

## TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the competencies of all unit/s or qualification/s in which you can be recognised.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any venues or events facilities you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in the venues and events industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

## STEPS IN THE RPL PROCESS

Complete the attached forms and provide as much information of your previous experience in the venues and events industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

### Step 1 - Documents

#### 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

- any licences
- brief CV or work history
- certificates/results of assessment
- indentures/trade papers
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- tickets held eg. forklift, crane, etc
- photographs of work undertaken
- diaries/task sheets/job sheets/log books
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

### Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification.

At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you.

You will be required to answer venues and events industry related questions to identify your current skills.

### **Step 3 – Practical demonstration of your skills**

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

#### **Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

Skills gaps refer to when you have not had training or performed specific units of competency. For instance you may not have had the opportunity to “Manage Risk” at your workplace. As this is a compulsory unit, you would need to complete the training and assessment for this unit either online or face to face. This is completing the gaps in your training toward your Diploma.

### **Step 4 – Third party Verification**

This refers to letters and references from previous and current employers who testify to your experience and skills in the industry.

## RPL APPLICATION FORM

### Applicant Details:

<b>1. Occupation in you are seeking recognition</b>			
<b>2 Personal Details</b>			
Preferred Title (please circle)	Mr	Mrs	Ms      Miss
Surname			
First Given Name			
Middle Name			
Any other names used			
Home Address			
Postal address if different from above			
Email address			
Telephone Numbers	Home:	Work:	
	Mobile:	Fax:	
Date of Birth	/   /		
Gender	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		
Are you a permanent Resident of Australia	YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>3 Current Employment</b>			
Are you currently employed?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If Yes, in which occupation are you currently employed?	.....		
Who is your current employer?	.....		
<b>4. Armed Forces details (If Applicable)</b>			
Branch of Service			
Trade classification on discharge			
<b>5. Further Training</b>			
Have you undertaken any training courses related to the occupation applied for?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>If Yes</b>	
In what occupation were you trained?	
Training completion Date (day, month, year)	
Country where you trained	
Name of course and institution (if applicable)	
<b>6. Is there any further information you wish to submit in support of your application</b>	

**7. Professional Referees (relevant to work situation)**

Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Mobile Number	.....
Email Address	.....
Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Mobile Number	.....
Email Address	.....

## APPLICANT EMPLOYMENT HISTORY FORM

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			

**Attach additional sheet if required**

If you are including documents in your application, please provide a brief description below

Document Description (e.g. resume, photos, awards etc)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

**Declaration**

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature: \_\_\_\_\_ Date:    /    /20

## Third Party Verification

The preferred approach in gaining third party validation is to take the forms in this section to previous employers or referees to gain confirmation of your skills against the required competencies. This would be done during a conversation or interview with these people.

It may be beneficial to make contact with the employers/referees early in the recognition process to make appointments, particularly if you have to travel some distance to visit them. This may be done on the same day as a practical assessment in the workplace if appropriate.

It is recommended that verification be obtained from one or two referees who can confirm your industry skills in context over time.

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### REFEREE TESTIMONIAL

(Date)

To whom it may concern,

RE: \_\_\_\_\_ skills in/as \_\_\_\_\_  
(insert candidate name) (insert industry/job title)

I certify that the above named person has:

worked at \_\_\_\_\_ for a period of \_\_\_\_\_ years

regularly undertaken the following activities within the workplace since commencing employment with this organisation:

→ *Initial those skills/ competencies (below) that the candidate has or can successfully perform in the workplace*

- Can show evidence of managing an event, including facilitating meetings, coordinating the event contractors, compiling a production schedule and fully managing the site.
- Can carry out a risk assessment for an event, both financially and technically.
- Can manage quality customer services, such as registrations for an event, monitoring entry into the venue, dissemination of information about the venue and its events and dealing with the special needs of patrons
- Can develop and implement an operational plan
- Can implement occupational health safety & security procedures, including emergency evacuation information
- Can demonstrate knowledge on the entertainment industry and industrial regulations information required to run an event or venue
- Can show evidence of where they have managed a budget for an event
- Can communicate effectively, giving examples of managing diversity in staff and patrons, managing their team, rostering staff and monitoring staff performance as well as managing their own work.
- Can demonstrate experience in selling products and services at an event, or managing the process; mentioning merchandising, hospitality and marketing.
- Can manage the venue services including monitoring the maintenance program

If you would like any further information or would like to discuss any of the above, I can be contacted on \_\_\_\_\_

Yours sincerely

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position; \_\_\_\_\_