

# **RPL GUIDE**

## **ASSESSMENT INSTRUMENT**

**TLI41210 CERTIFICATE IV**  
**IN**  
**TRANSPORT & LOGISTICS**  
(Road Transport – Car Driving Instruction).



**Aegis Training Services**



## Contact details

### Head Office

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## Overview

In this document you will find the RPL guide and assessment instruments for you to use when making a request for RPL against the Certificate IV in Transport & Logistics (Road Transport – Car Driving Instruction).

A more detailed description of the units of competency that are the focus of these assessment instruments can be accessed via the Government Training website at <http://www.training.gov.au>

## Submission of evidence

The process for submission of evidence is to read through the Guide including the Assessment Guides for units and then complete:

- Cover sheet for identification purposes
- Summary Evidence Guide
- Completed RPL matrix forms (include the attachments for evidence)
- Attach a copy of any qualifications you currently hold that might be relevant to this application

The completed evidence portfolio should then be submitted to Aegis Training Services Pty Ltd at the above address for assessment.

We would like to advise applicants that we recommend (and it is **strongly** recommended) to access the units making up the qualification on the Government Training website at <http://www.training.gov.au> and use this to further guide the gathering and submission of relevant evidence.

## Evidence

Evidence is the material that you have that is an indicator of your competence. Evidence may be collected via:

- Demonstration in the workplace or a simulated workplace environment
- Responses to questions relating to the required performance
- Documentation of practical experiences in the workplace or the community including photos, newspaper articles, reports, etc.
- Reports or testimonials from managers, colleagues or customers
- Documents related to tasks completed in the work environment, the community or a simulated work environment
- Statements of results from both formal and informal training that you have completed
- Copies of projects that you have undertaken
- Explanations that you generate or write that link aspects of your training and assessment to the units of competency (these will need to be verified)
- Summaries of activities for which there is no documentation with authentication and verification attached.

Aegis Training Services Pty Ltd assessors ask for documentary evidence to streamline the process of assessment. Where a relevant activity has occurred but there is no direct tangible evidence, make a summary of the activity with details of what/how/when/who was involved/etc and have this signed off as authentic by a manager or colleague.

Your evidence is your proof that you have reached a level of performance that meets that outlined in the unit of competency. This evidence should be current (show that you are still competent), authentic (it is your work) and be at a level of complexity that matches the unit of competency. A variety of evidence allows for sufficient evidence to make the assessment decision. Logically the evidence should be valid – relate directly to the unit of competency.

Attach any supplementary documentation that supports the assessment of competency.

Note:

Original documents such as certificates, workplace reports, etc. should be copied after being sighted by the assessor and then signed with a date, signature, printed name and a brief statement of what unit this relates to and how it relates to the required competency.

## How to lodge an RPL claim

1. Read through this guide.
2. Reflect on your experiences (recent) in the area applying for RPL and talk to colleagues or your manager as necessary. Refer to the units of competency, Qualification Packaging Rules, Training Package documentation for the relevant Training Package as necessary.
3. Look at the guides provided for each unit and select the units for which you believe that you could provide evidence to satisfy making a claim for recognition for these units.
4. If you are having any difficulty with understanding the evidence requirements or the interpretation of the units of competency, then please contact us and we will arrange a time for you to have an interview with an assessor to discuss these issues and provide assistance.
5. Complete the Cover Sheet for identification purposes and then complete the Summary Evidence Grid to summarise your evidence and to check how it fits with the units of competency that you are seeking to claim.
6. Collect your evidence in a folder using the numbering system corresponding to that used in the column marked 'Appendix.' in the Summary Evidence Guide and fill in a descriptive title for the documentary evidence attached or a brief description in the next column. Some evidence will relate to more than one unit. In this case, include the evidence at the first of the relevant units and then refer to it in the other unit. Include a statement from your manager or colleague or someone who is able to verify the authenticity of your evidence. .
7. Submit the claim together with your completed guide (this document) and relevant documentation to Aegis Training Services Pty Ltd.

Please **DO NOT SEND ORIGINALS** – copy and have this copy certified by an appropriate person (as authorised to certify other official documents).

## What happens next?

After we have received your application and evidence it will be assessed by one of the industry assessors, this process could take several days depending on the complexity of the evidence supplied, we will then contact you to let you know the results of your application.

If your application is completely successful and you have provided all the requirements for the unit of competency then we will produce your qualification and arrange for delivery.

If any shortfall in the evidence is found then we will contact you to arrange for the Trainer/Assessor to explain the gaps that have been identified and discuss what steps need to be taken to help you fill those gaps either through further training or a request for further evidence. The Training will be designed to meet your specific needs to fulfil the gap, and all effort will be made to make this happen in a timely manner, usually within 2 weeks of the arranged interview.

Please also keep in mind that the industry skills council (the body that controls the training package for these units of competency) has set Mandatory Assessment Tools for this qualification and these have been accepted by the industry licencing bodies (Transport Departments) from across Australia so any shortfall in the RPL will need to include these (or part of) assessment tools.

# COVER SHEET

(Attach to evidence)

## Personal Details

Surname/Family name (Please Print in block letters)

Christian/Given Name/s

Address:

Suburb/Town

State:

P/code:

Phone:

Fax:

Mobile:

Email:

Relevant qualifications (photocopies).

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Job description or other evidence of having performed work relevant to this claim.

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## RPL Matrix

Please check each piece of evidence you wish to supply for RPL and put a cross in the corresponding area of the performance criteria (e.g. 1.1, 1.2) you believe the supplied evidence will give you recognition against. This will be checked against the competency standard by your trainer/assessor to ensure that the evidence supplied meets the evidence requirements for the unit of competency.

Please ensure all evidence supplied is valid and can be verified as required (Something typed on your home computer that has no evidence to support it cannot be used as evidence without verification). Also you will need to show that your evidence is current, so you need to show it is less than 5 years old or can be shown to be supported by other evidence within the last 5 years.

Please include any comments related to this unit or the evidence you wish to supply on a separate sheet in a typed/printed format.

Please mark attachments 1 - ? (10 spaces have been allocated if more are needed please add extra). You do not need to have 10 pieces of evidence for each Performance Criteria but all Performance Criteria must be covered.

**To view all competency standards and the relevant performance criteria see the following link.**

<http://www.training.gov.au>

### **TLIC3036 Apply safe car driving behaviours**

This unit involves the high-level safe driving skills and knowledge required by car drivers to enable them to apply safe driving behaviours. This includes higher order skills, such as hazard perception, risk control and safe driving judgement, decision making and multi-tasking. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Evidence for this unit of Competency could include the following:

- a) Evidence of having undertaken advanced Driving courses with an accredited driver training organisation.
- b) Evidence of employment as a police traffic branch officer. (General duties would not be sufficient).
- c) Evidence of employment as a State employed Driving Examiner.
- d) Evidence of involvement with either State or National Road safety Group.
- e) Any reports or assignments related to road safety and regulations completed in a formal environment (university, Vet system)

This Unit requires some practical assessment that could not be undertaken without evidence of the application of Road Rules and Defensive driving at a high Level. You might also be asked to supply a traffic History. Much of this unit can be completed via a practical assessment to complete.

<b>Element</b> Elements describe the essential outcomes of a unit of competency.	<b>Performance Criteria</b> Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.	<b>Evidence Supplied</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>Evidence</b>		<b>C/NYC</b>
			<b>Appendix</b>	<b>Title/brief descriptor</b>	<b>Used by Assessor</b>
<b>Define and apply safe car behaviours</b>	1.1 Requirements for safe car driving are acknowledged, interpreted and applied				
	1.2 Importance of attitude in abiding by the road rules in relation to level of risk faced by a driver is understood and taken into account in car driving activities				
	1.3 Importance of cooperation with other road users in order to drive safely is understood and taken into account in car driving activities				
	1.4 Motivation to drive safely is interpreted and described, including values, emotions and personal needs				
	1.5 Principles of proactive driving, also known as low-risk driving, that keep the driver at a low-level risk are interpreted and applied				
	1.6 Specific factors that constitute an actual risk of a collision are understood and applied, including options for avoiding a collision; crash avoidance space; variables affecting minimum space; effects of observation, perception and response time; and consequences related to crash avoidance spaces				

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			Appendix	Title/brief descriptor	Used by Assessor
<b>Interpret and apply low-risk driving strategies</b>	2.1 Risk factors contributing to the formation of opinions and beliefs about low-risk driving are understood and applied				
	2.2 Road safety information that reflects the changing road environment is clarified and taken into account in car driving activities				
	2.3 Human psychological and physiological aspects that can influence low-risk driving are acknowledged and taken into account in car driving activities				
	2.4 Low-risk driving strategies are understood, interpreted and applied consistently				

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			<b>Appendix</b>	<b>Title/brief descriptor</b>	<b>Used by Assessor</b>
<b>Interpret and apply road rules applicable to safe car driving</b>	3.1 Relevant rules and regulations are identified, interpreted correctly and consistently applied				
	3.2 Road signs, signals and markings are identified and taken into account in car driving activities				
	3.3 Purpose of road rules and traffic safety laws in ensuring safe and efficient regulation of traffic flow is understood and taken into account in car driving activities				

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			Appendix	Title/brief descriptor	Used by Assessor
<b>Manage collision when driving a car</b>	4.1 Common contributing collision factors, including age, experience, speed, drugs, alcohol, road conditions, fatigue and time of day are recognised, and appropriate actions are managed				
	4.2 External factors that could lead to collisions, including speed, space, vision, road conditions, vehicle condition and environmental conditions are understood and managed				
	4.3 Internal factors that could lead to collisions, including emotional factors, driver's own behaviours and driver's operation at high levels of risk are acknowledged and managed				
	4.4 Consequences of collisions in relation to relevant traffic laws and physical, financial and psychological costs to the individual and society are understood and managed				
	4.5 Functions of vehicle controls and how to recover control of the vehicle are understood and demonstrated				
	4.6 Corrective actions to be taken after a collision are understood and applied if required				

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			<b>Appendix</b>	<b>Title/brief descriptor</b>	<b>Used by Assessor</b>
<b>Demonstrate and maintain a high level of competence in car control skills</b>	5.1 Appropriate action is taken to respond to various types of adverse conditions				
	5.2 Principles of braking are applied at a high level of competence				
	5.3 Principles of steering are applied at a high level of competence				
	5.4 Slow speed manoeuvres are carried out at a high level of competence				
	5.5 Vehicle is guided and controlled at a high level of competence				