RECOGNITION OF PRIOR LEARNING PACKAGE

PUAFIR017 WORK SAFELY AROUND AIRCRAFT

NATIONALLY RECOGNISED
TRAINING

RHO Aviation
Training Services

RPL ASSESSMENT PACKAGE

PUAFIR017 – Work safely around aircraft

Welcome to your RPL assessment process. We aim to make this process as efficient and thorough for you as possible; however, the onus is on you to provide the appropriate evidence in order to demonstrate you meet the requirements of each Unit of Competency of the qualification.

In order to achieve this, you will be provided with information which will guide you through the requirements for the recognition of prior learning (RPL) process. Your assessor will be on hand to assist you if you have any questions or need further guidance in presenting your current skills and qualifications.

All RHO Aviation assessors are experienced aircrew from within the aviation industry. They understand the requirements of the qualification and will assess your application in a pragmatic holistic manner.

At any stage during the process, you will be able obtain guidance from the assessment team by simply emailing your assessor using the email address provided to you.

Sincerely,

Contents

Personal Details:

Qualification/Industry in which you are seeking recognition:
PUAFIR017 Work safely around aircraft.

Personal details	
Surname	
Given name/s	
Preferred name	
Home address	
Postal address *(if different from above)*	
Telephone numbers	Home: Work: Mobile: Fax:
Email address	

Current Employment		
Are you currently employed?	Yes ☐ No ☐	
If 'yes', in which occupation are you currently employed?		
What is your current job title?		
Who is your current employer?		
How long have you worked in this job approximately?	year/s	month/s
Is this occupation in the same industry as the industry in which you are applying for recognition?	Yes ☐ No ☐	If 'no', go to the next page.

If 'yes', list some of the main tasks you perform as part of your work that you think are relevant to your RPL application.

If you have further recent industry experience relevant to your application, please attach another sheet or your current résumé.

Rate your knowledge and skills **against the qualification/industry relevant to your RPL application**.

Industry area:	Yes	No	Possibly
I think my experience is of a high level.	☐	☐	☐
I think I am skilled to do this job.	☐	☐	☐
I know how to do the work tasks very well.	☐	☐	☐
I can explain my experience and provide documentary evidence.	☐	☐	☐
I have undertaken much of this work without supervision.	☐	☐	☐

Further training:			
I have attended training courses in this area of work.	☐	☐	
If 'yes', what training did you undertake? Include date training completed (month, year).			

Is there any further information you wish to give in support of your application?

Employment History:

Name and contact number of employers	Period of employment (Yrs) (DD/MM/YYYY) From	To	Position/s held	Description of major duties
1.				
2.				
3.				
4.				

Professional Referees / Trainers:	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	

Note: If the Assessor has difficulty in verifying evidence provided or competency, then a referee can help. The assessor can then independently verify your claim of competency.

Introduction

Please read this information carefully.

Recognition of Prior Learning (RPL) is exactly that, it is matching your experiences, your existing knowledge and skill sets already gained to formally align those skills and knowledge under the vocational education training (VET) system. The RPL process is not designed to teach or provide you with competencies. You may need to seek further training or competencies for Units that are deemed **not yet competent**. To obtain RPL, all Units will be assessed, and evidence is required to be provided for each Unit. You agree that any evidence or documentation provided will be retained by RHO Aviation in accordance with the Act.

If you are not successful in all Elements, then you will be offered RPL only for those Units that you are assessed as competent, and a Statement of Attainment will be issued only for those units you are assessed competent in.

Any gap training will need to be completed by you with a suitable organisation.

This RPL Assessment Kit streamlines the RPL assessment process by taking a practical approach to RPL and increasing the use of on-site questioning and observation. This will assist in developing a picture of your skills and knowledge. This picture can then be compared with industry standards and the applicable Units that make up the Qualification enabling a determination of whether the candidate has achieved the required outcomes.

How will you be assessed?

The Assessor

The Assessor will have a thorough knowledge of assessment and the qualifications in order to assess your application. RHO Aviation assessors are experienced Air Crew Trainers and have the experience, knowledge and credibility to assess your application in a robust and pragmatic way.

The **detailed** information you provide will enable the assessor to form an understanding of the competencies and qualification/s appropriate to your goals.

Assessing a single unit of competency is rarely cost or time effective. Where possible, effort is made to assess several units at the same time taking advantage of any commonality in content. This means looking at the whole picture of a particular job role as it happens in industry and assessing holistically. This saves valuable time in the assessment process.

Assessment involves judgement

This tool encourages the use of a "*competence conversation*" to maximise your opportunities to demonstrate competence. This is NOT an oral exam. It is about using the two or three holistic questions provided to start a conversation with you, the candidate, which draws out their actual individual experiences and relevant skills. This process will be undertaken between the candidate and the assessor with the aim to establish the relevant skill sets and experience previously gained by the candidate, and secondly mapping those skills to the competency.

Authentication/verification is integral to RPL assessment

During the assessment process it will be beneficial for your assessor to cross-reference information provided by you with your supervisors such as team leaders, managers and senior crewmen. Your supervisors or senior crew may be requested to provide suitable documentary evidence to authenticate your application. Any approach will only be made with authorisation from you.

Recording assessment is critical

Your assessor will keep accurate records of all aspects of conversations, skills demonstration or written documentation that supports your application. <u>Remember</u> – the record is the document that makes sense of the assessment and why a particular judgment was made. Keeping **detailed notes** about your RPL application is vital in order to support the final judgement.

This assessment tool is a **legal document** and must be signed, dated and retained in accordance with the *Standards*.

The assessor will keep you informed throughout the process. Keep in mind the RPL process may take time and this is largely based on your ability to supply timely, accurate, valid and cross-referenced information.

How the RPL process works

STEP 1 – Complete application and submit evidence

Complete the details section at the beginning of this document. It is important candidates provide as much information of their current and previous experience in the industry as is possible.

You must demonstrate your competency in <u>both</u> Elements; the competency matrix for each Unit of Competency is available at – <u>PAUFIR017 Work safely around aircraft</u>.

The best way to demonstrate competence is by providing <u>evidence</u> that proves you are competent in a particular Element. Incorporating the Performance Criteria, Knowledge and Performance evidence of each Element.

Evidentiary documents that may be of use include but are not limited to:

- Aircrew logbook
- Check and training reports
- Licences
- Brief CV or work history
- Certificates/results of assessment
- Qualifications held e.g. pilot, rescue crew officer, aircrew officer etc.
- Operation Manuals detailing Job Descriptions
- Certification of work undertaken
- Diaries/task sheets/job sheets/logbooks
- Training records
- 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.

To have skills formally recognised under the Australian Qualifications Framework, you must ensure your skills meet industry standards.

Included in this package for RPL are verification sheets for each Element that may be used to provide evidence or further supporting evidence to assist validation of your competency.

- You may use a piece of evidence more than once if you feel it supports more than one Element of competency.

- If you intend to use examples of evidence from an aircrew logbook, then please ensure that page has a signature block and signature from an approved authority (Chief Pilot, Check & Training staff, etc) that has signed off on the relevant check or assessment, e.g. OPC reports, NVG CCF reports, Line check reports, CAO checks.

- If you wish to use a statement of evidence surrounding an aviation flight (EMS, SAR or other relevant task), please ensure a documented flight record or report is provided to support the evidence.

- If you have an electronic logbook, you may take a screenshot of the page and email it in as a PDF as an attached document of evidence - ensure it has been certified as per above.

- If you intend to provide other certificate qualifications (e.g. CERT II, III, IV in a 'qualification') please ensure you are able to provide the Record of Results for the units completed as part of that certificate program.

  Do not provide a printout or screenshot of just a date when you conducted an activity - this alone is not acceptable. It must be supported by a Flight Check Report, Chief Pilot certification or a training report or qualification.

STEP 2 – Interview about candidate's documentary information (may not be required)

Your assessor will review the information provided and arrange a time for both of you to discuss the documentation and your experience. You will have the opportunity to discuss and identify your experience and skillsets with the assessor. The available documents are step one in collecting information and the assessor will determine which units of competency, if any, are fully complied with at this stage.

There may be instances where there is little, or no, documentary information of industry experience. This is **not** a barrier to gaining recognition. The assessor will discuss with you what other forms of evidence can be used to meet the assessment requirements. For example, referee validation, questioning, asking you to complete a practical test with a third party (at your expense).

STEP 3 – Questions for the Competence Conversation (may not be required)

A series of questions may be used in collecting evidence for the RPL process. The questions are designed to enable the assessor to have a 'competence conversation' with you the candidate to further gain evidence of your past experience. **REMEMBER,** the primary focus is on your experience.

Each question has key points which the assessor will look for in responses. They may use a list of key points to formulate questions. Each question-recording sheet indicates what relevant content should be sought. Your assessor will discuss this in detail with you should it be required.

When compiling evidence of experience and qualifications, the assessor will use the assessment guidelines of each of the core and general elective units to ensure you are demonstrating against those requirements.

It is not intended that every question for all competencies is asked, only those competencies the initial interview about your documentary evidence has failed to **fully** address.

STEP 4 – Gap training if required

> RPL is an assessment process designed to show areas of competence and to identify **any** gaps in skills and knowledge against a whole qualification. Not all candidates will have skill/knowledge to meet the requirements of the applicable Unit. If you have a skill gap, a pathway to complete training should be sort from an appropriate 3rd party training provider, which should be an approved Registered Training Organisation, for delivery in the required competency.

Submitted Evidence – Mandatory (Read Carefully)

Complete the table on pages 10 and 11 to record the type of evidence you are providing and then under the applicable Unit pages (further on in this document) detail how that particular piece of evidence demonstrates your competency in a particular Unit.

<u>**All evidence documentation must be cross-referenced to the applicable Element within the Unit.**</u>

Information on the Unit of Competency can be found at: PAUFIR017 Work safely around aircraft

The table on pages 10 allow you to indicate the type of evidence you are providing; then on the following pages, under each applicable Element heading, under sub-para titled '*Evidence provided*', detail what the evidence is, and then cross-reference it to the evidence provided.

In order to cross-reference, simply annotate the top section of the piece of evidence you are providing for that particular Unit. For example, **Evidence applicable to Unit PUAFIR017.**

<u>OR</u> using the online option 'drop' the evidence file into the applicable Unit folder as provided by your assessor. (Ensure you save it as a Word or PDF document *only* and name the document to reflect the Unit it is evidence for.)

For Example:

Code	Title	Unit applied for	Questions	Practical	Documents	3rd Party Report
AVIF0038	Undertake aircraft underwater escape and survival	☑		☑	☑	
AVIF0041	Maintain the safety of people and aircraft	☑			☑	

The evidence provided will then be entered under the applicable Element on the pages further below, for example:

1. **Work safely around aircraft**:

Evidence provided - Enclosed copy of my Certificate of Training for Mission Crew Course (certified copy on page XX of my evidence file).

2. **Facilitate safe ground support**:

Evidence provided - See copy of AOC Aircraft Safety Proficiency Checklist/Sign-off, i.e. CAO 20:11. (extract on page XX of my evidence file)

(Each Element has a page dedicated to it. Please detail your submitted evidence in the space provided on these pages.)

Remember, **both Elements** must detail how you are competent.

The more detailed information you provide, the clearer the picture will be for the assessor in terms of competency; other information may be derived from your company operations manuals and third-party reports.

(DO NOT print out copies of your company's Operation Manual. The information provided must be applicable to you and be supporting evidence as it relates to you and the Element).

Remember to enclose and cross-reference all evidence as applicable for each Unit. The assessment process will take longer and might influence your competency determination if the assessor needs to decipher unreferenced evidence.

ELEMENTS/PERFORMANCE CRITERIA APPLIED FOR:

Attach and make note of all and any other relevant documents or material you feel will assist in your application.

Evidence required for all Performance Criteria of Elements:

(Please tick ✓)

Element	Performance Criteria	I wish to apply for this Unit	Type of Evidence Provided			
			Questions	Practical	Documents	3rd Party Report
PAUFIR017	Work safely around aircraft					

Declaration

The assessment record is a **legal document** and must be signed, dated and stored according to requirements Australian Skills Quality Authority (AQSA) and the *Standards for Registered Training Organisations.*

I, declare that the information contained in this application is true and correct, and that all documents and evidence provided are genuine/authentic.

Candidate's Signature*: _____   Date: _____

Assessor's Name: _____

Assessor's Signature: _____   Date: _____

PUAFIR017 - WORK SAFELY AROUND AIRCRAFT

This unit of competency involves the skills and knowledge required to apply safe work practices when working around aircraft for organisational operations. It includes working safely in or around aircraft and facilitating safe ground support.

The unit is applicable to the provision of introductory training for personnel providing support services for aerial operations, noting that personnel undertaking specialist functions such as aircraft marshalling, aircraft refuelling, fire suppressant mixing and loading, and ground-to-air radio communications will require further training. It also applies to the provision of safety training for operational personnel who may be required to utilise aircraft or work in the vicinity of aircraft in the performance of their work tasks and/or the provision of foundation training for all aviation related roles for fire, land management and emergency management.

Work is performed independently or under limited supervision as a single operator or within a team environment.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Written evidence could include:

- Private Helicopter or Fixed–wing License (PPL-A/H) or higher.

- Training Reports/Certificates from applicable organisations such as Defence, government organisations or aviation companies that hold an Air Operating Certificate may form part of the evidence required. Further specific questioning might be required to satisfy competency.

- Aircrew / Rescue crew who have sufficient experience or completed qualifications in their respected fields may have part or all competencies.

- Verified aircrew logbooks may satisfy the competency.

- Workplace health and safety experience related to aviation.

- Demonstrate active working around aircraft and compliance to Operations Manuals confirmed by written documentation from an authority.

Performance criteria describe the performance needed to demonstrate achievement of the Element.

See the following pages to record your provided evidence for the Performance Criteria for each Element.

Work safely in and around aircraft

Evidence - Performance Criteria:

1.	Evidence Provided:
	As per training reports from IPAS Crew/Team Resource Management Course conducted that included: a) Working Safely Around Aircraft General Knowledge (DPI/E content): a. WSAA 5.1.1.6 - Briefing/Debriefing and Learning Lessons b. WSAA 5.1.4.1 - Pilot FOV and Safety Areas c. WSAA 5.1.4.3 - PPE d. WSAA 5.1.4.5 - Walking to/from the aircraft

Facilitate safe ground support

Evidence - Performance Criteria:

2.	Evidence Provided:
	As per training reports from IPAS Crew/Team Resource Management Course conducted that included: b) Working Safely Around Aircraft General Knowledge (DPI/E content): a. WSAA 5.1.1.6 - Briefing/Debriefing and Learning Lessons b. WSAA 5.1.4.1 - Pilot FOV and Safety Areas c. WSAA 5.1.4.3 - PPE d. WSAA 5.1.4.5 - Walking to/from the aircraft

Assessor's Notes: