review section of the **BSBPEF202 RPL Assessment Kit**. This involves mapping the evidence to the Performance Criteria, Performance Evidence, Knowledge Evidence, and Foundation Skills where appropriate. If you determine the evidence fully addresses the criteria outlined in the unit then you must tick the check box to indicate this has been fully addressed.

(Note: - it's a good idea to add a comment to any row where the evidence is insufficient - outlining why it hasn't been fully addressed. e.g. - No evidence - please provide ??? or Insufficient evidence - please provide ???)

[< Previous](#)
[Save & Next >](#)

TAE40122 Assessment Cluster - Project 8

Chris's workplace and typical work duties. You will ask the candidate these questions to assess the knowledge evidence of the unit. Once you have documented the candidate's response for each question - you then need to map the questions back to the knowledge evidence and remember to tick the check boxes to indicate if the answers have fully covered the knowledge evidence.

Conduct the competency conversation with the candidate

Prior to commencing the competency conversation with the candidate, you need to ensure they are prepared, informed, and ready for the interview.

This involves:

- Explaining to the candidate the RPL assessment process, performance standards, and any customisation that has been made to the assessment process
- Confirming that the candidate understands and agrees to the RPL assessment process
- Confirming that the candidate is aware of their right to appeal
- Confirming with the candidate that they are ready for the competency conversation assessment
- Conducting the competency conversation with the candidate
- Documenting the candidate's responses and any other relevant information
- Mapping the questions back to the Knowledge Evidence and any relevant Performance Criteria on the Evidence Review of the RPL Kit (page 2).

In this task, you will work in a small group (your trainer and other learners) demonstrating how you communicate with the candidate in preparing them for and conducting the competency conversation. This will be achieved by conducting a role play within the group - with the trainer playing the role of the candidate (Chris Brown) being assessed.

Step 5. Using the **BSBPEF202 RPL Assessment Kit** conduct the competency conversation with your group - the trainer will be playing the role of the candidate being assessed. Document the candidate's responses and any other relevant information in the Candidate Response and Comments sections.

Step 6. If the responses were satisfactory, map each question to the Knowledge Evidence and Performance Criteria in the Evidence Review section.

Step 7. Complete the Assessment Outcomes section of the **BSBPEF202 RPL Assessment Kit** entering details of additional evidence requirements, where necessary, including how the evidence will be resubmitted and providing a timeframe for resubmission.

Step 8. Complete the rules of evidence section. - Remembering that evidence is Valid and Sufficient if all requirements of the unit have been met.

Step 9. Make a judgement of Competent (C) or Not Yet Competent (NYC) and provide the candidate with feedback relevant to the outcome.

Step 10. Complete the Completion of Competency Record



Upload the following completed documents:

- **BSBPEF202 RPL Assessment Kit**
- **Completion of Competency record**

TAE40122 Assessment Cluster - Project 8

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