

# QTC Consulting Pty Ltd

## RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM

### DIPLOMA OF PROJECT MANAGEMENT BSB51407

#### **General Information on RPL:**

Recognition of Prior Learning (RPL) recognises what you have already learned from other courses, from life experiences (eg community involvement, hobbies, family business), and from work experience, and measures it against the course you are doing or intend to do.

**If what you have learned at work or elsewhere is relevant to the course you may be able to gain exemption from some (or all) modules in the course.**

It is always a good idea to apply for RPL even if you are unsure about whether you will be successful. Often people don't apply because they are uncertain, but it is common for applicants to get more RPL than they expect.

The RPL process used for this course will be in 4 stages:

1. Application Form
2. Collection of Evidence
3. Submission of Application and Evidence to QTC
4. Assessment by QTC Consulting Pty Ltd (may include an interview with the applicant), and decision by the panel.

In some cases there will be an additional stage in the form of a follow-up interview to clarify your claims, or seek further information which can take place at a mutually agreed location.

## Making an Application:

- 1        **READ THE INSTRUCTIONS IN THIS FORM**  
This form asks you to provide information about yourself and the knowledge and skills that are the basis for your application for RPL.
- 2        You should take time to carefully work out what skills and knowledge you presently have which match the learning outcomes of the program (learning outcomes are listed in Section 2 of the form).
- 3        Next you should complete the application form. The form contains the following sections:

*Section 1: General information about yourself and your experiences.*

**Section 2:** The relationship between your experience and the modules for which you are seeking RPL. This section allows you to provide details of the **Evidence** that you are providing in support of your claim(s) for RPL.

The evidence you provide may come from a number of sources, for example:

- \* Academic Statements of Results for formal study.
- \* Course Outlines/Description of Contents for other training courses you have attended (including proof that you attended them).
- \* References/Manager's Appraisals (please ensure that the manager has read the learning outcomes for the course before making the statement as his/her appraisal must certify your skills or knowledge in relation to the learning outcomes). **A general "job reference" is not sufficient.**
- \* Articles/papers that describe projects you have been involved in.
- \* Certified examples of work (certified by your manager or other appropriate person).
- \* Photographs/videos.
- \* Anything else that you feel provides evidence in support of your claims.

Attach your supporting evidence to the Application Form. **Do not submit original documents as evidence; submit copies verified by your Manager or other appropriate person.**

Before attaching your evidence, give each document a number. Write the number on the top right hand corner of the document, together with the number(s) of the module(s) that the evidence supports.

For formal study claims, list the name of the institution, duration, and content of the course in the space provided. Remember to attach a copy of your statement of academic record (or similar) to verify your attendance.

For claims based on work or life experience fill in the details in the space provided.

Claims that require additional evidence before being approved will require applicants to attend a follow-up interview. This is designed to enable the RPL assessors to clarify any outstanding issues or seek further information

**Please submit to**

**RTO Manager  
QTC Consulting Pty Ltd  
Unit 4/8 Susan Street  
Maylands WA 6051**

**SECTION 1 - GENERAL INFORMATION**

**a) Personal Details**  
(Block Letters Please)

Family Name: .....

Given Names: .....

Address: .....

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Post Code: .....

Phone: Day: .....

Evening: .....

Fax: .....

Name of Employer:

Mailing Address: .....

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Phone: .....

Fax: .....

**b) Work details:**

In the spaces below list any work details, either full-time or part-time.

Start with the most recent job first (add extra pages if you need more space).

Employer:		
Dates From:	To:	Position:
P/T or F/T		
Major Duties:		
Employer:		
Dates From:	To:	Position:
P/T or F/T		
Major Duties:		
Employer:		
Dates From:	To:	Position:
P/T or F/T		
Major Duties:		

Employer:		
Dates From:	To:	Position:
P/T or F/T		
Major Duties:		
Employer:		
Dates From:	To:	Position:
P/T or F/T		
Major Duties:		
Employer:		
Dates From:	To:	Position:
P/T or F/T		
Major Duties:		

**c) Community and Professional:**

List tasks and activities undertaken in the community (including official positions) with any team, club, society, community or professional organisation.

Organisation	Name of Position, Tasks and Activities	Length of Time
		From:
		To:
		From:
		To:
		From:
		To:

**d) Education or Training Details:**

What is the highest level of formal schooling you have achieved?

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Where? .....

When? .....

Additional formal studies: (Studies you have undertaken since leaving school)

Date/s	Level of Study (eg: degree, dip, cert)	Details of Studies (eg: name of course)	Results (eg: pass, or sections completed)

Are you currently enrolled or participating in any other formal training course? Please give details:

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## SECTION 2 - COURSE INFORMATION

### For each of the modules for which you are applying for RPL:

- i) The statements listed under each Module are the ELEMENTS OF COMPETENCY for that Module, in other words they are the skills/knowledge that you will be expected to demonstrate through the RPL process.
- ii) Below the ELEMENTS OF COMPETENCY for each Module you should indicate what type of supporting evidence you are able to provide by placing the attachment number(s) in the box provided.

There is also room for you to write some brief statements about how your work or life experience has contributed to the skills/knowledge you are claiming.

### The Diploma of Project Management consists of the following units of competency:

BSPMG501A	Manage Project Integration
BSPMG502A	Manage Project Scope
BSPMG503A	Manage Project Time
BSPMG504A	Manage Project Costs
BSPMG505A	Manage Project Quality
BSPMG506A	Manage Project Human Resources
BSPMG507A	Manage Project Communications
BSPMG508A	Manage Project Risk
BSPMG509A	Manage Project Procurement

### SEE OVER FOR UNITS and ELEMENTS OF COMPETENCY

<b>Unit of competency</b>	This refers to a general area of competency (skill and knowledge described in the title of each unit).
<b>Elements of competency</b>	Elements define the critical outcomes of a unit of competency.
<b>Performance Criteria</b>	The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. <i>Italicised</i> terms are elaborated in the Range Statement.
<b>Evidence guide</b>	Outlines evidence required to demonstrate competency in the unit.

**MODULE 1 – BSPMG501A      Manage Application of Project Integrative Processes**

- 1. Manage integration of all functions of project management.
- 2. Coordinate internal and external environments.
- 3. Implement project activities throughout life cycle.

*(Please refer to the attached Course Outline for the Performance Criteria for each Element of Competency to enable you identify what evidence is required).*

**EVIDENCE PROVIDED:**

Type of Evidence:	Attachment No.
Course Outlines/ Lists of Contents etc.	
References/Manager's Appraisal	
Certified Examples of Work	
Photographs/Videos	
Articles/Papers etc.	
Other (give details below)	

Details of work/life experience used as evidence:

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**MODULE 2 – BSPMG502A      Manage Project Scope**

- 1. Conduct project authorisation activities.
- 2. Conduct project scope definition activities.
- 3. Manage application of scope controls.

*(Please refer to the attached Course Outline for the Performance Criteria for each Element of Competency to enable you identify what evidence is required).*

**EVIDENCE PROVIDED:**

Type of Evidence:	Attachment No.
Course Outlines/ Lists of Contents etc.	
References/Manager's Appraisal	
Certified Examples of Work	
Photographs/Videos	
Articles/Papers etc.	
Other (give details below)	

**Details of work/life experience used as evidence:**

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**MODULE 3 - BSPMG503A**

**Manage Project Time**

1. Determine project schedule.
2. Implement project schedule.
3. Assess time management outcomes.

*(Please refer to the attached Course Outline for the Performance Criteria for each Element of Competency to enable you identify what evidence is required).*

**EVIDENCE PROVIDED:**

Type of Evidence:	Attachment No.
Course Outlines/ Lists of Contents etc.	
References/Manager's Appraisal	
Certified Examples of Work	
Photographs/Videos	
Articles/Papers etc.	
Other (give details below)	

Details of work/life experience used as evidence:

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**MODULE 4 – BSPMG504A      Manage Project Costs**

- 1. Determine project costs.
- 2. Monitor and control project costs.
- 3. Conduct financial completion activities.

*(Please refer to the attached Course Outline for the Performance Criteria for each Element of Competency to enable you identify what evidence is required).*

**EVIDENCE PROVIDED:**

Type of Evidence:	Attachment No.
Course Outlines/ Lists of Contents etc.	
References/Manager's Appraisal	
Certified Examples of Work	
Photographs/Videos	
Articles/Papers etc.	
Other (give details below)	

Details of work/life experience used as evidence:

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**MODULE 5 –BSPMG505A            Manage Project Quality**

1. Determine quality requirements.
2. Implement quality assurance processes.
3. Implement project quality improvements.

*(Please refer to the attached Course Outline for the Performance Criteria for each Element of Competency to enable you identify what evidence is required).*

**EVIDENCE PROVIDED:**

Type of Evidence:	Attachment No.
Course Outlines/ Lists of Contents etc.	
References/Manager's Appraisal	
Certified Examples of Work	
Photographs/Videos	
Articles/Papers etc.	
Other (give details below)	

Details of work/life experience used as evidence:

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**MODULE 6 – BSPMG506A      Manage Project Human Resources**

- 1. Implement human resource and stakeholder planning activities.
- 2. Implement staff training and development.
- 3. Manage the project team and stakeholders.

*(Please refer to the attached Course Outline for the Performance Criteria for each Element of Competency to enable you identify what evidence is required).*

**EVIDENCE PROVIDED:**

Type of Evidence:	Attachment No.
Course Outlines/ Lists of Contents etc.	
References/Manager's Appraisal	
Certified Examples of Work	
Photographs/Videos	
Articles/Papers etc.	
Other (give details below)	

Details of work/life experience used as evidence:

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**MODULE 7 - BSPMG507A      Manage Project Communications**

1. Plan communications processes.
2. Manage project information.
3. Manage Project reporting.
4. Assess communications management outcomes.

*(Please refer to the attached Course Outline for the Performance Criteria for each Element of Competency to enable you identify what evidence is required).*

**EVIDENCE PROVIDED:**

Type of Evidence:	Attachment No.
Course Outlines/ Lists of Contents etc.	
References/Manager's Appraisal	
Certified Examples of Work	
Photographs/Videos	
Articles/Papers etc.	
Other (give details below)	

Details of work/life experience used as evidence:

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**MODULE 8 – BSPMG508A Manage Project Risk**

1. Determine project risks.
2. Monitor and control project risk.
3. Assess risk management outcomes.

*(Please refer to the attached Course Outline for the Performance Criteria for each Element of Competency to enable you identify what evidence is required).*

**EVIDENCE PROVIDED:**

Type of Evidence:	Attachment No.
Course Outlines/ Lists of Contents etc.	
References/Manager's Appraisal	
Certified Examples of Work	
Photographs/Videos	
Articles/Papers etc.	
Other (give details below)	

Details of work/life experience used as evidence:

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**MODULE 9 - BSPMG509A                      Manage Project Procurement**

1. Determine procurement requirements.
2. Establish agreed procurement processes.
3. Conduct contracting and procurement activities.
4. Implement contract and/or procurement.
5. Manage contract and procurement finalisation procedures.

*(Please refer to the attached Course Outline for the Performance Criteria for each Element of Competency to enable you identify what evidence is required).*

**EVIDENCE PROVIDED:**

Type of Evidence:	Attachment No.
Course Outlines/ Lists of Contents etc.	
References/Manager's Appraisal	
Certified Examples of Work	
Photographs/Videos	
Articles/Papers etc.	
Other (give details below)	

Details of work/life experience used as evidence:

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### QTC Consulting Pty Ltd

## Diploma of Project Management

### RPL ASSESSMENT FORM (To be completed by Assessment Panel)

Name of Applicant: .....

Date of RPL: .....

Units of Competency	C/NYC	ASSESSOR COMMENTS
Manage Project Integration		
Manage Project Scope		
Manage Project Time		
Manage Project Costs		
Manage Project Quality		
Manage Project Human Resources		
Manage Project Communications		
Manage Project Risk		
Manage Project Procurement		

NOTES ON ASSESSMENT: .....  
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Signed, Panel Members:

1.....(Name).....

2.....(Name).....

3.....(Name).....