

Student initials: \_\_\_\_\_

CPC31420 Certificate III in Construction Waterproofing

# Cover Letter for RPL Assessment Completion

Dear Student,

We are reaching out to guide you through the next steps of your Recognition of Prior Learning (RPL) assessment process. As part of your assessment, you are required to complete specific sections of the assessment to ensure compliance and provide the necessary evidence for your qualification.

Below are the details of the sections that require your attention:

## RPL Assessment Checklist

### 1. Initial Steps

- ☐ Student Application Received
- ☐ Confirmation of Enrolment (COE) Issued
- ☐ Student Declaration Signed

### 2. Evidence Collection

- ☐ Photos or Videos of Tasks Performed
- ☐ Payslips or Employment Contracts
- ☐ Previous Certificates or Qualifications
- ☐ Work Samples (Reports, Documentation, etc.)
- ☐ Referee Testimonials and Declarations
- ☐ Employer Verification
- ☐ Student Self-Assessment

### 3. Assessment Process

- ☐ Competency Mapping Completed
- ☐ Competency Conversation Conducted
- ☐ Skills Observation Checklist Completed
- ☐ Third-Party RPL Kit Completed by Assessor
- ☐ Evidence Authentication Verified

### 4. Compliance and Reporting

- ☐ Assessor's Final Decision Recorded
- ☐ Student Feedback Survey Issued
- ☐ Records Management Completed
- ☐ Appeals Process Communicated

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## 5. Post-Assessment Steps

- ☐ Certification Issued
- ☐ Gap Training Plan Provided (If Required)
- ☐ Compliance Review Conducted; including validation

## Outcome of Assessment

Upon completing the submission for assessment, we will inform you of the outcome of your RPL assessment.

## Sections to Be Completed by you:

### 1. Declaration

Please complete and sign the student declaration form provided. This is a mandatory step to confirm your understanding of the RPL process and compliance with our requirements.

### 2. Evidence Collection

Submit all relevant supporting documents as listed below:

- Photos or videos of tasks you have performed.
- Pay slips or employment contracts as proof of work experience.
- Copies of any previous certificates or qualifications.
- Samples of your work, such as reports or documentation.
- Samples of your work, such as reports or documentation

Complete and submit:

- Complete the self-assessment form provided to reflect your competency levels.
- Referee testimonials and declarations from employers or colleagues.
- Employer verification confirming your roles and responsibilities.

## Next Steps:

Once you have completed the required sections, please ensure all documents are emailed directly to our support team at [info@certifiedaustralia.com.au](mailto:info@certifiedaustralia.com.au). Our team will review your submission and notify you if any additional information is required.

If you have any questions or need assistance with completing these sections, please do not hesitate to contact us. Our email is [info@certifiedaustralia.com.au](mailto:info@certifiedaustralia.com.au).

Best regards,

Certified Australia

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## Recognition of Prior Learning (RPL) Student Declaration

This declaration is a formal statement from the student acknowledging their participation in the RPL process and agreeing to the terms and conditions outlined by the RTO (Registered Training Organisation). See RTO handbook for more information.

### 1. Student Details

Name: \_\_\_\_\_

Course/Qualification: \_\_\_\_\_

Date: \_\_\_\_\_

### 2. Declaration Statements

- I declare that the evidence provided for the RPL assessment is true, accurate, and authentic.
- I confirm that all documentation submitted is my own or has been obtained with proper authorisation.
- I agree to comply with all RPL process requirements, including submitting any additional evidence requested by the assessor.
- I understand that any false or misleading information may result in the rejection of my RPL application.
- I acknowledge that the RTO may contact my employer, referee, or other relevant parties to verify the authenticity of the evidence provided.
- I have been informed of my rights to appeal the assessment outcome if required.
- More information can be found at <https://www.asqa.gov.au/guidance-resources/resources-providers/faqs/recognition-prior-learning-rpl>

### 3. Student Acknowledgement

I, \_\_\_\_\_ (Student Name), have read and understood the above statements. I agree to the terms and conditions outlined as part of the RPL process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Acknowledgement

I, \_\_\_\_\_ (Certified Australia Representative), confirm that I have explained the RPL process and requirements to the student.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student initials: \_\_\_\_\_

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## Confirmation of Assessment

### STUDENT INFORMATION

Student Name: \_\_\_\_\_

Qualification: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Dear student,

Thank you for your patience during the reassessment process. This document confirms that your RPL application will be reassessed as part of our compliance procedures.

You are required to complete the 'Declaration' and 'Evidence Collection' sections as part of this reassessment process. All required documents will be provided to assist you in this process.

Below is the completed checklist outlining the steps to be undertaken during the reassessment:

## Outcome of Assessment

Upon completing the submission for reassessment, we will inform you of the outcome of your RPL reassessment.

Certified Australia

Student initials: \_\_\_\_\_

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# Recognition of Prior Learning (RPL) Student Self-Assessment

This self-assessment form allows students to reflect on their skills, knowledge, and experience. Please complete this form to the best of your ability, providing specific examples where possible.

## 1. Student Details

Name: \_\_\_\_\_

Course/Qualification: \_\_\_\_\_

## 2. Self-Assessment Questions

Please answer the following questions in detail.

1. What are your key skills and strengths relevant to this qualification?

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2. Describe your work experience and how it relates to the units of competency in this course (briefly outline your industry experience).

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3. What specific tasks or responsibilities have you performed in your workplace that demonstrate your competency?

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4. Have you undertaken any formal or informal training relevant to this qualification? If yes, please provide details.

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5. Are there any areas where you feel you need additional training or support? If yes, please explain.

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Student initials: \_\_\_\_\_

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### 3. Alignment with Competencies

Please review the units of competency for this qualification and indicate whether you believe you are competent in each area:

Investigate business opportunities

Manage finances for new business ventures

Apply basic levelling procedures

Carry out basic demolition

Carry out concreting to simple forms

Work effectively and sustainably in the construction industry

Plan and organise work

Conduct workplace communication

Carry out measurements and calculations

Read and interpret plans and specifications

Apply WHS requirements, policies and procedures in the construction industry

Handle waterproofing materials and components

Use waterproofing tools and equipment

Prepare surfaces for waterproofing application

Apply waterproofing system to below ground level wet areas

Apply waterproofing process to internal wet areas

Apply waterproofing process to external above-ground wet areas

Apply waterproofing remedial processes

Assess construction waterproofing processes

Student initials: \_\_\_\_\_

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#### 4. Student Declaration

I, \_\_\_\_\_ (Student Name), declare that the information provided in this self-assessment is accurate and true to the best of my knowledge. I understand that this self-assessment will be used as part of the RPL process and may require verification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student initials: \_\_\_\_\_

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## Employment Verification Document (1/2)

This form is used to verify the employment details of a student applying for Recognition of Prior Learning (RPL). **It must be completed by the student's employer or supervisor.**

### 1. Employer Details

Name of Employer/Organisation: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. Employment Details

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employment Type: ☐ Full-Time ☐ Part-Time ☐ Casual

### 3. Description of Duties

Please provide a detailed description of the student's duties and responsibilities; include any additional comments:

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### 4. Alignment with Competencies

Please confirm which of the following competencies the student demonstrated during their employment. Refer to the attached relevant referee testimonial and skills verification declaration.

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### 6. Employer Declaration

I, \_\_\_\_\_ (Employer/Supervisor Name), confirm that the above information is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Student initials: \_\_\_\_\_

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## Employment Verification Document (2/2) (if applicable)

This form is used to verify the employment details of a student applying for Recognition of Prior Learning (RPL). **It must be completed by the student's employer or supervisor.**

### 1. Employer Details

Name of Employer/Organisation: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. Employment Details

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employment Type: ☐ Full-Time ☐ Part-Time ☐ Casual

### 3. Description of Duties

Please provide a detailed description of the student's duties and responsibilities; include any additional comments:

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### 4. Alignment with Competencies

Please confirm which of the following competencies the student demonstrated during their employment. Refer to the attached relevant referee testimonial and skills verification declaration.

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### 6. Employer Declaration

I, \_\_\_\_\_ (Employer/Supervisor Name), confirm that the above information is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student initials: \_\_\_\_\_

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**Referee Testimonial and Skills Verification Declaration (CPC31420 Certificate III in Construction Waterproofing)**

Verification of Skills for \_\_\_\_\_ in **CPC31420 Certificate III in Construction**

*(Insert Student Name Above)*

**Waterproofing.**

This document serves as an official testimonial certifying that the above-named individual, \_\_\_\_\_, has demonstrated the competencies and practical skills required for **CPC31420 Certificate III in Construction Waterproofing** as outlined below. These skills were performed and verified during their employment at \_\_\_\_\_ over a period of \_\_\_\_\_.

The following list includes workplace activities regularly performed by the candidate as part of their role, aligned with the industry standards and requirements of the **CPC31420 Certificate III in Construction Waterproofing**. As a referee, I certify that I have directly observed or supervised the candidate in these tasks and can confirm their competency in each area.

**Core Competencies and Activities Performed by the Candidate:**

Investigate business opportunities

Manage finances for new business ventures

Apply basic levelling procedures

Carry out basic demolition

Carry out concreting to simple forms

Work effectively and sustainably in the construction industry

Plan and organise work

Conduct workplace communication

Carry out measurements and calculations

Read and interpret plans and specifications

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Apply WHS requirements, policies and procedures in the construction industry

Handle waterproofing materials and components

Use waterproofing tools and equipment

Prepare surfaces for waterproofing application

Apply waterproofing system to below ground level wet areas

Apply waterproofing process to internal wet areas

Apply waterproofing process to external above-ground wet areas

Apply waterproofing remedial processes

Assess construction waterproofing processes

In my capacity as Referee, I declare that the information provided in this document is true and accurate to the best of my knowledge. Should further verification or clarification be required, I can provide additional details.

Referee Contact Details:

Name:

- Qualification/Licence Details:

Position:

Organisation:

Phone Number:

Email Address:

Signature:

Referee Name:

Date: