



## **Recognition of Prior Learning (RPL) Process**

Many people have gained their experience in the workplace without formal documentation or qualification. RPL is provided specifically for such cases so that individuals who have been performing the role and executing the tasks in the workplace, can have that experience formally assessed and a qualification appropriate to that level of experience awarded.

### **Step 1 – Provide information of skills and experience**

In order to determine if RPL may be applicable to you, please complete the attached form providing as much information on your experience in project management as possible. and submit to FPMS for assessment. Information may include:

#### General employment documents

- brief CV or work history
- position descriptions
- certificates/results of assessment
- details of in house courses, workshops, seminars, orientation or induction sessions
- staff appraisals
- references/letters from previous employers/supervisors

#### Workplace documents

- diaries / task sheets / job sheets
- document relating to projects you have worked on (eg. Briefs, Scoping Documents, preparation of cost and budget estimates, plans, etc)
- membership of relevant professional associations – e.g. The Australian Institute of Project Management, PMI.
- interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience and support your application

**Please not all documents submitted must be originals or certified copies**

### **Step 2 – Assessment Interview**

Once an assessor has reviewed the information provided against the performance criteria for the qualification that is being sought, you may be invited to participate in a competency interview. During this interview you will have the opportunity to verify and supplement the information already provided.,

### **Step 3 – Verification of your skills in the work place by a third party**

The assessor may wish to contact your manager / supervisor for verification of information provided and also to gain an independent assessment of skill levels relevant to the qualification. Please provide us with contact details of two work referees, who should be your managers / supervisors, ( past or present) who can confirm your application of the skills in the workplace. They will be asked to complete a similar assessment questionnaire.

Alternatively, you may be requested to conduct a practical skills test. This may be arranged at your workplace (if appropriate) or at another suitable venue. This assessment will focus on skills that are required to meet the performance criteria of the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

The Assessor may, at their discretion, request both references and a practical skills test.



## Recognition Of Prior Learning Assessment Process BSB41504 Certificate IV in Project Management

### Step 4 - Recommendation

Once the assessor has reviewed all the information, you will be sent notification of the recommendation made in respect of your application. There are 3 recommendations:

1. Award full RPL - The applicant has demonstrated and provided evidence of competence that meets the acceptance criteria in all modules of the qualification.
2. Partial Award – The applicant has demonstrated and provided evidence of competence that meets the acceptance criteria in the following modules (modules will be listed) but has failed to satisfactorily demonstrate the requirements in the following modules (modules will be listed). We recommend further training in the areas of non compliance.
3. No award – The applicant has failed to satisfactorily demonstrate the competence level required to meet the performance criteria of this qualification. We recommend that the applicant undertake an appropriate training course to gain the necessary skills.

### Fees and charges for RPL

Fees will be charged per module assessed at a rate of \$150 per module. This covers all administrative costs and assessor fees.

Where an assessor requires to carry out an assessment in the applicants workplace, all expenses for travel and accommodation will be paid for by the applicant at cost.

Fees for RPL must be paid at time of application. No recommendations will be provided unless full payment has been received.

**Please complete the attached form and return to us with supporting information to**

**FPMS  
AQTF Assessor  
PO Box 62  
Unley Business centre  
Unley SA 5061**

FPMS PTY LTD.

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A.B.N 61 089 526 116

SA: + 61 (0) 8 8172-1867

AUSTRALIA: 1300 716115

e: [fpms@fpms.com.au](mailto:fpms@fpms.com.au)

w: [www.fpmsgroup.com](http://www.fpmsgroup.com)



**Recognition Of Prior Learning Assessment Process  
BSB41504 Certificate IV in Project Management**

**Candidate Name:** \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_ tel: \_\_\_\_\_

Please complete the table below indicating your level of experience in each competency.

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
<b>CORE UNITS</b>				
BSBPM401A	Apply scope management techniques			
BSBPM402A	Apply time management techniques			
BSBPM403A	Apply cost management techniques			
BSBPM404A	Apply quality management techniques			
BSBPM405A	Apply human resources management approaches			
BSBPM406A	Apply communications management techniques			
BSBPM407A	Apply risk management techniques			
BSBPM408A	Apply contract procurement techniques			

Employment History – please provide additional information on separate sheet

Please provide details of 2 referees that we may contact to assess your experience

Name \_\_\_\_\_ Company \_\_\_\_\_ Position \_\_\_\_\_

Relationship \_\_\_\_\_ Email \_\_\_\_\_ tel: \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_ Position \_\_\_\_\_

Relationship \_\_\_\_\_ Email \_\_\_\_\_ tel: \_\_\_\_\_

**Candidate Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FPMS PTY LTD.**

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