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|  BSB50120 Diploma of BusinessSelf-Assessment for Recognition of Prior Learning (RPL) |

Recognition of Prior Learning (RPL) - Use your skills and knowledge, gained through work and previous study, for recognition in a nationally recognised qualification. This Self-Assessment will help you and us find the best fit for your RPL process by matching your skills and knowledge with that of this Diploma.

Following completion of this Self-Assessment please send to enquiries@aqi.edu.au together with your resume, if you have one available.

Once received a Teacher will contact you to discuss your Recognition and Study Plan and the process of RPL, and to answer any questions you have on this.

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| **Candidate name**:  |  |
| **Phone number:**  |  |
| **Email address:** |  |
| **USI (Unique Student Identifier) if available:** |  |
| **Declaration:****I declare that the information I have provided to the Australian Qualifications Institute is true and correct.** | **Signature** |

There are 12 units required to complete the Diploma of Business BSB50120. There is a broad range of units from which these 12 may be selected – i.e., the listed units below provide more than enough to achieve the Diploma, as long as you cover the core units, and at least two units in the operations category. There are some limitations to the combinations of units - your teacher will help you with this once we receive the self-assessment below. Note there are more units available than specified in this list, however, these are the most commonly attainable. As this is at Diploma level, for most units you will need to have managed a team.

Do not be disheartened if you find you can only RPL a few units – even a few units save you a lot of time and effort.

The following questions will provide you and your teacher with an understanding of how your skills and knowledge match the requirements of each unit.

Note within the formal RPL assessment you will be asked to provide work-related documentary evidence that demonstrates the appropriate skills and knowledge in the workplace.

|  | **Place a tick or a ‘Y’ in the appropriate box** if you have undertaken the following at a supervisory or management level, and have written or electronic **evidence** of this you can provide. Note the electives are frequently the easier units to RPL as you have choice. | **Never** | **Sometimes** | **Often** |
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| POTENTIAL ELECTIVES: |
| Operations electives: |
| BSBHRM525 Manage recruitment and onboarding (Operations) |
|  | I have managed whole recruitment and selection processes  |  |  |  |
|  | I have chaired selection panels and written selection reports |  |  |  |
|  | I have developed or updated recruitment and selection policies and procedures  |  |  |  |
|  | I have managed the induction process |  |  |  |
| BSBOPS502 Manage business operational plans (Operations) |
|  | I have developed, managed and monitored operational plans |  |  |  |
| BSBOPS503 Develop administrative systems (Operations) |
|  | I have planned and implemented administrative systems |  |  |  |
|  | I have ensured others can use these systems where appropriate, e.g., through training or development of procedures |  |  |  |
|  | I have reviewed the effectiveness of these systems |  |  |  |
| BSBOPS504 Manage business risk (Operations) |
|  | I have practical knowledge of the risk assessment process and have applied this in the workplace |  |  |  |
|  | I have applied the hierarchy of risk in the workplace |  |  |  |
|  | I have applied the risk matrix in the workplace |  |  |  |
| BSBPMG430 Undertake project work (Operations) |
|  | I have undertaken project work on a minor project or a section of a larger project. |  |  |  |
|  | Projects I have been involved in had a project plan |  |  |  |
|  | I have been involved in the review of these projects |  |  |  |
| **BSBTWK503 Manage meetings** (Operations) |
|  | I have initiated and managed the preparation of meetings |  |  |  |
|  | I have chaired meetings |  |  |  |
|  | I have managed the follow up of meetings |  |  |  |
| Leadership electives: |
| BSBLDR522 Manage people performance (Leadership) |
|  | I have managed the allocation of work teams |  |  |  |
|  | I have managed the ongoing performance of work teams |  |  |  |
|  | I have provided feedback to individuals |  |  |  |
|  | I have developed processes to manage effective workplace relationships including conflict resolution processes |  |  |  |
|  | I have managed effective workplace relationships |  |  |  |
|  | I have reviewed the effectiveness of workplace relationships |  |  |  |
| BSBPEF501 Manage personal and professional (Leadership) |
|  | I have overseen the development of work goals of others |  |  |  |
|  | I have managed my own work priorities including the use of technology |  |  |  |
|  | I have effectively managed my own professional development |  |  |  |
| BSBTWK502 Manage team effectiveness |
|  | I have developed team performance plans |  |  |  |
|  | I have developed team cohesion and effective teamwork within my team |  |  |  |
|  | I have developed effective relationships with stakeholders from the perspective of a manager |  |  |  |
| Organisational development electives: |
| BSBPEF502 Develop and use emotional intelligence (Org development) |
|  | I have developed a good understanding of the principles of emotional intelligence |  |  |  |
|  | I have assessed and developed emotional intelligence in others |  |  |  |
| BSBSTR502 Facilitate continuous improvement (Org development) |
|  | I have implemented an organisation’s continuous improvement system and processes |  |  |  |
|  | I use systems to encourage others to participate in continuous improvement |  |  |  |
| **Potential imported electives:** |
| BSBCMM511 Communicate with influence (Import from BSB50420) |
|  | I have extensive knowledge of the principles of communication and apply these |  |  |  |
|  | I have conducted presentations and chaired meetings |  |  |  |
| BSBWHS411 Implement & monitor WHS policies, procedures & programs (Compliance) |
|  | I have applied a broad range of WHS practices |  |  |  |
|  | I have trained and consulted with others in the workplace with regard to WHS processes |  |  |  |
|  | I have implemented and monitored WHS workplace processes |  |  |  |
| CORE: |
| 1 BSBCRT511 Develop critical thinking in others |
|  | I have researched and used a variety of established critical and creative thinking models |  |  |  |
|  | I have assessed and monitored critical and creative thinking in others |  |  |  |
|  | I have applied a range of critical thinking skills in the workplace |  |  |  |
| 2 BSBFIN501 Manage budgets and financial plans |
|  | I have been responsible for the financial plans and financial reporting for a unit or organisation |  |  |  |
| 3 BSBOPS501 Manage business resources |
|  | I have developed and implemented business resource plans |  |  |  |
|  | I have been responsible for the monitoring and review of resources for a large unit or organisation |  |  |  |
| 4 BSBSUS511 Develop workplace policies and procedures for sustainability |
|  | I have developed a sustainability plan for an organisation or large unit |  |  |  |
|  | I have implemented a sustainability plan for an organisation or large unit |  |  |  |
|  | I have reviewed and monitored a sustainability plan for an organisation or large unit |  |  |  |
| 5 BSBXCM501 Lead communication in the workplace |
|  | I have been influential in my communication in the workplaces and have many examples of this |  |  |  |
|  | I have extensive knowledge of the principles of communication and apply these in the development of communication protocols at the organisational level |  |  |  |
|  | I have overseen the implementation and review of communication practices at the organisation level |  |  |  |

Small amounts of gap training can be given through the RPL process at no extra charge. If there are substantial gaps in your skills and knowledge whole units can be studied online. You will know what can be RPLed and what needs to be studied before enrolling and committing.

**Pathways to further learning**

Diploma graduates can undertake further study in a range of other qualifications including Advanced Diplomas or degrees. A Diploma gives you a tertiary entrance score of ~83 (OP 9) which provides entry to a wide range of degrees. Many universities offer credits up to one year for this Diploma.

*Once completed please submit to* ***enquiries@aqi.edu.au****together with a brief resume.*

For more information check our website [**www.aqi.edu.au**](file:///C%3A%5CUsers%5CAndrea%5CAppData%5CLocal%5CTemp%5Cwww.aqi.edu.au)

 For a conversation or to apply, email **enquiries@aqi.edu.au**