



Australian
Institute of
Management
WESTERN AUSTRALIA



Skill Set

Enrolment Kit

V1

National Provider No: 0058

aimwa.com



Achieving a Vocational Skill Skill Set with AIM WA

An important characteristic of participants on AIM WA courses is that they are experienced practitioners in the workplace. This is why our skill sets are completed by Recognition of Prior Learning (RPL).

By building on your existing skills and knowledge, your ongoing professional development and by using examples from your day-to-day work, you can achieve your ambition to gain a nationally recognised skill set from AIM WA.

To support these ambitions, the AIM WA assessment team provides support services to help navigate the sometimes complex nature of the assessment requirements for Australian Vocational skill sets. Our team of expert assessors can guide you through the process, provide examples and ensure you gain the full recognition for your current skills and knowledge.

The focus of all learning and development at AIM WA is on performance improvement. We don't train for training sake. Our goal is to help you and your organisation to improve.

Is this skill set right for you?

While reading the contents of this enrolment kit, we recommend considering these questions to ensure that your expectations match our outcomes.

- 1 Do you have a developed level of computer skills and access to IT resources; internet and software to participate in the program?
- 2 Do you believe you fit the skill set description and have a sound level of required skills and knowledge as outlined in the "Skill set Overview" section?
- 3 Do you have the ability to work independently, and seek assistance when required?
- 4 Have you familiarised yourself with what Recognition of Prior Learning (RPL) actually is and the process required?
(please refer to our website for details)
- 5 Do you have access to a suitable environment (workplace or elsewhere) where you will be able to gather the required evidence for the skill set, including access to other people where needed?
- 6 Are you employed and have the support of your organisation/manager in order to achieve the skill set requirements?
- 7 Have you spoken with our staff about any possible barriers that you are aware of that might prevent you from being able to undertake RPL?

If you answer "No" to any of the questions above, we would prefer to speak with you before you start the enrolment process. This is to ensure that your choice and level of skill set are the right fit for you. In case it is not, we may be able to recommend an alternative.

Please contact Assessment Services on **08 9383 8080** or by email at assessments@aimwa.com for further information



Duration

You have One (1) year from enrolling onto the skill set to successfully complete the assessment requirements. Actual duration will vary for each individual and will be dependent upon your existing skills and knowledge. This means you may have the ability to complete the requirements before this time. Stay motivated!

Any knowledge gaps identified through the enrolment process will need to be discussed with our Assessment Services Team by contacting them either by phone on (08)9383 8080 or via email assessments@aimwa.com.

Certification requirements

After successful completion of the assessment requirements AIM WA will issue a Statement of Attainment for this Skill Set.

We encourage participants to complete the requirements within 6 - 12 months after receiving access to the assessment tools.



Steps to gaining a skill set

- 1** **Complete:**
 1. Self-Assessment Questionnaire
 2. Direct Manager's sign off
 3. LLN Questionnaire (Language, Literacy and Numeracy Levels)
 4. Enrolment Form - *all sections are mandatory**Email all 4 items to assessments@aimwa.com**
- 2** Once your enrolment has been processed you will receive an email with your log in details to access our online portal where you will find all of your assessment requirements.
You will be issued with an invoice on enrolment:
 - a) If your company is paying, the full amount will be invoiced
 - b) If you are paying, you will be invoiced \$1,500 on enrolment with the final invoice issued after three months
- 3** Read the Assessment Terms and Conditions and [AIM WA Assessment Terms and Conditions](#).
- 4** Collect all required evidence and submit online ensuring that you have addressed all criteria for that task. Complete one unit at a time so you can use feedback to assist with future submissions.
- 5** If required, request assistance from your Assessor. You can email them directly through the online portal.
- 6** When your assessment has been marked you will receive email notification and results can be viewed in the portal.
- 7** Upon successful completion of all the units, your skill set will be issued. You will receive a Testamur and Record of Results:
 - a) A PDF copy will be emailed to you
 - b) A hard copy can be collected from AIM WA or we can arrange postage



Instructions

1

- Complete:**
1. Self-Assessment Questionnaire
 2. Direct Manager's sign off
 3. LLN Questionnaire (Language, Literacy and Numeracy Levels)
 4. Enrolment Form - *all sections are mandatory

Email all 4 items to assessments@aimwa.com

Self-Assessment Questionnaire

This tool is designed to provide you with an overview of the evidence requirements for each unit. You need to assess how often you currently complete these tasks in order to gauge your suitability to complete this skill set.

If your results indicate that you don't often complete most of the tasks then please call our assessments team to discuss your situation and options.

Direct Managers Sign off

Your direct manager must confirm that they will provide you with the opportunity to practice your new skills, knowledge and understanding in various areas at work and, that they allow you to gather the necessary workplace evidence for the assessment.

Your manager must **sign and date** this form as well as providing their contact details.

Language, Literacy and Numeracy (LLN) Questionnaire

It is important for AIM WA to establish if any educational support needs are required in order for you to complete the skill set. If any are identified, AIM WA will endeavor to accommodate these through reasonable adjustment or referral to support services. Any adjustments must not compromise the integrity of the training, or cause unjustifiable hardship on the RTO

Enrolment Form

All sections of the Enrolment Form are mandatory so please ensure they are all filled in before sending to us. We prefer you to include two email addresses, if possible, one work and one personal (this way we can still contact you if you leave your current place of work, about any changes that could impact you).

If you are applying for a Credit Transfer for any units in the skill set, please click on the below link to download the application form:

[Application for Credit Transfer](#)

Unique Student Identifier (USI) Mandatory from 1 January 2015

Since the 1st of January 2015, all students undertaking Nationally Recognised training in Australia are required to have a Unique Student Identifier (USI). Once you have your USI, you can use it throughout your life, to keep a centralised online record of all your Nationally Recognised training. Whether you're studying at TAFE, a private training organisation, completing a certificate or diploma course, apprenticeship or skill set - you'll need a USI.

To generate a USI and gain more information about this initiative please visit usi.gov.au

Please return all paperwork to us at assessments@aimwa.com. You will receive an email notification once your enrolment has been processed as well as log in details for the online portal so you can get started.



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Once your enrolment has been processed you will receive an email with your log in details to access our online portal where you will find all of your assessment requirements.

You will be issued with an invoice on enrolment:

- a) If your company is paying, the full amount will be invoiced
- b) If you are paying, you will be invoiced \$1,500 on enrolment with the final invoice issued after three months

Upon commencing the skill set, you have two (2) years to complete all set assessment tasks. If you have not completed the assessment requirements before your deadline, please contact Assessment Services on (08) 9383 8080 or assessments@aimwa.com to discuss the options available to you and your circumstances.

Assessment Information

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Read the Assessment Terms and Conditions and [AIM WA Terms and Conditions](#).

These conditions outline your rights and responsibilities in relation to assessment submissions, results, refunds and withdrawals.

You will find the Assessment Terms and Conditions in the portal under the Student Resources tab on the home page.

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Collect all required evidence and submit online ensuring that you have addressed all criteria for that task. Complete one unit at a time so you can use feedback to assist with future submissions.

Assessments can be downloaded from the AIM WA Assessment Portal and saved onto your device. Step-by-step instructions are available in the portal under the Student Resources tab on the home page – “Online Portal Participant Instructions”.

Please note that assessment tools may change from time to time. If this happens we will notify you with instructions on the changes.

Once you are confident that you have met the assessment task requirements, submit your evidence through the AIM WA Assessment portal. All four (4) assessment components for each individual unit, must be submitted all at the same time. Your assessor will not assess your evidence until all four (4) assessment components have been submitted for marking, per unit.

5

If required, request assistance from your Assessor. You can email them directly through the online portal.

Your assessor will make contact with you within the first couple of weeks after enrolment. Take this opportunity to ask them any questions you may have about the assessment expectations and requirements.

Additional support services include:

- **Email support:** Once you have been allocated an assessor email them with any queries you might have regarding your assessments, this can be done in the assessment portal.
- **Phone support:** You can call our Assessment Services Team on (08) 9383 8080 who can assist with general queries.



6 When your assessment has been marked you will receive email notification and results can be viewed in the portal.

On submission of all assessment requirements for each unit, your assessor will have up to fifteen (15) days to mark your assessment and provide you with feedback. You will be notified of each unit result via an email notification and results can be viewed in the portal.

If Further Evidence is required

Your assessor will provide you with detailed feedback if they require you to submit further information to satisfy the rules of evidence. Unless agreed between you and the assessor, the additional evidence should be submitted within four weeks - no additional fee will be applied.

7 Upon successful completion of all the units, your skill set will be issued. You will receive a Testamur and Record of Results:

- A PDF copy will be emailed to you
- A hard copy can be collected from AIM WA or we can arrange postage

Successful completion of the skill set occurs once you have submitted the required assessment tasks for all units and they are marked as Satisfactory by your assessor. Your certification will be issued within 30 days of completion.

Your assessor will make their decision based on the following rules of evidence:

Valid

You need to ensure that you can provide evidence to show that you have the skills, knowledge and attributes to be deemed competent as described in the unit of competency.

Sufficient

You need to ensure that the quality, quantity and relevance of the evidence supplied supports the demonstration of your competency.

Authentic

You need supporting evidence to authenticate that the products and processes you are submitting are indeed your work. Third party letters or references may be requested to support your portfolio.

Current

As a rule of thumb, evidence from the last two (2) years is preferred, but we can be flexible in relation to this timeframe. This should be discussed with your assessor.

Your academic history and any qualifications that you may provide in order to demonstrate knowledge of vocational competencies, can be older than two (2) years.



Request for Extensions

Our skill sets have specified timeframes in which you need to submit your evidence. If for any reason you are unable to meet these timeframes, please contact our Assessment Services Team to discuss your options.

Please note that, except in extenuating circumstances, extensions will only be granted for up to three months to assist those who have made progress towards completion. If you have not made any progress leading up to your expiry please do not request an extension, to avoid disappointment.

Please note that in the event that the skill set has been superseded, we may not be able to grant any extensions, as we will no longer be able to deliver the old skill set. This is beyond the control of AIM WA.

Ownership and Plagiarism

It is a requirement that any submission is your own work and contains no material written by another person, except where you make reference to the author. A false declaration may lead to your withdrawal from a skill set and fees forfeited.

Credit Transfer

Should you have a Statement of Attainment or Record of Results from another nationally recognised qualification, a copy of your Statement of Attainment / Record of Results may be forwarded to the Assessment Services Team via email at assessments@aimwa.com and where possible, and within the packaging rules of the skill set, Credit Transfer may be granted (*this may incur a fee).

Appeals

If you are not satisfied with the outcome of your assessment, you have a right of appeal.

Before deciding whether to appeal an assessment decision, carefully review the reasons for the original decision.

1. Seek further clarification if you do not understand the stated reasons – ask the Assessor to explain their decision in more detail and discuss the areas they feel required more attention or more evidence
2. If you are still not satisfied after hearing the assessor's explanation, then your appeal should be made in writing to the Manager, Assessment Services – within 10 working days of receipt of the original assessment decision.

Any appeal against an assessment decision will be managed in strict confidence and according to [AIM WA policy and procedure](#).

Privacy and Confidentiality

AIM WA recognises that it is important for you to know that any information provided by you is stored securely, maintained accurately and not shared with others without your consent, other than mandatory reporting to Government Education agencies.

In line with our confidentiality contract, our qualified Assessors and AIM WA team members will not use, disclose publish or communicate to any other person any confidential information provided in the assessment submission.



Privacy Notice

Privacy Notice

Under the Data Provision Requirements 2012, AIM WA is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by AIM WA for statistical, administrative, regulatory and research purposes. AIM WA may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including Course administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>

Frequently Asked Questions

Please click on the link below:

[FAQ's](#)

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