



SCOUTS AUSTRALIA INSTITUTE OF TRAINING (SAIT)

Candidate Information Guide

Issued by Scouts Australia Institute of Training (SAIT)

Level 1, Scouts Australia House

8 Help Street Chatswood NSW 2067

First issued: December 2015

Edition 2.0: February 2016

Edition 3.0: November 2016

Edition 4.0: June 2018

Edition 4.1: December 2018

© Scouts Australia

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968, and subsequent amendments*, no part of this publication may be reproduced by any process without prior written permission from Scouts Australia.

All enquiries should be addressed to the Compliance Manager, Scouts Australia Institute of Training.

This subject material is issued by Scouts Australia, through the Scouts Australia Institute of Training on the understanding that:

1. Scouts Australia, its officials, author(s), or any other persons involved in the preparation of this publication expressly disclaim all or any contractual, tortuous, or other form of liability to any person (purchaser of this publication or not) in respect of the publication and any consequences arising from its use, including any omission made by any person in reliance upon the whole or any part of the contents of this publication.

2. Scouts Australia expressly disclaim all and any liability to any person in respect of anything and of the consequences of anything done or omitted to be done by any such person in reliance, whether whole or partial, upon the whole or any part of the contents of this subject material.

Scouts Australia Institute of Training (SAIT) – Enterprise Registered Training Organisation No 5443

Table of Contents

1	Introduction to Scouts Australia Institute of Training (SAIT)	5
1.1	Management	5
2	Scope	5
3	Our commitment to quality assurance	6
4	The process	6
4.1	Learning	6
4.2	The Process.....	8
4.3	Eligibility	8
4.4	SAIT Assessors	8
5	Time frame for Assessment	9
6	Flexible Learning	9
7	Reasonable adjustment	9
8	Registration and Enrolment procedures.....	9
9	The Unique Student Identifier Number (USI)	9
10	Assessment Procedures	11
10.1	Recognition of Prior Learning.....	11
The following gives an overview of the RPL process.....		11
10.2	What is Recognition of Prior Learning (RPL)?.....	12
10.3	Why you should apply for RPL.....	12
10.4	Competence	12
10.5	How to prepare for RPL assessment	12
10.6	The four steps in the RPL assessment process.....	13
10.7	Assessment Outcomes	15
10.8	Notification of assessment details	15
11	Referencing	15
12	Plagiarism	15
13	Feedback, Complaints and Appeals	16
13.1	Feedback.....	16
13.2	Complaints.....	16
13.3	Appeals	17
14	Recognition of qualifications issued by other RTO's.....	17
15	Candidate Support	17
16	Privacy and access to your records.....	17
17	Change of details.....	17

18	Issuance of Certificates	17
19	Candidate's Responsibilities.....	17
20	Candidate's Rights.....	18
21	Where does Assessment take place?.....	18
22	Contact Information.....	18

1 Introduction to Scouts Australia Institute of Training (SAIT)

The Scouts Australia Institute of Training (SAIT) is an Enterprise Registered Training Organisation (No. 5443) and has its registered office at Level 1, Scouts Australia House, 8 Help Street, and Chatswood NSW 2067 (National Office).

SAIT was first established as a Registered Training Organisation in August 1996 and seeks, as its primary purpose, to enable members of Scouts Australia, who have completed the relevant Youth programs or Adult Training & Development programs, the ability to seek externally accredited qualifications.

Also, SAIT, from time to time, enters into arrangements with other organisations to provide RTO services for the Qualifications within SAIT's scope and/or seek from other RTOs Qualifications not within its own scope. Regardless, where this occurs, a detailed 'memorandum of understanding' and ongoing services agreement exists and is reviewed in line with the Standard for Registered Training Organisations.

1.1 Management

SAIT is governed by a Board of Management for strategic purposes with operational matters vested in the Principal of SAIT and the SAIT Operations Committee.

The SAIT Board of Management reports to the National Executive Committee (NEC). The NEC is empowered by the National Council of Scouts Australia, to attend to the strategic and operational matters of Scouts Australia.

2 Scope

Qualifications that SAIT is registered to offer includes the following Australian qualifications:

- BSB20115 Certificate II in Business
- BSB30115 Certificate III in Business
- CHC44015 Certificate IV in Coordination of Volunteer Programs
- BSB42105 Certificate IV in Leadership and Management
- BSB51915 Diploma in Leadership and Management
- CUA20215 Certificate II in Creative Industries
- SIS20213 Certificate II in Outdoor Recreation
- SIS30413 Certificate III in Outdoor Recreation
- SIS40313 Certificate IV in Outdoor Recreation
- SIS50310 Diploma of Outdoor Recreation
- AUR10116 Certificate I in Automotive Vocational Preparation (NT only)

These qualifications are issued in accordance with the Australian Qualifications Framework.

- <https://www.aqf.edu.au/>

3 Our commitment to quality assurance

SAIT is committed to upholding the legislative requirements as an RTO, and in particular to comply with all components of Vocational Educational and Training (VET) Quality Framework:

- Standards of Registered Training Organisations 2015;
- Data Provision Requirements 2012;
- Fit and Proper Person Requirements 2011;
- Australian Qualifications Framework (AQF); and
- Financial Viability Risk Assessment Requirements 2011.

4 The process

4.1 Learning

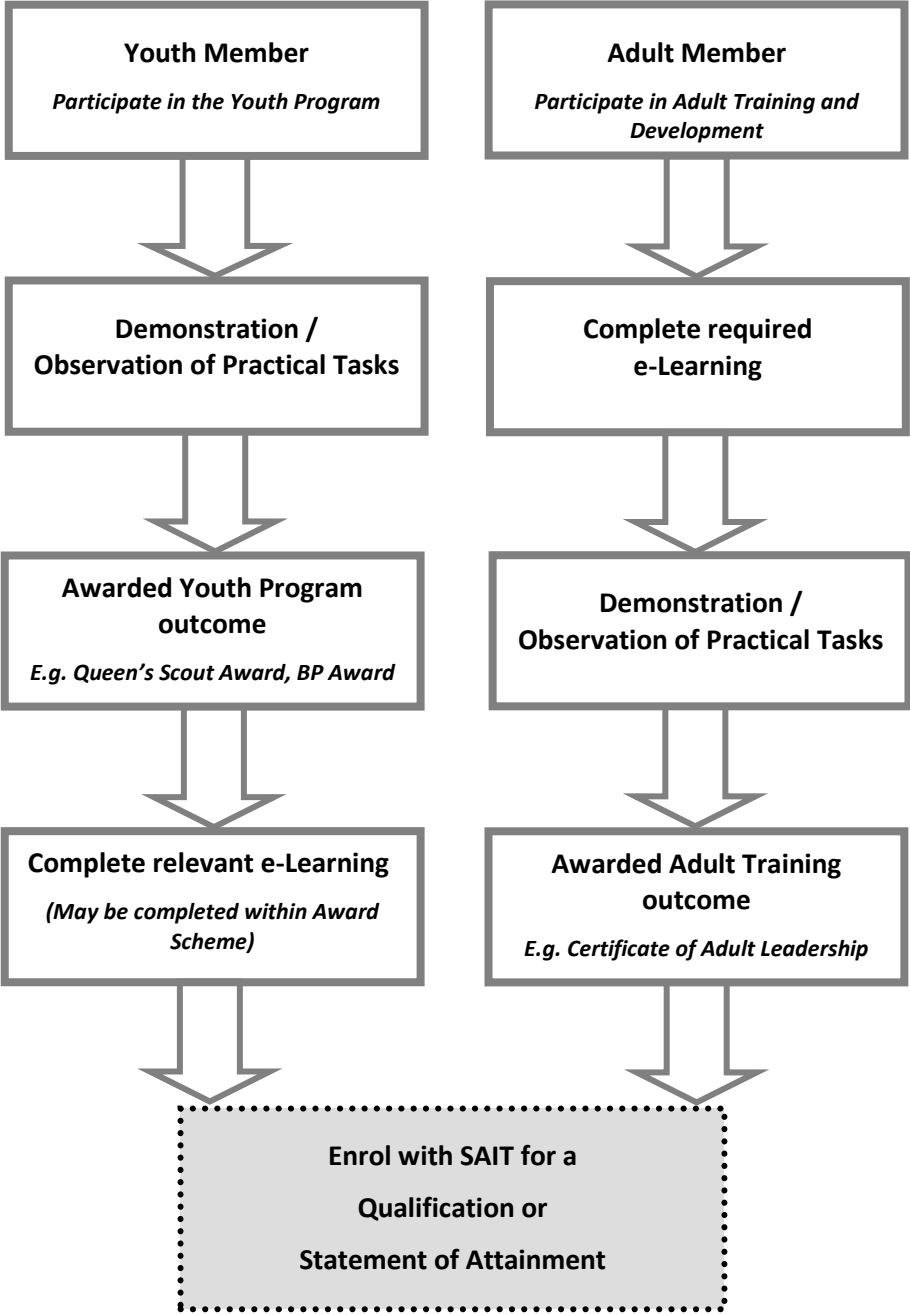
Members of Scouts Australia and other organisations which have an agreement with the Scouts Australia Institute of Training, participate in learning by engaging in activities which are embedded in the organisations programs, operations and structure.

After gaining the relevant experience and knowledge through the relevant award scheme or training program participants can enrol with the Scouts Australia Institute of Training to complete either a partial or full Qualification.

Some examples of learning which contribute evidence towards a qualification include:

- **Venturer Scouts** documenting their involvement in their Venturer Unit as part of the Venturer Scout Award, producing a portfolio which forms the base of evidence towards partial or full qualifications in Business, Outdoor Recreation and Creative Industries.
- **Adults in Scouting** having followed the relevant training programs will be able to present a suitable Portfolio of Evidence for assessment against partial or full qualifications in Business, Leadership and Management, Coordination of Volunteer Programs, Creative Industries and Outdoor Recreation.
- **Australian Canoeing** participants who have completed relevant courses with Australian Canoeing education providers, can submit their evidence to receive a Statement of Attainment with the associated Units of Competency from the Outdoor Recreation training package.

The following gives an overview of typical learning pathways in Scouting.



4.2 The Process

SAIT is registered to “assess only”, candidates in the qualifications specified within its scope for the Community Based programs, (unless otherwise stated). It achieves this by Candidates:

1. enrolling and being registered to complete a Qualification or named Unit/s of Competency;
2. receiving a Candidate’s RPL Information Kit; and
3. agreeing to the Terms of Enrolment.

RPL Assessment Kit consists of:

- SAIT Candidate Information Guide;
- Unique Student Identifier Letter (USI);
- SAIT Privacy Policy;
- SAIT Privacy Consent Form;
- SAIT Pre-Screening Checklist;
- SAIT Terms of Enrolment;
- SAIT RPL Enrolment Form; and
- SAIT Candidate RPL Assessment Tool Kit.

Assessment is based on the provision of a Portfolio of Evidence including as necessary, a Professional Competency Conversation that may be used to attest to a Candidate’s competency or authenticate evidence provided.

Portfolio of Evidence may comprise:

- Scout Portfolio (Record Book endorsed by a Scouts Australia appointed Assessor).
- Third Party evidence.
- Notes prepared for the Professional competency conversation and interview.

Regardless of source, the ‘Principles of Assessment’ and the ‘Rules of Evidence’ as defined in the Standards for Registered Training Organisations will be applied throughout the process.

4.3 Eligibility

4.4 SAIT Assessors

All SAIT appointed Assessors meet the minimum standards for appointment as defined under the Standard for Registered Training Organisations. They have demonstrated competency in the Qualifications and/or Units of Competency they assess, and maintain the required number of continuous education hours deemed necessary to be deemed to be “currently competent”. Where they do not hold a specific Unit of Competency they have supervised the completion of the assessment by a person who does hold the relevant Unit of Competency to ensure the ‘Principles of Assessment’ and the ‘Rules of Evidence’ as defined in the Standards for Registered Training Organisations have been applied throughout the process.

For more detailed information about the VET qualifications offered by SAIT, visit the National Training Information Service website or <https://training.gov.au/Organisation/Details/5443>.

5 Time frame for Assessment

SAIT Assessors will complete their assessments within 30 days of receiving all requested documentation and evidence. Once an assessment is complete notification is given to the relevant SAIT endorsed Administrative Officer for recording of the Unit of Competency with all Statements of Attainment and or Qualifications being issued within a further 30 days of the assessment being approved.

In the event the documentation and evidence received are incomplete the deficiency will be referred back to the Candidate to provide additional information to close the gap identified. Where this occurs the initial 30 day assessment period will be extended by mutual agreement.

6 Flexible Learning

Assessments will be conducted in a flexible manner and according to the principles of assessment specified in the Standards for Registered Training Organisations as follows:

- Reflecting the Candidate's needs;
- Assessing competencies held by the Candidate no matter how or where they have been acquired; and
- Drawing from a range of assessment methods (as defined in the relevant Assessment Strategies approved for SAIT) and using those appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

7 Reasonable adjustment

Where due to matters pertaining to disabilities or other recognised reasons that need to be considered in relation to the Candidates needs, reasonable adjustment to the Assessment Strategies will be made to ensure a fair assessment can be made.

8 Registration and Enrolment procedures

Candidates must complete a formal Enrolment form for any of SAIT's qualifications or partial qualification for which they wish to obtain an RPL Assessment.

The Enrolment Form plus all other material associated with the RPL process, can be obtained at any Branch Office of Scouts Australia. The completed Enrolment form is to be provided to the relevant Branch Training Officer for processing.

9 The Unique Student Identifier Number (USI)

From 1 January 2015, each Candidate undertaking education that sits within the AQF in Australia is required to provide their Unique Student Identifier (USI) reference number at enrolment. The number will give the Candidate access to their USI account to view their record of training and assessment history regardless of which institution or qualification they have attained. Where the Candidate does not have a USI, SAIT will be able to assist the Candidate in obtaining one.

The USI number must be obtained prior to completing the SAIT Enrolment form. This will enable SAIT to capture AVETMISS information for collection purposes and will be recorded into the SAIT

Learner Management System (aXcelerate). AVETMISS is the Australian Vocational Education and Training Management Information Statistical Standard. It is a nationally consistent data standard that ensures the accurate capture and reporting and analysis of VET activity throughout Australia.

For more information about the USI Registry System and to create a USI Reference number please visit:

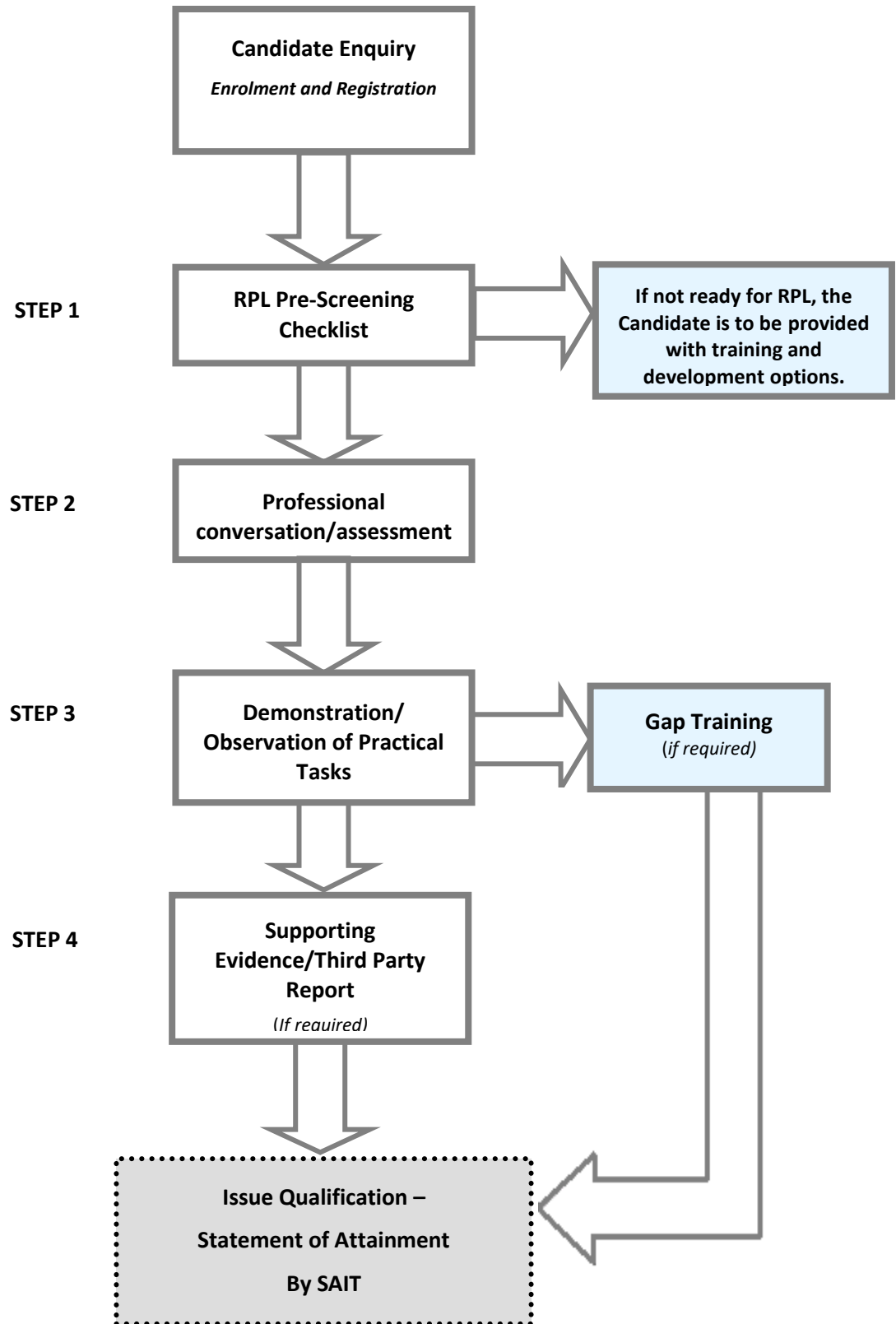
www.usi.gov.au. OR view the SAIT website at www.scouts.com.au

The Candidate is encouraged to record their USI Reference number and keep it somewhere safe and handy.

10 Assessment Procedures

10.1 Recognition of Prior Learning

The following gives an overview of the RPL process.



10.2 What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which Candidates are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

10.3 Why you should apply for RPL

If the RPL application is successful, the Candidate could:

- reduce or eliminate the need for any training in skills and knowledge they already have.
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work.
- save money because they will not have to buy other learning material.
- complete their qualification in a shorter time.
- advance to a higher level qualification in a shorter time if desired.

10.4 Competence

Competence is the demonstration of skills and knowledge that the Candidate has gained through life and work experiences as well as any training that they have successfully completed that can be matched against a set of industry performance standards referred to as units of competency. These units are grouped together to form a specific industry qualification.

Each **unit of competency** is divided into a number of **elements of competency** which are a set of activities that lead to an overall achievement or demonstration of competence. Each of these elements is further broken down into a set of **performance criteria** which give a more detailed description of the skills and knowledge the Candidate needs to be able to demonstrate. Matching the evidence against each of the elements/performance criteria will help the Candidate to reach their qualification more quickly.

10.5 How to prepare for RPL assessment

In order for skills to be formally recognised as part of a national qualification, Assessors must make sure that the Candidate has the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

The Candidate must be involved in the RPL process so that all the experience, skills and knowledge they have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification they wish to gain.

All assessment requirements will be discussed with the Candidate in advance and they will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what needs to be provided can save valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier.

1. The Assessor will ask the Candidate to talk about their work and Scouting experiences/roles and their employment history.
2. If the Candidate has certificates from any training courses they have completed, bring along either certified copies or the originals to the interview with the Assessor and they can make a copy of them.

3. Bring along any other documentation that would support the Candidate's claim that they have done this work over time. The following is a list of some of the documents that can provide examples of work history:
 - brief CV;
 - certificates/results of assessment;
 - any licences;
 - tickets held, e.g. forklift, chainsaw;
 - photographs of work undertaken;
 - diaries/task sheets/job sheets/logbooks;
 - site training records;
 - site competencies held record;
 - membership of relevant professional associations;
 - hobbies/interests/special skills outside work;
 - references/letters from previous employers/supervisors;
 - industry awards; and
 - any other documentation that may demonstrate experience to support the claim.

Depending on where they have worked and what the work may have included, the Candidate may or may not have documentary evidence. Do not be put off as the Assessor will work with the Candidate during the assessment process.

4. Think about who the Candidate would consider to be a workplace and Scouting contact or referee. Is the employer happy to support the claim for RPL? Would the Candidate feel comfortable if the Assessor contacted their current workplace or previous workplace/s to validate the skills and spoke to the supervisor/s or employer/s?
5. The Candidate can speak with the Assessor about other ways that can show current skills for the qualification in which recognition is being sought. These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentiality issues – see below) or any other relevant documents.

10.6 The four steps in the RPL assessment process

Once SAIT has provided the Candidate with the information that is needed to apply for RPL, the Candidate should follow these four steps in order to complete the process.

<p>Step 1 – RPL Pre-Screening Checklist and Self-Evaluation</p>	<p>Before you decide to apply for RPL you need to assess your current competence for one or several units of competency.</p> <p>Complete the RPL Pre-Screening Checklist available from your Assessor with as much information as you can.</p> <p>This will allow the SAIT Assessor to undertake an initial assessment of your experience and a check to see whether you can demonstrate the required skills and knowledge. You can discuss this with an 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 trade or industry 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 Pre-Screening Checklist and made the decision that you would like to continue with the RPL process, enrol for RPL and make an appointment with the Assessor.</p>
<p>Step 2 – Professional competency conversation and interview with the Assessor</p>	<p>The Candidate is required to complete the Candidate RPL Assessment Toolkit and prepare a Portfolio of Evidence. The Portfolio could include the Scout assessed Record Book Attachments, other evidence and the notes prepared for the Professional competency conversation and interview.</p> <p>An interview with an Assessor who understands your industry will be organised for you. They will review – usually with you – the information and supporting documentation you have provided and match up your skills to the units/subjects in the qualification.</p> <p>During your RPL interview, your Assessor will discuss with you your Pre-Screening Checklist and any evidence you have provided.</p> <p>It is at this point that you will be able to identify any previous work experience and discuss this with your Assessor.</p> <p>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 regarding the area of industry in 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 – Demonstration/Observation of Practical tasks of your skills</p>	<p>Your Assessor will organise with you and your employer (Scouting Manager) 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>Step 4 – Provision of further supporting evidence and 3rd Party (referee) report</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 the Third Party report to complete. Authentication of these reports by the Assessor would then be required.</p>

10.7 Assessment Outcomes

Assessment outcomes for competency-based assessment are either:

Competent (C) –the Candidate has demonstrated competency in all the unit of competency.

Not Yet Competent (NYC) –the Candidate has not yet demonstrated competency in the unit of competency.

10.8 Notification of assessment details

After the assessment, the Assessor will advise the Candidate of the units of competency that have been successfully completed. The Candidate will also be advised whether they have gained the full qualification or if gaps have been identified during the recognition process. If they do have skill gaps, these may be addressed through additional training or development.

It will be the Assessor’s responsibilities to advise the Candidate of the outcomes of any assessment including any additional information required.

11 Referencing

Where a body of work seeks to use externally published material the Candidate will need to ensure appropriate referencing is made showing the date of the reference, author and published title.

This referencing may be in either footnotes or in a separate referencing section.

12 Plagiarism

Plagiarism is deemed to fundamentally breach the assessment principle of “authenticity”. Where plagiarism is detected and confirmed, a request for assessment will be rejected for that unit of competency and potentially the candidate’s enrolment may be declared void.

13 Feedback, Complaints and Appeals

13.1 Feedback

SAIT will, in accordance with the Standards for Registered Training Organisations and by way of an automated electronic survey, seek feedback from candidates about the assessment experience. This feedback will be used for the purposes of providing statistical data to the Australian Government and continuous improvement of SAIT.

At all times SAIT's Privacy Policy will be observed.

13.2 Complaints

Any person wishing to make a complaint against SAIT concerning its conduct as an RTO shall have access to the complaints procedure. All formal complaints will be heard and decided within 15 working days of the receipt of the written complaint by Scouts Australia. The designated person to receive these complaints is the SAIT Compliance Manager.

Complaints Procedure

Persons with a complaint concerning the manner that SAIT conducts its responsibilities as an RTO, have access to the following procedure:

1. The complaint and its outcome shall be recorded in writing. The SAIT Complaints & Appeals Form is to be completed and forwarded for action to:

The Compliance Manager
Scouts Australia Institute of Training
Level 1, Scouts Australia House
8 Help Street
CHATSWOOD NSW 2067
2. On receipt of a formal complaint, the SAIT Compliance Manager shall convene an independent panel to hear the complaint. This shall be the 'Complaint Committee' and will be a Sub-Committee of the SAIT Board of Management.
3. The Complaint Committee shall not have had previous involvement with the complaint.
4. The complainant shall be given an opportunity to present their case in person to the Complaints Committee and may be accompanied by one other person as support or as representation.
5. The Complaints Committee may then seek an adjournment to seek further clarifying information.
6. The Complaint Committee will make a decision on the complaint.
7. The Complaint Committee will communicate its decision on the complaint to all parties in writing within 5 working days of making its decision.
8. Should a complainant seek only action on the complaint through the submission of the *SAIT Complaints & Appeals Form*, and not request formal representation in person, resolving the complaint shall rest with the Complaints Committee who will address the issue and provide its decision in writing direct to the candidate.
9. All information and communication relating to the complaint is deemed confidential.

The cause and resolution of the complaint will be included in the continuous improvement cycle of the relevant standard/s, and recorded in the *SAIT Register of Complaints and Appeals*.

13.3 Appeals

An enrolled candidate may appeal against a complaint resolution or decision made with respect to an assessment result. The person making the appeal will need to undertake the following steps:

1. Candidate to place their appeal in writing using the *SAIT Complaints & Appeals Form*.
2. The written request will be referred to the SAIT Board of Management for hearing at the next scheduled Board Meeting, or delegated authority of the Board.
3. A final decision will be made by the SAIT Board and will be conveyed in writing to the candidate within 15 working days of finalising the process.
4. All information is documented and archived as required under the provisions of the Privacy Act, and will also be recorded in the *SAIT Register of Complaints and Appeals*,
5. All information and communication relating to the appeal is deemed confidential.

NOTE: The SAIT Complaints and Appeals Form can be obtained from any Branch of Scouts Australia and at the SAIT National Office.

14 Recognition of qualifications issued by other RTO's

In accordance with the Standards for Registered Training Organisations recognition of Qualifications / Statement of Attainment from other RTO's will be accepted and where applicable credit transfers offered where they are relevant to the Training Packages on scope for SAIT.

However a full Qualification may not be offered without the requirement for at least one Unit of Competency to be completed under an RPL Assessment process by SAIT.

15 Candidate Support

In all cases the Language, Literacy and Numeracy needs of the Candidate will be taken into account. Where applicable alternate forms of assessment will be offered to ensure the principles of assessment are not compromised while meeting the specific needs of the Candidate.

16 Privacy and access to your records.

The SAIT Privacy Policy is provided as part of the Candidate's RPL Information Kit.

17 Change of details

It is the responsibility of the Candidate to provide updates to SAIT of any changes of personal details as and when they occur as they pertain to the enrolment.

18 Issuance of Certificates

All testamur and statements of attainment will be issued within 30 days of the completed assessment. Where there is a delay, formal advice will be provided. All certifications will comply with the Standards for Registered Training Organisations.

19 Candidate's Responsibilities

All Candidates have a responsibility to provide all information honestly and accurately. Any occurrences where the information provided is found to have breached this principle will in the first instance be referred to the Candidate for further information / response. Where the information is found to be misleading or fraudulent the Candidate's enrolment shall be terminated.

Where a Candidate considers they have not been fairly assessed, that the Statement of Attainment or testamur is incorrect or have any other area of concern / complaint, they will raise the relevant issue within 30 days of becoming aware of the concern (i.e. being informed of an assessment outcome, receipt of a SAIT document, etc.) to the SAIT Compliance Manager.

20 Candidate's Rights

All Candidates have a right to a fair and equitable assessment and that any response to that assessment will be timely and appropriate to the needs of the Candidate.

All Candidates have a right to a complaint and appeals process.

21 Where does Assessment take place?

Assessment can take place in any suitable and mutually agreed location. Often the assessment will take place in a "desk-top" environment where the written evidence provided will be checked against marking guides prepared as part of the assessment strategies. In cases where the assessment relates to a technical competency this assessment may need to take place in the work place (e.g. demonstrating competency in abseiling). Where further details are required the use of the assessment process "Professional Conversation" may be used to cross validate or seek additional information.

22 Contact Information

General enquiries in the first instance should be directed to the relevant Branch Training Administrative Support Officer – located in the relevant Branch of Scouts Australia. Further enquiries may be directed to:

SAIT Administration
Scouts Australia Institute of Training
Level 1, Scouts Australia House
8 Help Street
CHATSWOOD NSW 2067
PH: 02 9413-1133