



Recognition of Prior Learning

Candidate Assessment Kit

Course: Advance Diploma of Hospitality Management

Course Code: SIT60316

Thank you for your interest in applying for recognition of your skills and knowledge through a Recognition of Prior Learning (RPL) process.

In order to carry out this RPL and assess your skills and knowledge in a professional and fair manner we need to give you some information about Pegasus Unicollege, the qualification you have applied for and the assessment process.



Who are Pegasus Unicollege?

National Provider Number: **31984**

Kinderworld Australia Pty. Ltd, trading as Pegasus Unicollege, is an Australian Registered Training Organization (RTO) and as such may issue accredited certificates within our scope of registration which includes the following qualifications:

SIT40516 Certificate IV in Commercial Cookery

SIT40716 Certificate IV in Patisserie

SIT20316 Certificate II in Hospitality

SIT30616 Certificate III in Hospitality

SIT40416 Certificate IV in Hospitality

SIT50416 Diploma of Hospitality Management

SIT60316 Advanced Diploma of Hospitality Management

Pegasus Unicollege is able to recognize existing skills and knowledge of experienced hospitality workers through a Recognition of Prior Learning (RPL) process and award individual units of competency or a full qualification from the hospitality training package and within our scope of registration. This RPL process provides nationally recognized qualifications for hospitality staff by recognizing their skills and knowledge that may have been gained through on the job work experience, prior training or other forms of industry experience.

Role of Pegasus Unicollege

Pegasus Unicollege assists candidates to reach their full potential in relation to the training package. It will assess candidates against the competencies stated in the training package for the qualification they have applied for. Once they have assessed the candidate's skills and knowledge, feedback will be provided, either verbally or written, on the candidate's progress and assessment results to the candidate. As an Australian Registered Training Organization (RTO) Pegasus Unicollege is bound by the standards within our Quality Management System. These standards include a code of practice, privacy statement, fees and refunds policy and an appeals system under our complaints and appeals policy. If you would like information regarding our standards, policies and procedures including the appeals process please visit our website at www.pegasus.edu.vn and view our RTO Policies or ask your Pegasus Unicollege representative for a hard copy.

If you would like to discuss any aspect of your assessment please feel free to do so to:

Dean and Director of Academic Development: Hank Duyverman

Telephone: +84 511 3840 515 hank.duyverman@pegasus.edu.vn

Head Hospitality Lecturer (Cookery): Karen Goodwin-Roberts

Telephone: +84 511 3840 515 karen.goodwin@pegasus.edu.vn



What are Australian National Qualifications?

Australian National Competency Standards describe the skills needed by people working in all sectors of the industry. The Australian National Qualifications show the required packaging of competencies to achieve qualifications in particular areas and at different levels.

When a person has been assessed, either in the workplace or in a training institution, they can receive formal recognition of their competencies. This formal recognition of competencies leads to a Statement of Attainment or a qualification. To achieve a qualification, a person must achieve the full set of units of competence as specified in the 'Hospitality Training Package' for the qualification they have applied for.

Australian National Hospitality Qualifications:

- are based directly on national industry competency standards.
- are based on jobs in the industry and workplace requirements rather than courses and curriculum.
- allow assessment to be structured and delivered through a range of pathways.
- can be achieved on-the-job.
- allow for the recognition of existing competencies of workers.

What is a Statement of Attainment?

If a qualification is only partly achieved, a Statement of Attainment can be issued for successful achievement of a single unit or for a group of units. At a later date, the person can undertake further assessment and be assessed against additional competencies until he/she has achieved all the competencies required for a full qualification. RTOs must recognize and give credit for the competencies that have been recorded on a Statement of Attainment.

The following provides a brief description of the qualifications that can be achieved through a Recognition of Prior Learning (RPL) process with Pegasus Unicollège.

SIT30616 Certificate III in Hospitality

This qualification reflects the role of individuals who have a range of well-developed hospitality services, sales and operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

SIT40416 Certificate IV in Hospitality

This qualification reflects the role of skilled operators who use a broad range of hospitality services, sales and operational skills combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members.

SIT40516 Certificate IV in Commercial Cookery

This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non routine problems.



SIT40716 Certificate IV in Patisserie

This qualification reflects the role of pastry chefs who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

SIT60316 Advanced Diploma of Hospitality Management

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialized managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

What is Recognition of Prior Learning?

Recognition of Prior Learning is a process whereby evidence is collected and a judgement made by an assessor or assessment team against the requirements of one or more endorsed units of competency from a relevant Industry Training Package that recognizes the skills and knowledge of an individual gained through:

- formal training conducted by industry or education
- work experience
- life experience

The main principle of RPL focuses on the outcomes rather than how, when or where the learning occurred.

The Recognition of Prior Learning process will be:

Valid – it will measure what it is intended to measure

Reliable – it will provide consistent results in given contexts

Fair – it will not disadvantage any individual and allows the individual to appeal the result

Flexible – it can be adapted to meet different workplace contexts or special needs of individuals

Evidence collected will be:

Valid – assessor needs to ensure that the evidence provided by the candidate directly covers the unit(s) of competency for which they are seeking recognition

Current – it is critical that appropriate evidence is available or is obtained to show that the candidate is currently able to use the skills and knowledge for which recognition is sought

Sufficient – assessor needs to ensure that the candidate has provided enough evidence to make a confident judgement that competence has been achieved.

Authentic – assessor needs to ensure that the evidence is actually the work of the candidate and not someone else.

Forms of evidence collected could include but are not restricted to:

Work record

Records of workplace training

Prior assessments of skills and knowledge

Third party reports from supervisors/managers, clients

Previous certificates or qualifications

Examples of work products

Statutory Declarations



Photographs/Videotapes of work produced
Previous position descriptions
Customer response forms or letters
Practical tests
Oral interviews
Written tests
Written assignments
Resume
Work references

The assessment process

The assessment process is the process of recognition of evidence pertaining to a particular qualification or unit of competency. There are very specific requirements that need to be verified by the trainer/assessor in order to be graded as competent in a unit of competency or a qualification. An assessment requires evidence to be provided by a candidate in order to make a valid decision.

The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In determining whether a candidate has presented sufficient evidence, the assessor must ensure that the evidence of prior learning is:

Authentic (the candidate's own work);

Valid (directly related to the current version of the relevant endorsed Competency Standards);

Reliable (shows that the candidate consistently meets the Competency Standards);

Current (reflects the candidate's current capacity to perform the aspect of the work covered by the standards)

Sufficient (covers the full range of elements in the relevant Unit of Competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

What is Mutual Recognition?

Mutual Recognition is the recognition and acceptance by a Registered Training Organization of qualifications and Statements of Attainment issued by other Registered Training Organizations, enabling individuals to receive national recognition of their achievements.

How does the RPL Process work?

Step 1

The first step is to gather evidence of your existing skills and knowledge in a variety of theory and practical subjects. This evidence may be in the form of:

1. Prior qualifications
2. Detailed work resume or CV.
3. Work references or employer testimonials
4. Workplace examples such as menus or photo's
5. Position descriptions
6. Records of workplace training
7. Pay slips



Based on this information we conduct a pre assessment of your current skills and knowledge to work out what would be the most suitable qualification for you and the best RPL assessment strategy for you to gain your Australian qualification.

We will then contact you to organize a pre assessment interview, either at our office, in your workplace or by phone or Skype to ask some questions about your work experience and to clearly explain the whole assessment process to give you a clear understanding of what to expect during the RPL process prior to enrolment. This will also include the fee relating to the qualification that RPL is being applied for.

Step 2

After we have conducted your pre assessment interview and payment of the RPL fee has been paid, we will provide you with some written assessment and assignment tasks to complete together with some documents for your employer to complete on your behalf.

If required you may also have to complete:

SITHFAB002 Provide responsible service of alcohol

SITHGAM001 Provide responsible gambling services

HLTAID003 Provide First Aid which may be a legal requirement and part of your qualification.

Step 3

The third step in the process involves a Pegasus Unicollege assessing all the evidence that you have collected for each of the units.

An observation or practical assessment may be required and we may also ask you some questions about the units you have completed as part of your qualification.

After you have successfully completed all three assessment steps we will then issue your Australian certificate for the qualification you have applied for.

How much does the RPL process cost?

Each application is treated on a case by case basis. Fees are dependent on the skills, knowledge, experience and location of each candidate. Before we can give you an accurate price for your assessment we will need to assess your documents, work experience and conduct an initial interview with you to review your work experience and current skills and knowledge.

Plagiarism and Collusion

Plagiarism is a 'practice that involves the using of another person's intellectual output and presenting it as one's own'. This includes the presentation of work that has been copied, in whole or part, from other sources (published books, unpublished works, other candidates work or unauthorized collaboration with other persons), without due acknowledgement.

Consequences of Plagiarism and Collusion

A candidate found guilty of plagiarism will be subject to the following:

Referral to course assessor for: counselling; submission of further work; the placing of a record of the alleged infringement on the candidate's file.

OHS

Occupational health and safety is an important element in most units of competency and Pegasus Unicollege has specific OH&S obligations. Therefore any training or assessment must be conducted in a safe manner and in a safe environment. If the assessor considers an environment to be hazardous or unsafe for the assessor or the candidate then they are obligated to stop the training or assessment until the area is considered safe. Also a candidate not working in a safe manner may be considered Not Yet Competent in units of competence which have an OH&S component.



Employability Skills

Background to employability skills

Employability skills are also sometimes referred to as generic skills, capabilities or key competencies. The employability skills discussed here build on the Mayer Committee's key competencies, which were developed in 1992 and attempted to describe generic competencies for effective participation in work.

The report demonstrated how employability skills can be further described for particular occupational and industry contexts by sets of facets. The facets listed in the report are the aspects of the employability skills that the sample of employers surveyed identified as being important work skills. These facets were seen by employers as being dependent both in their nature and priority on an enterprise's business activity.

Employability Skills Summary

An Employability Skills Summary exists for each qualification. Summaries provide a lens through which to view employability skills at the qualification level and capture the key aspects or facets of the employability skills that are important to the job roles covered by the qualification. Summaries are designed to assist trainers and assessors to identify and include important industry application of employability skills in learning and assessment strategies. The following is important information for trainers and assessors about Employability Skills Summaries.

- Employability Skills Summaries provide examples of how each skill is applicable to the job roles covered by the qualification.
- Employability Skills Summaries contain general information about industry context which is further explained as measurable outcomes of performance in the units of competency in each qualification.
- The detail in each Employability Skills Summary will vary depending on the range of job roles covered by the qualification in question.
- Employability Skills Summaries are not exhaustive lists of qualification requirements or checklists of performance (which are separate assessment tools that should be designed by trainers and assessors after analysis at the unit level).
- Employability Skills Summaries contain information that may also assist in building learners' understanding of industry and workplace expectations.

Competency Achieved (CA) or Not Yet Competent (NYC)

After judgement of the available evidence pertaining to a unit of competency the trainer/assessor will make a judgement that you are 'Competency Achieved' or 'Not Yet Competent'

Competent Achieved (CA) means that in the opinion of the assessor you HAVE the required skills and knowledge for that unit of competency.

Not Yet Competent (NYC) means that in the opinion of the assessor you the required skills and knowledge for that unit of competency.

In order to gain a qualification you must be graded as competent in all core units of competency as well as the appropriate number of elective units of competency.

Complaints and appeals policy

Complaints and appeals include but are not restricted to matters of concern to a candidate relating to assessment; the quality of the assessment; candidate support and materials; discrimination; and sexual harassment.



Pegasus Unicollege believes that a candidate who has a complaint and appeals has the right to raise the complaints and appeals and expect that every effort will be made to resolve it in accordance with this policy, without prejudice or fear of reprisal or victimization.

For specific detail of Pegasus Unicollege complaints and appeals policy please refer to our website or ask your assessor for a hard copy of the policy and procedure.

Confidentiality

Information and results of all dealings with Pegasus Unicollege are confidential and will not be shared with third parties without your permission. Specific details of the 'Privacy Statement' are available from our website or ask your trainer/assessor for a hardcopy. If you do wish Pegasus Unicollege to share results and information with a third party such as a migration agent acting on your behalf please complete this section on the recognition application form.

Support

It is important to inform the assessor if you have any special needs which you would like the trainer/assessor to take into account. If you have a disability or if English is not your first language then please inform the trainer/assessor who may be able to tailor the assessment to suit your individual requirements. You should also be aware that Pegasus Unicollege has an Access and Equity Policy which is available from our website or by asking your assessor for a hard copy. Should you wish to undertake English lessons we would recommend also contacting us as we conduct regular English classes.

Re-issuing of certificates

Certificates that are damaged or lost will be re-issued by Pegasus Unicollege at no extra cost by contacting them at the above address. All electronic information on RPL assessments for candidates are kept for 3 years by Pegasus Unicollege

Role of the candidate

As a candidate you should actively participate in all tasks indicated by the Pegasus Unicollege trainer.

It is the candidate's responsibility to complete any task or workbook relating to the training plan by the agreed assessment date.

The candidate will attend all training sessions with completed work as well as any other information that may assist in proving the competency for the unit being assessed. If the candidate is having difficulty with the work or needs extra assistance then it is their responsibility to convey this to the Pegasus Unicollege trainer

Qualifications and Units of competency available for RPL process

Pegasus Unicollege offers the following qualifications and units of competency for the Recognition of Prior Learning (RPL) process:

Each qualification listed below can only be achieved following Recognition of Prior Learning (RPL) process conducted by a Pegasus Unicollege assessor.

Assessment may consist of full qualifications or specific units of competency as required by the candidate Qualifications/competencies including codes in the scope of registration:

Units in the SIT30816 Advanced Diploma of Hospitality Management

BSBDIV501	Manage diversity in the workplace
BSBFIM601	Manage finances
BSBMGT517	Manage operational plan
BSBMGT617	Develop and implement a business plan



SITXCCS008	Develop and manage quality customer service practices
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXFIN005	Manage physical assets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM003	Lead and manage people
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system

Electives: Must have at least 17 units from the SIT Training Package, or any other current Training Package or accredited course. Discuss your experience, skills and knowledge with Pegasus Unicollege to help choose 17 electives.