



# **TAELLN411**

**Address adult language, literacy & numeracy skills**

**Recognition of Prior Learning**

## **RPL Information**

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## Overview of the RPL process

Recognition of Prior Learning is the way that the knowledge and skills that you have attained through your work and life experience are recognised, so that you can be issued a nationally recognised qualification.

It is a process of gathering evidence. Your assessor checks the evidence at each stage in the process and once they have sufficient evidence they can assess you as competent.

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## How to submit an RPL Application

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1. Complete SCILI RPL Application for TAELLN411
2. Submit the application.
3. Initial deposit is required to be paid into SCILI bank account or by credit card .
4. Preliminary acceptance or gap training based on on the application will be notified.
5. SCILI will send RPL assessment tasks
6. Gather your evidence to support your application using the documents check list.
7. Your application and evidence will then be assessed upon receiving your deposit.
8. The outcome will be advised. If the evidence submitted is not deemed adequate in terms of Authenticity, Validity, Sufficiency, Reliability or Currency, the assessor may request further evidence or a gap training .
9. If further training is required, SCILI will advise you the cost, The additional fee must be agreed upon in writing before the assessor proceeds any further.
10. The information you provide at the application stage may be sufficient to grant RPL, Then you are not required to have an interview nor provide further evidence.

### ■ RPL Application Documents

- ◆ Documents must be copied or scanned from the original documents.
- ◆ If the document has text on both side, both sides must be copied.
- ◆ The copies of certificates must be certified by a JP

## GATHERING EVIDENCE FOR RPL

The table below lists typical examples of evidence that may be able to be used in your RPL.

TYPES OF EVIDENCE	EXAMPLES OF EVIDENCE
<b>Direct evidence</b>	<ul style="list-style-type: none"> <li>▪ Workplace observation</li> <li>▪ Demonstration of skill</li> <li>▪ Samples of work</li> <li>▪ Resources developed by the applicant and verified by a third party</li> <li>▪ Materials or tools you work with</li> <li>▪ Referees report</li> <li>▪ Video</li> <li>▪ Audio</li> <li>▪ Photos</li> <li>▪ Published works such as operational manuals</li> </ul>
<b>Indirect evidence</b>	<ul style="list-style-type: none"> <li>▪ Industry Awards</li> <li>▪ Job specifications or position descriptions</li> <li>▪ CV or Resume</li> <li>▪ Rosters or Timesheets</li> <li>▪ Visual presentations (PPT's) or written speeches</li> <li>▪ Letters or memos from your workplace</li> <li>▪ Reference/or letters of support</li> <li>▪ Evidence of committee work</li> <li>▪ Reading lists</li> <li>▪ Workplace training records</li> </ul>
<b>Historical evidence</b>	<ul style="list-style-type: none"> <li>▪ Written references from past employers</li> <li>▪ Log books and other records of performance</li> <li>▪ Certificates or qualifications</li> <li>▪ Letters of support</li> <li>▪ Assignments, reports and documentation from previous courses undertaken</li> <li>▪ Past competency based assessments</li> <li>▪ Record of academic results</li> <li>▪ Course attendance record</li> <li>▪ Scrap books</li> <li>▪ Magazine or newspaper articles about your work</li> </ul>

### Evidence must be:

<b>Authentic</b>	The documentary evidence you are submitting is your own work.
<b>Valid</b>	Related to the specific competencies for the unit
<b>Sufficient</b>	Demonstrate complete competency against the information that underpins a competency statement
<b>Reliable</b>	How well you can consistently perform a given competency to the required standard
<b>Current</b>	Use recent project that it is still relevant to the skills and knowledge you have.

**UNIT : TAELLN411** Address adult language, literacy and numeracy skills

**Elements and Performance Criteria**

Elements	Performance Criteria
1. Analyse LLN requirements	1.1 Determine LLN skill requirements of the training specification 1.2 Identify and analyse the LLN skill requirements essential to workplace performance 1.3 Determine the LLN skills of the learner group from validated tools and other sources
2. Select and use resources and strategies to address LLN skill requirements	2.1 Identify resources to support LLN skill development 2.2 Use learning and assessment materials to support identified LLN requirements, customising where necessary 2.3 Apply learning support strategies in training delivery appropriate to LLN requirements and learner group 2.4 Determine assessment strategies appropriate to LLN requirements and learner group
3. Use specialist LLN support where required	3.1 Review course demands and learner profile to determine if specialist LLN support is required 3.2 Access specialist LLN support where available 3.3 Integrate specialist LLN support into training or assessment practice where required
4. Evaluate effectiveness of learning support and assessment strategies in addressing LLN requirements	4.1 Seek feedback on learning support provided and assessment strategies used 4.2 Evaluate learning support and assessment strategies used 4.3 Determine areas for improvement based on evaluation

<b>Performance Evidence</b>
<ul style="list-style-type: none"><li>• <i>Evidence of the ability to:</i></li><li>• <i>use tools to identify the LLN skill requirements (reading, writing, speaking, listening and numeracy) of the training specification and/or assessment process relevant to vocational delivery</i></li><li>• <i>use various sources to gather information on the current LLN skills of a learner group</i></li><li>• <i>identify available sources of support to address at least two of the identified LLN skill needs of the learner group</i></li><li>• <i>customise and use at least two learning resources to address LLN requirements</i></li><li>• <i>select, use and review at least two instructional strategies that directly address the identified LLN needs of the learner group</i></li><li>• <i>use advice from specialist LLN practitioners to inform practice</i></li><li>• <i>select, use and review at least two assessment strategies that cater for the identified LLN needs of the learner group</i></li></ul>
<b>Knowledge Evidence</b>
<ul style="list-style-type: none"><li>• <i>To complete the unit requirements safely and effectively, the individual must:</i></li><li>• <i>specify the critical LLN skills essential to workplace performance in an identified industry or sector</i></li><li>• <i>identify cultural and social sensitivities relevant to communicating with individuals who are identified as requiring LLN support</i></li><li>• <i>identify sources of resources, strategies and LLN support available in own training organisation and procedures for accessing them</i></li><li>• <i>explain techniques for evaluating own training and assessment practice.</i></li></ul>