



RECOGNITION OF PRIOR LEARNING

What is Recognition of Prior Learning (RPL)?

TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience, work or training provided at work. You may be able to have your prior learning recognised and credited against a course of study. When you apply for Recognition, you need to provide evidence from your formal or informal study, work and life experience and assess them for credit against the qualification.

During your life you may have:

- Undertaken previous TAFE courses
- Completed other training and/or workplace programs,
- Have acquired knowledge or learned skills from previous jobs you have undertaken and/or,
- Been involved in industry and community organisations where you gained new knowledge or learned new skills

What sort of evidence can I use?

To support your recognition application there are many types of evidence you can use such as:

- Certificates and transcripts from your previous course
- References
- Resume/work history
- Portfolio of work
- Practical Skills test

In this document:

- A copy of the Unit of Competence – this is what you need to be able to do.
- Elements from the Unit – how often do you do these? And what sort of evidence can you provide?
- What do you know? And what sort of evidence can you provide?
- What skills do you have? And what sort of evidence can you provide?

What to do:

Work through each part of this document and tick (✓) where you can. We can help you with this process.



Unit of Competence: Work Effectively in the Funeral Industry

SIFIND001A

Work effectively in the funeral services industry

ELEMENT		PERFORMANCE CRITERIA	
1	Develop funeral services knowledge and skills.	1.1	Identify, access and review sources of information on the funeral services industry.
		1.2	Obtain information to assist with effective work performance within the funeral services industry
		1.3	Develop and maintain knowledge of the local region and Australian funeral services industry
2	Identify and comply with workplace requirements.	2.1	Identify and comply with workplace policies and procedures, and relevant legislation
		2.2	Identify and comply with own job role and designated responsibilities.
		2.3	Prioritise and complete tasks within designated timelines according to workplace requirements.
		2.4	Monitor and review work outcomes and document where required.
		2.5	Identify opportunities for improvement and implement where appropriate according to workplace policies and procedures.
3	Work effectively with others	3.1	Develop and apply knowledge of funeral services industry protocols
		3.2	Use effective communication strategies when dealing with others in workplace
		3.3	Share personal workplace strengths with other team members and seek support from peers and supervisors to build on skills gaps within context of required work activities.

