This section contains questions the Assessor may ask the student while documenting their conversation during the RPL interview.

**Instructions to Assessor**

The interview should allow the student to confirm their knowledge as identified by their self-assessment against relevant units of competency within the Student toolkit - Recognition of Prior Learning. The Assessor can use these questions to guide the interview, ensuring that the student addresses the key points identified for each question.

The Assessor must be familiar with the unit/s of competency to assist with contextualising the professional conversation questions for the student. The Assessor examines what knowledge and skills are required and evidence (benchmarks) being sought from the student. The questions are directly linked to the evidence / observation requirements.

It is not intended that the Assessor asks a question for each competency during the conversation. Only questions related to those competencies that the initial documentary review has failed to fully address are required.

On the Recording Sheets, the Assessor places a tick next to each key point as it is addressed by the student during the conversation. By doing this, the Assessor is recording what they have heard the student say during the interview. Should the student’s response meet the benchmarks for the question, the Assessor places a tick in the ‘yes’ column, or if not, in the ‘no’ column. The responses to these questions are evidence in determining overall competence for the unit/s being undertaken.

The Assessor’s Comments section is used next to each question to provide further details about the context of the discussion or other key points and examples the student has discussed that may be relevant in confirming competency.

It is important to remember that the notes taken during the questioning interview are important evidence and must be retained as part of the student’s assessment records.

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| **Student name** |  | | **Student no.** | | |  |
| **Unit of Competency -** (List the relevant unit/cluster or skill set)  <*Insert unit code and title>*  *<insert unit code and title>* | | **Unit of Competency** - (List the relevant unit/cluster or skill set)  *<insert unit code and title>*  *<insert unit code and title>* | | | | |
| **Questions relating to unit/cluster/skill set no.** <insert number>  For each question, complete the required key points (including industry requirements for that question) which need to be addressed by the student. | | | **Yes** | **No** | **Assessor’s comments** | |
| 1. <Type question here (text to remain black)>   ***Key points:*** *<type the expected response here>* | | |  |  |  | |
| 1. <Type question here (text to remain black)>   ***Key points:*** *<type the expected response here>* | | |  |  |  | |
| 1. <Type question here (text to remain black)>   ***Key points:*** *<type the expected response here>* | | |  |  |  | |
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| 1. <Type question here (text to remain black)>   ***Key points:*** *<type the expected response here>* | | |  |  |  | |
| 1. <Type question here (text to remain black)>   ***Key points:*** <type the expected response here> | | |  |  |  | |

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| **Additional notes from conversation** | | | |
|  | | | |
| **How/where was the interview conducted? (eg. face to face, via phone, on TAFE NSW campus, in the workplace, voice recordings etc.)** | | | |
|  | | | |
| **Assessor name** |  | | |
| **Assessor signature** |  | **Date** |  |
| **Comments** | | | |
| **Satisfactory** |  | | |
| **Unsatisfactory** |  | | |

**Question Bank**

The following questions may be used during a professional conversation. Questions should be chosen to authenticate evidence presented and/or address any gaps in evidence. The assessor should transfer any relevant questions to the recording sheet prior to conducting the conversation. The assessor may ask other questions, provided the key points are detailed and mapped appropriately.

| **Questions relating to unit (insert unit/skill sets or work role cluster name)**  For each question, complete the required key points (including industry requirements for that question) which need to be addressed by the student. | **Mapping to PC, PE, KE and FS** |
| --- | --- |
| 1. <Type question here (text to remain black)>   ***Key points:*** *<type the expected response here>* |  |
| 1. <Type question here (text to remain black)>   ***Key points:*** *<type the expected response here>* |  |
| 1. <Type question here (text to remain black)>   ***Key points:*** *<type the expected response here>* |  |
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| 1. <Type question here (text to remain black)>   ***Key points:*** *<type the expected response here>* |  |