



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. 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
- 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

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.



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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
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Unley Business centre
Unley SA 5061**

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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
CORE UNITS				
BSBPM501A	Manage application of Project scope integrative processes			
BSBPM502A	Manage project scope			
BSBPM503A	Manage project time			
BSBPM504A	Manage project costs			
BSBPM505A	Manage project quality			
BSBPM506A	Manage project human resources			
BSBPM507A	Manage project communications			
BSBPM508A	Manage project risk			
BSBPM509A	Manage project procurement			

Employment History – please provide additional information on separate sheet



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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: _____