BSH BRISBANE SCHOOL OF HAIRDRESSING
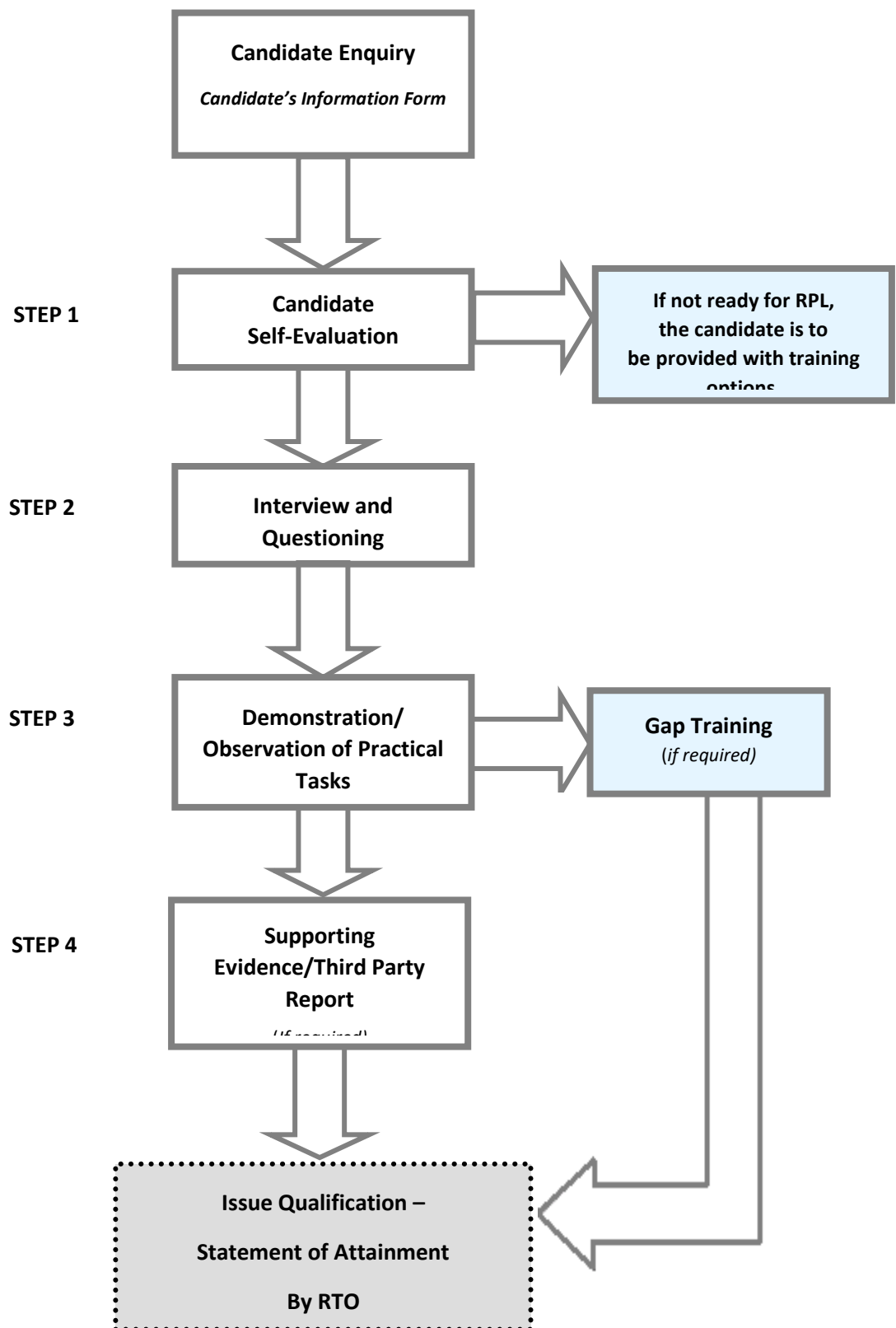
RPL enrolment and suitability form

Abstract

This paperwork needs to be completed and returned to BSH prior to the meeting with the RPL assessor .this information helps the assessor create a checklist of activities and questions you will be required to complete on the assessment day. Also to ensure suitability for this RPL program

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Overview of the Recognition Process

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┌─────────────────────────────┐
│      Candidate Enquiry      │
│                             │
│  Candidate's Information Form │
└─────────────────────────────┘
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STEP 1
┌─────────────────────────────┐   ┌─────────────────────────────┐
│   Candidate   │────────▶│   If not ready for RPL,   │
│   Self-Evaluation   │   │   the candidate is to   │
│   │   │ be provided with training │
└─────────────────────────────┘   │   options   │
               │   └─────────────────────────────┘
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STEP 2
┌─────────────────────────────┐
│   Interview and   │
│   Questioning   │
└─────────────────────────────┘
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STEP 3
┌─────────────────────────────┐   ┌─────────────────────────────┐
│   Demonstration/   │────────▶│   Gap Training   │
│ Observation of Practical   │   │   (if required)   │
│   Tasks   │   └─────────────────────────────┘
└─────────────────────────────┘
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               ▼

STEP 4
┌─────────────────────────────┐
│   Supporting   │
│ Evidence/Third Party   │
│   Report   │
│   (if required)   │
└─────────────────────────────┘
               │
               ▼

┌ · · · · · · · · · · · · · · ┐
:   Issue Qualification –   :
:   :
: Statement of Attainment   :
:   :
:   By RTO   :
└ · · · · · · · · · · · · · · ┘

Checklist for RPL

☐ Complete this eligibility form and return to BSH page 8-11

☐ Complete self-evaluation page 13-16

☐ Have a manager/owner or previous employer complete third party evaluation on page 17-18

☐ How many years have you worked in a salon for? _____ Years

☐ What evidence do you have to support this duration? _____
Attach copies of this

☐ Attach resume

☐ If you have a qualification in hairdressing or statement of attainment for results attach copies

☐ Return this information to admin@brishair.com.au

☐ Next step a assessor will analyse all of the information supplied and get back to you within 2weeks to inform you of the following :

- Cost
- Duration
- Subjects that you will be questioned on
- Evidence you will need to supply
- Demonstrations you will need to complete and models that will be needed.
- And units you will need to complete from start to finish and how this has to be achieved.

☐ Paid the eligibility analysis fee (this fee is not refundable however if you continue with the RPL& gap training process this amount will be credited off your Fees)

What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

Why you should apply for RPL

If you apply for RPL and your application is successful you could:

- reduce or eliminate the need for any training in skills and knowledge you already have
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work
- save money because you will not have to buy textbooks and other learning material
- complete your qualification in a shorter time
- advance to a higher level qualification in a shorter time if desired.

Some terms you need to understand

It is important that you understand the following terms to assist you with your RPL application.

Competence

Competence is the demonstration of skills and knowledge that you have gained through life and work experiences as well as any training that you have successfully completed that can be matched against a set of industry performance standards referred to as **units of competency**. These units are grouped together to form a specific industry qualification, within the Australian Quality Training Framework (AQTF).

Each unit of competency is divided into elements (a set of activities that lead to an overall achievement or demonstration of competence). Each of these elements is further broken down into a set of performance criteria which give a more detailed description of the skills and knowledge you need to be able to demonstrate.

Matching your evidence against each of the elements/performance criteria will help you to reach your qualification more quickly.

How to prepare for your RPL assessment

In order for your skills to be formally recognised as part of a national qualification, Assessors must make sure that you (the candidate) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

You must be involved in the RPL process so that all the experience, skills and knowledge you have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier for you.

1.   Your Assessor will ask you to talk about your work roles and your employment history.

      Bring a copy of your résumé. You might like to write down any work you have done in the past (paid or unpaid) and where this took place.

2.   If you have certificates from any training courses you have completed, bring along either certified copies or the originals to the interview with the Assessor and they can make a copy of them.

3.   Bring along any other documentation that you think would support your claim that you have done this work over time.

      The following is a list of some of the documents you can provide as examples of your work history:

   • **General employment documents required to be submitted with enrolment**

   ☐   **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

☐ indentures/trade papers

☐ certificates/results of assessment – interstate/overseas

☐ certificates/results of assessment – universities

☐ photographs of work undertaken

☐ videos of work undertaken

☐ diaries

☐ goal sheets

☐ appointment books

☐ awards/achievements

☐ portfolio of work

☐ membership of relevant professional associations

☐ hobbies/interests/special skills outside work

☐ references/letters from previous employers/supervisors

☐ industry awardsbrief CV
- certificates/results of assessment
- any licences
- tickets held, eg forklift, crane
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- 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 your trade or industry experience or support your claim.

Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process.

4.   Think about who you would consider to be your workplace contact or referee.

Is your employer happy to support your aim to become qualified?

Would you feel comfortable if the Assessor contacted your current workplace or previous workplace/s to validate your skills and spoke to your supervisor/s or employer/s?

5.   You will need to supply the contact details of work referees who can confirm your skills in the industry.

Think about who the best person to confirm your skill level would be.

Think about current or recent supervisors or employers who have observed your work and who would be able to confirm your previous work skills and experience. The Assessor will need to contact them.

6.   You can speak with your Assessor about other ways you can show your skills for the trade or industry in which you are seeking recognition.

These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentially issues – see below) or any other relevant documents.

Confidentiality issues

It is important that sensitive information is not included as part of your Supporting Documentation (as identified in Section 6 and any other documentation you wish to use as evidence). You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted and financial figures or other personal details should be blacked out and made unidentifiable.

After the assessment

After the assessment, your Assessor will advise you of the units of competency you have successfully completed. You will also be advised whether you have gained the full qualification or if gaps have been identified during the recognition process. If you do have skill gaps, these may be addressed through additional training.

If you have any questions during the RPL process, you should contact your Assessor.

Candidate's Information Form

*(You may find it easier to provide the information for the following by attaching a **résumé**.)*

Qualification/Industry in which you are seeking recognition

SHB30416 - Certificate III in Hairdressing

SHB30516 - Certificate III in Barbering

Personal details

Surname	
First name/s	
Any other name/s used	
Home address	
Postal address *(if different from above)*	

Telephone numbers	Home:	Work:
	Mobile:	Fax:

Email address	

Are you a permanent resident of Australia?	Yes ☐ No ☐

Do you need an interpreter to help you with an interview?	Yes ☐ No ☐
Do you have a disability which we should be aware of?	Yes ☐ No ☐
Will you need special aids if you are required to undertake a practical assessment?	Yes ☐ No ☐
Please provide details of special needs so that we can assist you if required.	

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**.			
Circle the industry area: Hairdressing Barbering	**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 really 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?			

Professional referees (relevant to work situation if not already listed on your résumé)	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	
Name	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	

Candidate's Employment History Form

*(You may attach a current **résumé** in place of completing this section.)*

Name, address and phone number of employers	Period of employment (DD/MM/YYYY)		Position/s held	Full-time Part-time Casual	Description of major duties
	From	To			
1.					
2.					
3.					
4.					
5.					

Attach additional sheet if required.

Declaration

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

Candidate's signature		Date	

Candidate's Self-Evaluation Form

Completion instructions

The purpose of completing the Self-Evaluation Form is to enable candidates who believe that they already possess the competencies, to assess their skills and knowledge against the qualification.

Complete the following pages and identify your capacity to perform the tasks described. Be honest in your appraisal. By completing this self-evaluation you will be identifying the areas where you may be able to apply for recognition.

NB: If this self-evaluation is being used as evidence, your supervisor must evaluate your ability to perform the work tasks. Your supervisor is also asked to comment on your ability to perform these work tasks and verify this by signing each section.

If this self-evaluation is being used only so that you and your Assessor can decide if you should proceed, then it doesn't have to be verified.

Identify your level of experience in performing each competency/task by using the following:

not well   – I do the task but not well.

well   – I do the task well.

very well   – I do the task really well.

See example below.

Competency/Task	I have performed these tasks			Supervisor's Evaluation	Evidence to support claim	
	Frequently	**Never**	**Sometimes**		**Doc No.**	**Documentation provided** (Number and name the document you are providing for easy reference.)
Using a computer to enter or change work information or data.	☐		Not Well	Not Well		
Using personal protective equipment as appropriate to conduct my work safely and in accordance with site and legal requirements.	Well		☐	Well	1	Copy of Company Personal Protective Equipment Requirements for my job role.

Candidate's Self-Evaluation

Cluster/Skill Set 1 – SHB30416 - Certificate III in Hairdressing

Candidate's name			Date completed		
Units of competency for SHB30416 - Certificate III in Hairdressing			Units of competency for SHB30416 - Certificate III in Hairdressing		
Skill Set 1 Competency/Task	**I have performed these tasks**			**Supervisor's Evaluation**	**Evidence to support claim**	
	Frequently	**Never**	**Sometimes**		**Doc No.**	**Documentation provided** (Number and name the document you are providing for easy reference.)
1. shampoo's and basin services						
treating hair and scalp conditions						
communicate with in a salon team						
provide service to clients						
apply safe health and hygiene in the workplace						
maintain tools equipment and work areas						
Implement sustainability practices into your workplace						
Comply with Comply with organisational requirements within a work place						
9 Conduct salon financial transactions						
`10 Develop and expand a client base						
11 Create finished hair designs						
12 Design haircut structures (pre rec)						

Candidate's name		Date completed		
Units of competency for **SHB30416 - Certificate III in Hairdressing**		Units of competency for SHB30416 - Certificate III in Hairdressing		

Skill Set 1 Competency/Task	I have performed these tasks			Supervisor's Evaluation	Evidence to support claim	
	Frequently	**Never**	**Sometimes**		**Doc No.**	**Documentation provided** (Number and name the document you are providing for easy reference.)
13 Create one length or solid haircut structures (pre rec)						
14 Create graduated haircut structures (pre rec)						
15 Create layered haircut structures (pre rec)						
16 Cut hair using over-comb techniques (Pre						
17 Colour and lighten hair						
18 Provide full and partial head highlighting treatments						
19 Neutralise unwanted colours and tones						
20 Provide on scalp full head and retouch bleach treatments						
21 Straighten and relax hair with chemical treatments						
22 Create classic long hair up-styles						
23 Create combined haircut structures						
24 Create combined traditional and classic men's haircut structures						

Candidate's name			Date completed	
Units of competency for SHB30416 - Certificate III in Hairdressing			**Units of competency** for SHB30416 - Certificate III in Hairdressing	

Skill Set 1 Competency/Task	I have performed these tasks			Supervisor's Evaluation	Evidence to support claim	
	Frequently	**Never**	**Sometimes**		**Doc No.**	**Documentation provided** (Number and name the document you are providing for easy reference.)
25 Design and maintain beards and moustaches Core Elective B						
26 Shave heads and faces Core Elective B						
27 Recommend products and services						
29 Straighten and relax hair with protein treatments						
30 Produce visual merchandise displays						
31 Curl and Volumise hair with chemical treatments						
32 Receive and handle retail stock						
33 Provide head, neck and shoulder massages for relaxation						
34 Plan hair services for special events						
35 Research and use hairdressing industry information						
36 Select and apply hair extensions						
Supervisor's comments *(Please provide a comment on the candidate's ability to perform the above work task/s.)*						

Candidate's name			Date completed		
Units of competency for SHB30416 - Certificate III in Hairdressing			**Units of competency** for SHB30416 - Certificate III in Hairdressing		

Skill Set 1 **Competency/Task**	**I have performed these tasks**			**Supervisor's Evaluation**	**Evidence to support claim**	
	Frequently	**Never**	**Sometimes**		**Doc No.**	**Documentation provided** (Number and name the document you are providing for easy reference.)

Supervisor's name		Position	
Supervisor's signature		Date	

Third Party Report
(Referee testimonial)

All people who verify your work are to complete the details below to ensure validity. (You may need multiple copies of this form.)

SHB30416 certificate III in hairdressing	
Candidate's name	
Referee's name *(Name of person providing this evidence)*	
Position/title	
Workplace	
Workplace address	
Telephone numbers	
Email address	
This report was completed	via interview by Assessor ❏　　　independently by referee ❏
Interview conducted by *(if applicable)*	
Date of interview	
Instructions	As part of the assessment for SHB30416 certificate III in hairdressing the candidate requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the candidate's skills and experience.
	A letter of support from the organisation validating a range of tasks performed by the candidate over a period of time is useful in identifying competence.

To whom it may concern

Re: _____ who is a

_____.

　　　　　(insert candidate's name)　　　　　　　　　　　　　　　*(insert industry/job title).*

I certify that the above-named person has:

worked at _____ for a period of

_____

　　　　　(insert name of workplace)　　　　　　　　　　　　　　*(insert length of time).*

They have regularly completed the following activities to an acceptable workplace/industry standard within this organisation.

☐ Cut a range of haircuts	☐ Maintain tools and equipment
☐ Short	☐ Blow-dry hair
☐ Medium	☐ Long hair upstyle

☐ Long	☐ Use sustainable work practices
☐ Solid haircut	☐ Comply with organisational procedures
☐ Increase layer	☐ Shampoo hair
☐ Graduated	☐ Treat hair and scalp
☐ Combination hair cuts	☐ Develop a client base
☐ Men's combination	☐ Colour hair
☐ Using over comb techniques	☐ Foil hair
☐ Uses clipper over comb techniques	☐ Neutralise unwanted tones
☐ Communication with team members	☐ Bleach hair
	☐ Produce merchandise display
☐ Recommending products and services	☐ Receive and handle stock
☐ Providing customer service to clients	☐ Head neck and shoulder massage
☐ Conducting financial transactions	☐ Create tracks \
☐ Apply salon safety procedures	☐ Research hairdressing industry information
	☐ Design beards and moustaches
	☐ Plan service for special events

	Yes	No
I understand the evidence/tasks the candidate has performed on which I am required to comment.	❏	❏
I am willing to be contacted if further verification of my statements is required.	❏	❏

If you would like further information or would like to discuss any of the above, I can be contacted on _____ *(insert phone number).*

Yours sincerely

Signature: _____ Date: _____