



CPP31212 Certificate III in Swimming Pool and Spa Service

RPL Assessment Tool Kit

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Section 1

Recognition of Prior Learning (RPL) Assessment Tool Kit

For

CPP31212 Certificate III in Swimming Pool and Spa Service

Nationally Recognised Qualifications

SPASA Training is a Registered Training Organisation (RTO) delivering training for the swimming pool and spa industry nationwide and to do this we use the standards set out in nationally recognised qualifications and individual units of competency within Certificate III and Certificate IV qualifications relevant to the Swimming Pool and Spa industry.

Vocational training relies on the judgement of the student with the support of the assessor to know when you are ready for assessment and some people are ready before they do any course work. This is usually done via Recognition of Prior Learning (RPL) which is the process used when you apply your previous knowledge obtained in the workplace or elsewhere to obtain a qualification.

A task-based model for RPL

A process for RPL has been developed which focuses on relating assessment activities to actual job tasks. The intention of this model is to streamline and simplify recognition processes for prospective candidates. This RPL Assessment Tool Kit has been developed to support this model.

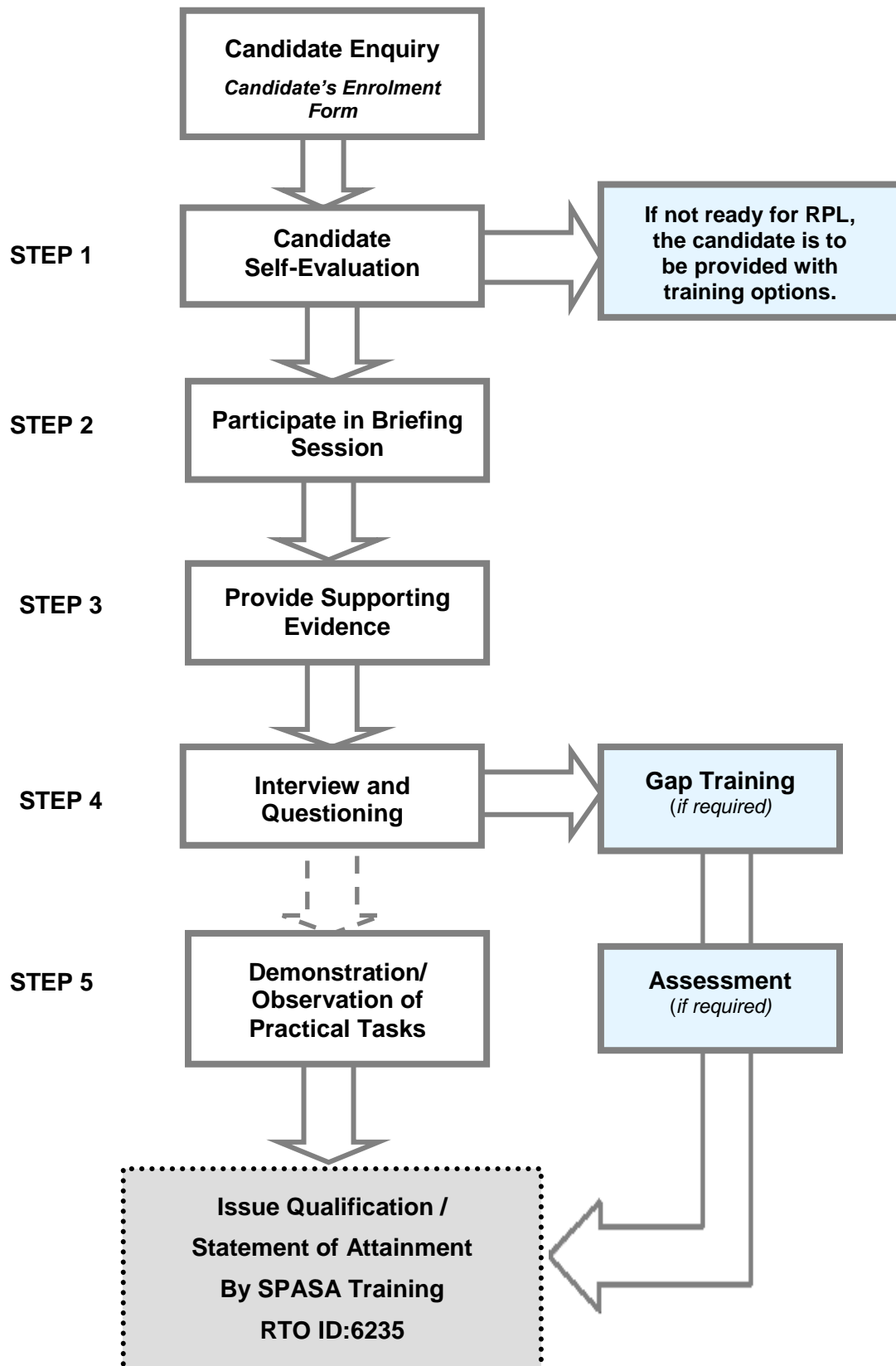
What if you can only prove 85%?

It is very common to start the RPL process and realise that even though you have done and understand most of what is in the qualification, there are gaps. By applying the evidence against the standards the gaps are identified and then questions and answers, demonstrations or exercises may be used to assess the parts that you could not prove with other forms of evidence.

What if I don't have RPL for the entire qualification?

SPASA Training will assist you in identifying any Skill Gaps against the Nationally Recognised Qualifications in the swimming pool and spa industry. These gaps can then be addressed through flexible delivery options including correspondence or short courses from SPASA Training which are aligned to units of competency.

Overview of the Recognition Process



The steps in the RPL assessment process

| | |
|--|--|
| <p>Step 1 – Self-Evaluation</p> | <p>Before you decide to apply for RPL you need to self-evaluate your current competence for one or several units of competency.</p> <p>Complete the candidate information and self-evaluation forms provided, with as much information of your previous work experience as you can.</p> <p>This will allow for an initial assessment of your experience by a qualified and approved SPASA assessor and a check to see whether you can demonstrate the required skills and knowledge. You can discuss this with an RPL Assessor if you want.</p> <p>You must be able to provide evidence against the elements/performance criteria for the relevant unit/s of competency.</p> <p>It is not enough to simply state that you possess the skills and knowledge required. You must be able to demonstrate competence.</p> <p>This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any.</p> <p>Depending on the workplaces you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL, as your Assessor will work with you throughout the RPL process.</p> <p>You will also need to supply the contact details of work referees who can confirm your skills in the industry.</p> <p>You will also be provided with a list of suggested evidence that you could use to demonstrate that you are competent in a particular unit or units of competency. This list is a guide only. If you have other suitable evidence to support your claim for RPL then you are encouraged to share this with your Assessor.</p> <p>If you do not believe that you have any suitable evidence, then you should discuss your options with your Assessor.</p> <p>Once you have completed the self-evaluation and made the decision that you would like to continue with the RPL process, you can proceed to step 2 and enrol for RPL.</p> <p>Note: <i>It is possible to gain RPL for an entire qualification.</i></p> |
|--|--|

| | |
|--|---|
| <p>Step 2 – Enrolment and interview with the Assessor</p> | <p>Complete the application and enrolment forms and submit these to SPASA along with your candidate and self-evaluation forms and any evidence you have gathered to support your application.</p> <p>An interview with a qualified Assessor, with skills and experience in the Swimming Pool and Spa Service industry will be organised for you. This interview generally takes place over the phone. They will review with you the information, self-evaluation and supporting evidence you have provided and match up your skills to the units/subjects in the qualification.</p> <p>The assessor will also discuss your work history with you. During this conversation, you will be required to answer questions relating to your work experience. This questioning forms part of the assessment, as it will identify your current knowledge and skills in Swimming Pool and Spa servicing, for which you are applying for recognition.</p> <p>If you are currently enrolled in a training course relating to this qualification, it is important that you let your Trainer know that you intend to apply for RPL, then nominate the units you have selected for RPL so that the required documentation can be processed and your application can go ahead.</p> <p>It is at this stage that a decision will be made whether you are able to proceed to the next step or whether you need to undergo gap training.</p> |
| <p>Step 3 – Practical demonstration of your skills</p> | <p>Your Assessor may organise with you and your employer to conduct a practical skills test at your workplace (if appropriate) or other suitable location.</p> <p>This is your opportunity to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the qualification in which you are applying for recognition.</p> <p>Your Assessor will identify the skills they want you to demonstrate by asking you to complete certain tasks.</p> <p>If it is impractical for the trainer to visit your work place, instructions will be provided for you to carry out particular tasks under supervision, and a third party report will need to be completed by you and your supervisor along with any other evidence such as photographs or documentation.</p> |
| <p>Step 4 – Provision of further supporting evidence</p> | <p>Your Assessor will need to confirm your previous work experience with someone (such as your supervisor or employer) who can vouch for your skills over a period of time.</p> <p>They will contact the referees you have provided as part of the candidate information.</p> <p>Your Assessor may ask you to give your selected workplace contacts or previous employers a Third Party report to complete. Authentication of these reports by the Assessor would then be required.</p> |

What is Evidence?

| EVIDENCE | NOT EVIDENCE |
|--|---|
| Candidates detailed explanation of how they demonstrate all or part of the required knowledge and skills | Candidates verbal assurances that they possess the required knowledge and skills |
| Specific job related references to competencies performed, preferably on letterhead, signed and dated by the appropriate person | Job descriptions / position descriptions without associated performance reviews or appraisals or supporting documentation |
| Performance reviews / appraisals relevant to the competencies being assessed | Journal and diary entries written by the candidate |
| Emails and minutes of meetings attended by the candidate which provide proof of required knowledge and skills | Emails and minutes of meetings that are not actioned and do not have the candidates name in attendance |
| Authenticated and dated photographs, pictures and / or audio / video files of work in progress or completed | Unauthenticated photographs, pictures and / or audio / video files of work in progress or completed |
| Documents that clearly demonstrate how an organisation's policies and procedures have been or are being implemented by the candidate | Copies of an organisation's policies and procedures |
| Resumes with copies of prior qualifications and supporting documents | Candidates resume with no supporting documentation |
| | Unauthenticated documents within which the candidate cannot prove their own work |
| | Evidence by exceptions – 'I must be working safely, I've still got all my fingers!' |

Source: UNE Partnerships Pty Ltd

Section 2

List of competencies in this RPL Assessment Tool Kit

Qualification Rules

CPP31212 Certificate III in Swimming Pool and Spa Service

To achieve this qualification, the candidate must demonstrate competency in 18 units of competency:

- 12 core units
- 6 elective units

Up to three (3) units may be chosen from other Certificate III or Certificate IV qualifications in CPP07, or another current Training Package or accredited course, provided they have not been previously chosen.

Note:

- Certificate III in Swimming Pool and Spa Service is the accepted qualification for Swimming Pool and Spa Service licensing through the NSW Department of Fair Trading.

List of competencies in this RPL Assessment Tool Kit

This section identifies the units contained in this Assessment Tool Kit.

Units of competency covered in this RPL Assessment Tool Kit by Qualification:

CPP31212 Certificate III in Swimming Pool and Spa Service

Core units

- BSBWOR301B Organise personal work priorities and development
- CPPCMN3005A Complete client documentation
- CPPDSM3009A Maintain workplace safety in the property industry
- CPPSPS3001A Handle, transport and store swimming pool and spa chemicals safely
- CPPSPS3002A Perform basic swimming pool and spa measurements and calculations
- CPPSPS3003A Routinely maintain swimming pools and spas
- CPPSPS3004A Routinely maintain swimming pools and spa water circulation and filtration systems
- CPPSPS3005A Routinely maintain swimming pools and spa dosing systems
- CPPSPS3006A Routinely maintain swimming pools and spa cleaning and vacuuming systems
- CPPSPS3008A Work in the swimming pool and spa servicing industry
- SISCAQU201A Monitor pool water quality
- SISCAQU304A Maintain pool water quality

Elective units

- CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry
- CPPSPS3007A Routinely maintain swimming pool and spa heating systems
- CPPSPS3009A Maintain swimming pool and spa stock
- CPPSPS3010A Sell swimming pool and spa products and services
- CPPSPS3011A Use and maintain business technology related to swimming pool and spa servicing
- CPPSPS3012A Read and apply information from swimming pool and spa technical manuals

Units of competency covered in this RPL Assessment Tool Kit by RPL Clusters

- RPL Cluster 1 – Work in Pool and Spa Industry
- RPL Cluster 2 – Workplace Health and Safety
- RPL Cluster 3 – Products and Services
- RPL Cluster 4 – Tools and Information
- RPL Cluster 5 – Water Quality
- RPL Cluster 6 – Maintain Pools and Spas

PART 1

Section 3

Candidate's Information and Self-Evaluation Forms

Notes:

These forms are to be completed by the candidate and returned to SPASA, along with all supporting documentation and evidence, for the purpose of verification and assessment

| Candidate's Information Form | | | |
|--|--------------------------|--------------------------|--------------------------|
| Candidates Name | | Date | |
| Rate your knowledge and skills relevant to your RPL application. | | | |
| Swimming Pool and Spa Service Technician | Yes | No | Possibly |
| I think my experience is of a high level. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I think I am skilled to do this job. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I know how to do the work tasks really well. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can explain my experience and provide documentary evidence. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I have undertaken much of this work without supervision. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there any further information you wish to give in support of your application? | | | |
| | | | |

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

| 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 complete the following page or attach your current **résumé.***

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. | | | | | |

| Further training (If 'yes', what training did you undertake?) | | |
|--|----------------------|----------------------------------|
| I have attended training courses in this area of work. | | Yes <input type="checkbox"/> |
| | | NO <input type="checkbox"/> |
| Training Course | Training Institution | Training Completed (month, year) |
| | | |
| | | |
| | | |
| | | |
| Professional referees (relevant to work situation) | | |
| | Referee 1 | Referee 2 |
| Name | | |
| Position | | |
| Company | | |
| Phone number | | |
| Mobile number | | |
| Email address | | |