RECOGNITION OF PRIOR LEARNING INFORMATION SHEET

Recognition of Prior Learning (RPL) or skills recognition means that the skills and knowledge you have already acquired throughout your life can be recognised so that you can achieve a qualification.

Once you decide on the qualification that you wish to achieve, you will select units. These units will align with your current skills and knowledge. To prove that you have these skills you will provide your assessor with evidence. Evidence can vary greatly and can range from photographs, third party report, working documents, conversation with your assessor, etc.

Evidence can be collected from all areas where you have learnt skills. Example:

- paid or unpaid work in Australia or overseas
- on-the-job training
- other qualifications from Australia or overseas
- community or voluntary work
- hobbies, sport and leisure activities

We will send you Evidence Guides once you have selected your units (see below) to assist you in gathering suitable evidence.

How do I select my units to be assessed?

When selecting your units you need to think about the following:

a) What skills and knowledge do you currently have?
b) Where are your strengths?
c) Within you current job, are there skills that you would like to be formally recognised through a qualification?
d) If you are thinking about changing your job, are there skills that are essential for your new job that you could have formally recognised through a qualification?
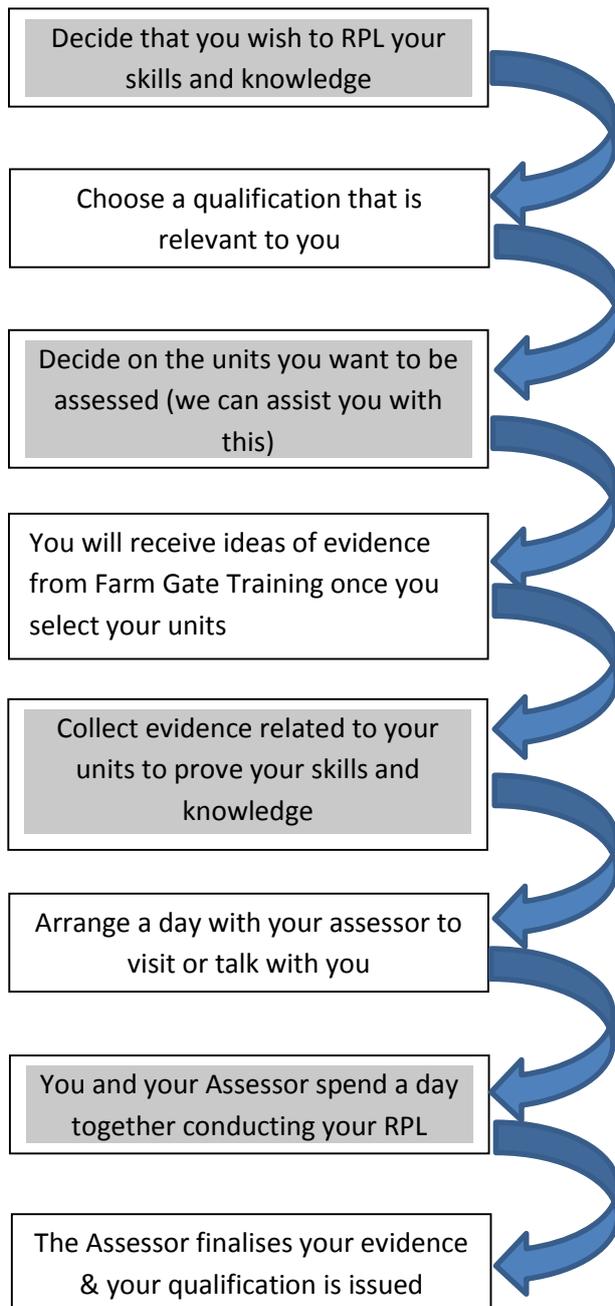e) What are you hoping the outcome will be once you achieve this qualification?

Remember when selecting units you need to think about what evidence you can collect to prove your skills and knowledge.

Often your selection is made easier by talking it over with a training manager. Please phone 02 4655 2005 if you wish to discuss your selection.

What does collecting evidence mean?

Once you select your units your assessor from Farm Gate Training & Consulting will forward you Evidence Guides (please see example attached). This assists you to collect evidence related to your units. You will receive an evidence guide for each individual unit. Some evidence will be able to be used for more than one unit. This is fine. The assessor will ensure that it is attached as evidence for all the relevant units. Remember evidence can vary greatly and you may have information that you think is relevant that we have not listed.

Recognition of prior learning (RPL) flow chart *(we can assist you at any stage of the process)*

Decide that you wish to RPL your skills and knowledge

Choose a qualification that is relevant to you

Decide on the units you want to be assessed (we can assist you with this)

You will receive ideas of evidence from Farm Gate Training once you select your units

Collect evidence related to your units to prove your skills and knowledge

Arrange a day with your assessor to visit or talk with you

You and your Assessor spend a day together conducting your RPL

The Assessor finalises your evidence & your qualification is issued

BSBMGT504A: Manage budgets and financial plans

Description: This unit covers all of the significant aspects of financial management for operational managers who are not financial specialists. It emphasizes the preparation of users of budgets/financial plans through communication and training and consistent surveillance over budget performance, with early intervention where required.

Consider co-assessment with BSBMGT503A Prepare budgets and financial plans

- *Please note these are only examples*
- *Please attach any evidence that you feel is relevant*
- *Questions may vary depending on evidence supplied*
- *Please do not hesitate to contact your RPL co-ordinator if you have any questions*

Evidence categories	Examples of evidence
Direct observation of performance in a workplace	Compiling a budget
Third party report on performance in a workplace	The candidate can manage budgets and financial plans to a sounds and effective level.
Portfolio	Budgets and budget reviews
Work documentation	Documentation and reports that assist in the preparation of the budgets.
Direct observation of performance in practical exercises	
Questioning of knowledge and/or ability or apply knowledge about planning, organizing, or problem solving	Explain the budgeting process. What specialist may assist you assessing your budgets? How do you review your budget against your actuals? What legal and risk management consideration occur when conducting or reviewing your budgets? How does calculating your budget variances assist you in reviewing your budget? Explain your budget review process. What reports do you use to review your budget? How are these reports interpreted? How do non-financial objectives reported to the overall business?