



Recognition of Prior Learning  
Skills Express Toolkit

# COMMERCIAL COOKERY

ASSESSOR GUIDE

## USER GUIDE – SIT07

[www.rplset.com.au](http://www.rplset.com.au) for further information

Training and Education Support, Industry Skills Unit, Meadowbank

# USER GUIDE

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## RPL Skills Express Folder Installation

When downloading, follow on screen instructions or double click the **Setup.exe** to start installation of the program.



The contents are installed automatically to:

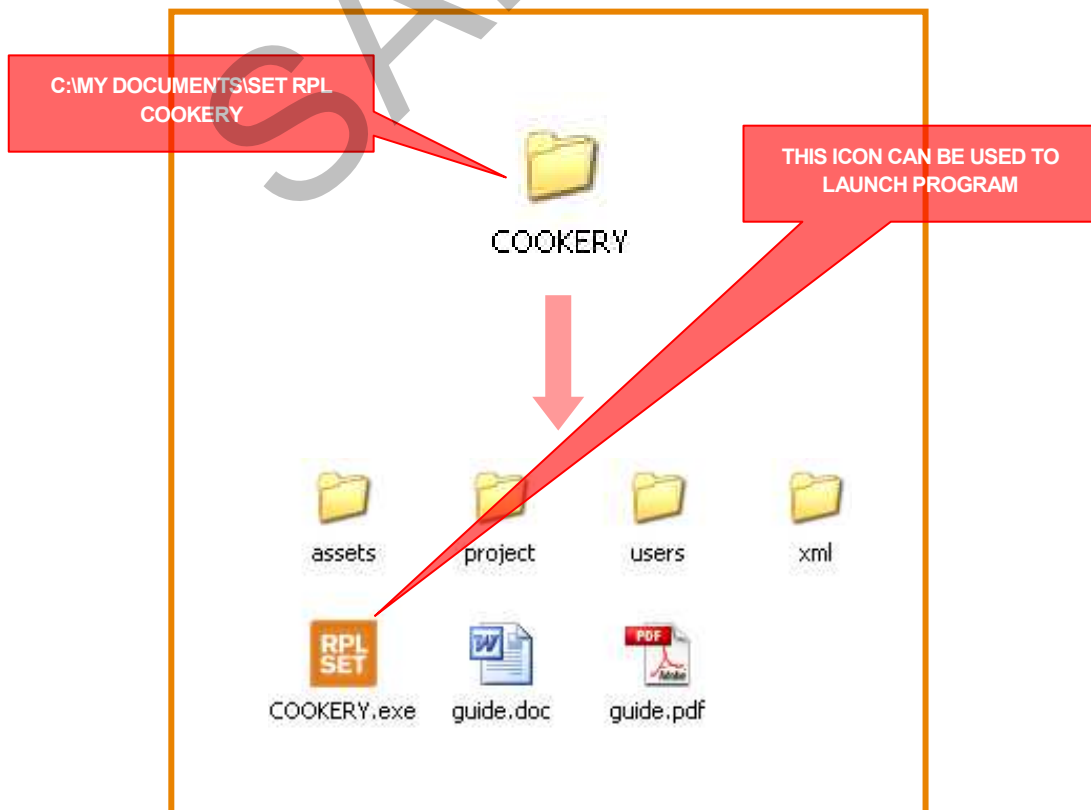
**C:\My Documents\SET RPL COOKERY** but you have the option to browse to a location of your choice.

A short-cut is placed on your desk top.



The folder should contain the folders and files as shown here.

The **'users'** folder is created once you have logged in for the first time.



## User guide

### General information

#### OVERVIEW 1

The RPL Skills Express Tool helps you to identify what skills and work experience you have already in commercial cookery, and where there are gaps in your training.

This may allow you to claim credits towards a qualification and work out what extra learning or training you need.

There are three levels you may choose. It depends whether you want to complete or gain a Certificate II, a Certificate III or a Certificate IV in Commercial Cookery.

#### PROJECTS

Each level of the tool contains a number of Projects e.g. Basic methods of cookery, Coordinate food services, Maintain clean workplace, or Receive and store stock.

1. **Projects** have Tasks, Skills and Activities that you need to complete.
2. **Tasks** cover the things you need to do to complete a Project.
3. **Skills** cover the things you need to do to complete a Task.
4. **Activities** help you to check how good your knowledge is.

#### EVIDENCE

When you complete a Project, you will be asked to show **Evidence** to support your claims.

This is needed to show to an assessor at a Registered Training Organisation (RTO). It is the assessor who must accept or not accept your claims. It is the assessor who identifies gaps in your training and helps you develop a learning path to suit your needs.

**The RPL Skills Express Tool includes a number of Evidence Templates to help you when putting your portfolio together.**

#### OVERVIEW 2

The RPL Skills Express Tool is set up to make your life easy.

Choose your level carefully and take care when you are asked whether you have a **current** qualification or not.

#### LOGGING IN

If you are a first time user of the tool, you need to set up your account with a **USER NAME, PASSWORD, FIRST NAME and FAMILY NAME**. This ensures your own work is recorded accurately each time you re-enter the tool.

#### QUALIFICATIONS

This tool is designed to recognise current qualifications. For example if you have a Certificate II in Commercial Cookery the tool automatically gives credit for this and gives a tick to the Projects, Skills and Activities at this level.

**(Remember your qualification has to be a current Australian qualification in Commercial Cookery).**

#### WORKING WITH THE TOOL

It takes time to work through all of the Projects, Tasks, Skills and Activities for your selected level.

This means you need to spread your work over days, weeks, perhaps months or whenever you have a spare moment. The tool lets you do this.

It saves your work as you go and lets you pick up where you left off the next time you enter.

**The next screens in this User Guide take you on a tour of the RPL Skills Express Tool and its features.**

# USER GUIDE

## User's folder

### Overview

#### OVERVIEW

As you work with the RPL Skills Express Tool it tracks, records and saves your results in a folder called **'users'** on the **hard drive of your computer**.

Inside the **'users'** folder is the actual digital file where a candidate's data is stored.

This file is exported and imported as a zip file



. This can be saved on a memory stick or attached to an email and provided to an assessor, together with **Username and Password**.

As a safety precaution, it is a good idea to save your work often as you progress through the Projects.

**Remember your work is saved to the hard drive of the computer you are using and can be backed up by exporting your user file to a memory stick or similar.**

Assessors are able to import the **'user.zip'** file into the program they have loaded on their computers. This allows them to view your results electronically.

Of course, you will need to take along your portfolio of paper copies of evidence to support any claims you have made.

#### PRINT OUT YOUR RESULTS

Another option you can take is to print out your results by selecting the **'Print reports'** button on the navigation bar. This is done Project by Project in two forms.

The first report is in summary form, a sort of 'bird's eye view' of your results. It shows the Skills you claim and those you do not as well as the Activities you have completed both correctly and incorrectly.

In addition it will allow you to view the Evidence you have chosen to support your claims and which you need now to put together to show an assessor.

The second report you can print out gives more details about the Competency Units from the Commercial Cookery Training Package you have covered as you worked through the various Projects.

You can view your progress at anytime simply by selecting the **'Print reports'** button.

**Note: The next screens in this User Guide take you on a tour of the RPL Skills Express Tool and its features.**

# USER GUIDE

## Getting started

Welcome screen



CLICK TO BEGIN

# USER GUIDE

## Getting started

### Welcome screen

The two screens below help you choose the right level for your Recognition of Prior Learning (RPL) needs.

If you have no qualification or your qualification is not current, select Level 1.

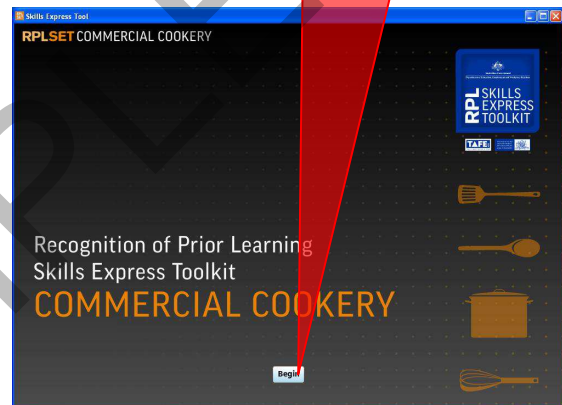
If you have a current Certificate in Commercial Cookery it is likely you will want to work at Level 2.

Level 3 is the Certificate IV level.

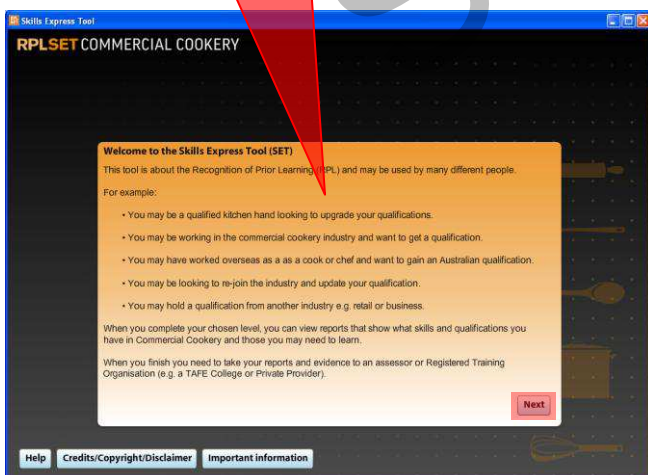
Select **Next** to continue.

Select **Help** for the **User Guide** and **Frequently Asked Questions (FAQ)**.

NAVIGATION FOR THIS SCREEN

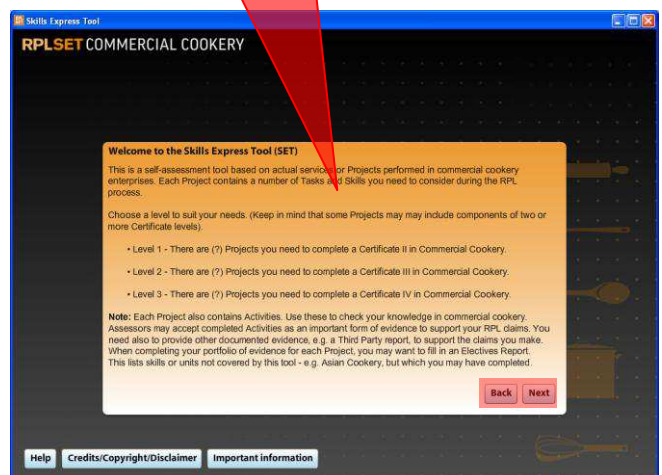


READ ON-SCREEN CONTENT



SCREEN 1

READ ON-SCREEN CONTENT



SCREEN 2



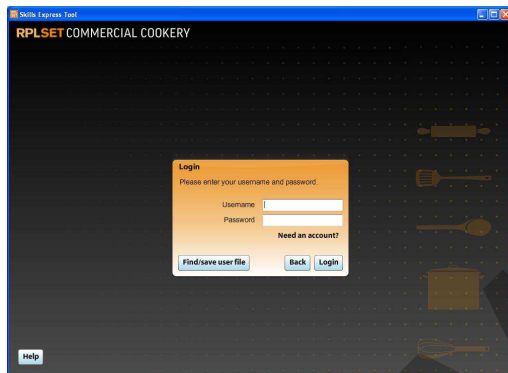
# USER GUIDE

## User login pathways (A)

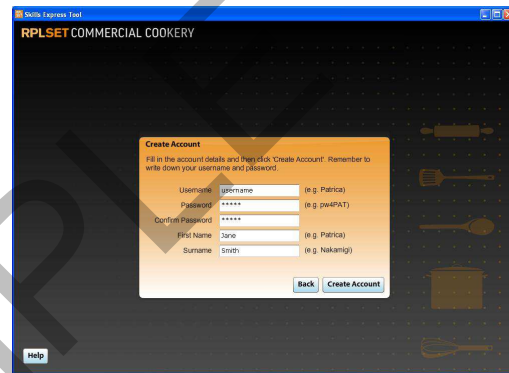
### No qualification

These **five** steps show how a User Account is created, when the user does **NOT** hold an Australian qualification in Commercial Cookery.

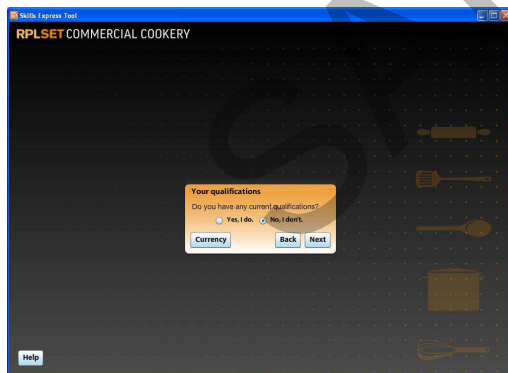
**More detailed information is provided in the next screens.**



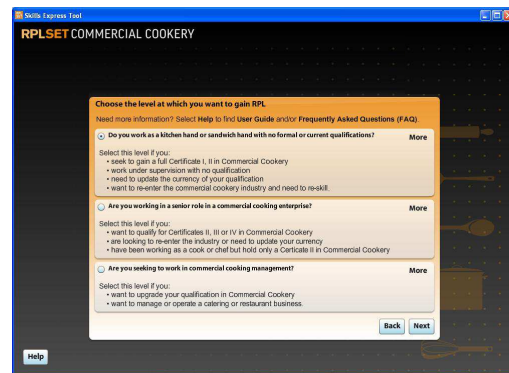
STEP 1



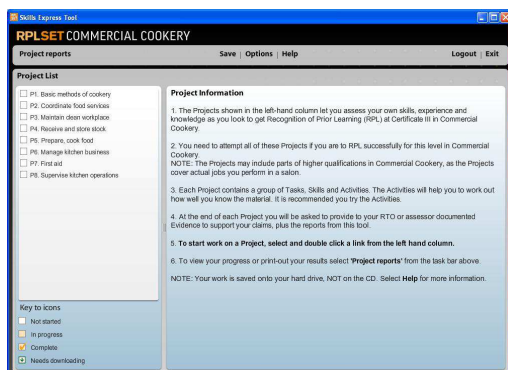
STEP 2



STEP 3



STEP 4



STEP 5



# USER GUIDE

## User login pathways

### Step 1 – No qualification

If you are a first time user, select **Need an account?**

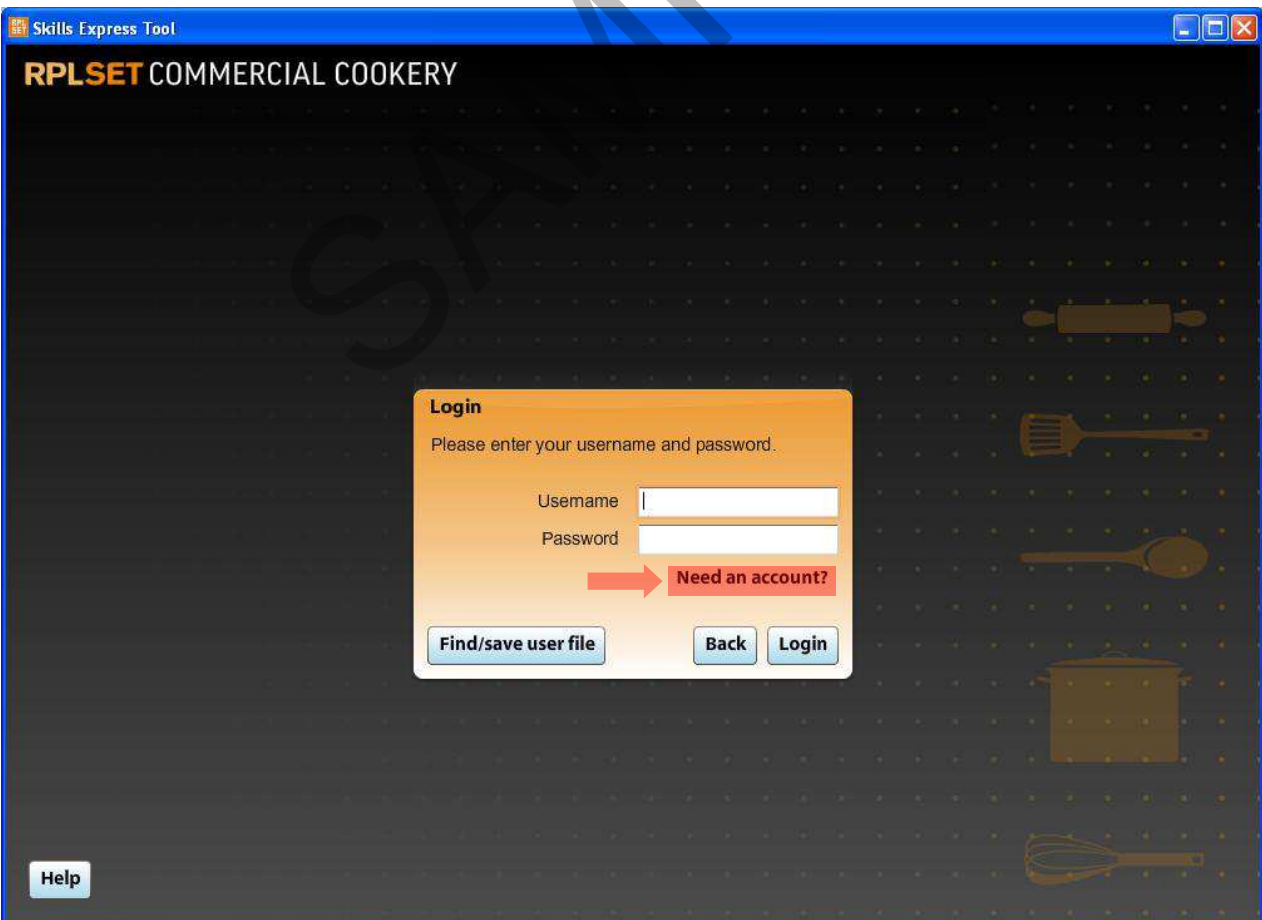
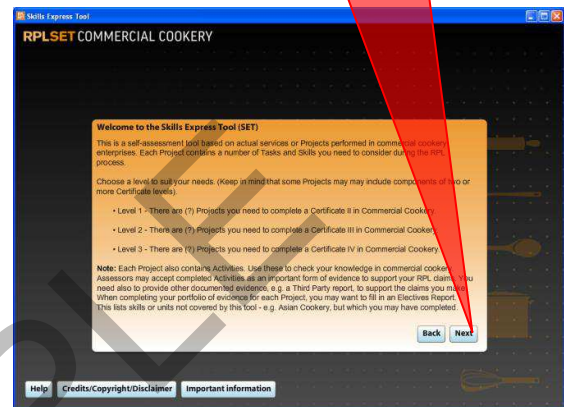
You will be asked to provide Username and Password.

It is important to remember both your **Username and Password** for the next time you login.

The RPL Skills Express Tool saves and remembers your previous work on your computer's hard drive (usually the C Drive).

This means you can come back to the tool anytime and continue your RPL work.

NAVIGATION FOR THIS SCREEN



# USER GUIDE

## User login pathways

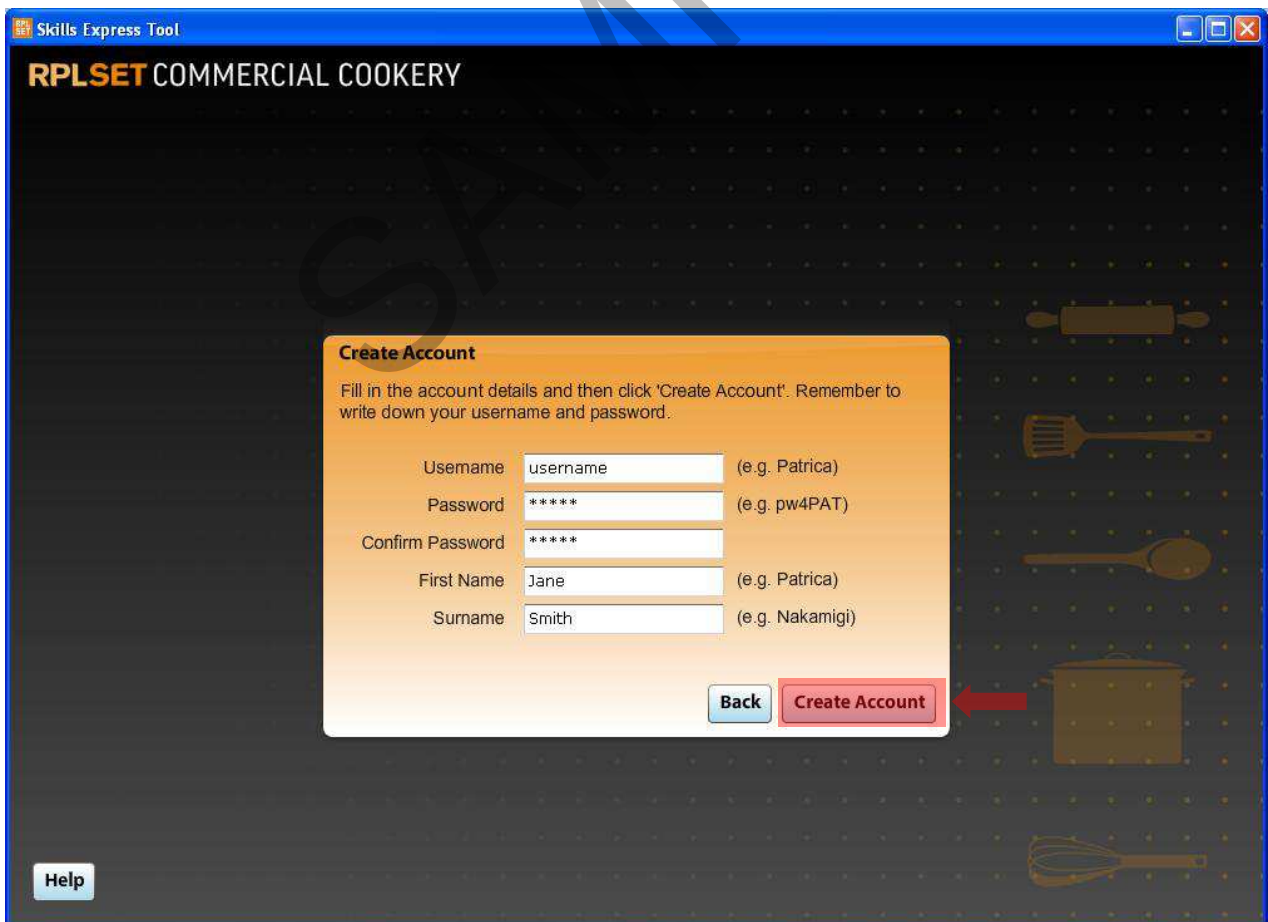
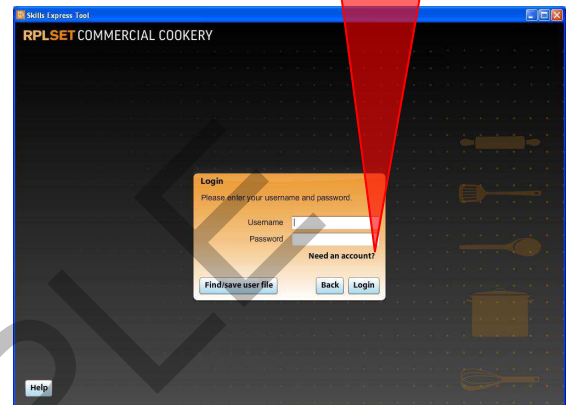
### Step 2 – No qualification

As a first time user you need to fill in the details as shown in the main panel on the right.

When you have completed filling in all sections, select **Create Account** to continue.

Remember to write down your **Username and Password**.

NAVIGATION FOR THIS SCREEN



## Copyright and Acknowledgments

### Copyright & Acknowledgements

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### Project Team

The NSW Department of Education and Training would like to acknowledge the valuable contribution of the many people who generously gave of their time and ideas and contributed to the development of these resources by direct involvement in projects, by providing information and industry perspectives and by involvement in the trialling and review of project materials.

### Disclaimer

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