Instructions
Answer all questions based on what you have done in the last three years.

1. Do you know what legislation affects your job?  
   - Yes  
   - No, but I know the rules  
   - No

2. Have you taught work-based programs? (E.g. apprentices, trainees, on-job practical students)  
   - Yes, at least several times  
   - Yes, but only once  
   - No

3. Have you taught individuals on-to-one?  
   - Yes, at least several times  
   - Yes, but only once  
   - No

4. Do you give presentations in your job?  
   - Yes, regularly  
   - Yes, seldom  
   - No

5. Do you teach equity students? (Disabled, learning disabilities, weak English, other-culture background, etc.)  
   - Yes, over a year's experience  
   - Yes, but not often  
   - No

6. Do you currently teach in a Registered Training Organization (RTO)?  
   - Yes, over a year's experience  
   - Yes, some experience  
   - No/Don't know what an RTO is

7. Have you taught endorsed or accredited VET units?  
   - Yes, at three or more levels  
   - Yes, at two levels  
   - Yes, at only one level/ Not applicable

8. Have you taught endorsed or accredited VET units at different AQF levels?  
   - Yes, three or more times  
   - Yes, twice  
   - One or none

9. How many times?  
   - Yes, three or more units  
   - Yes, two  
   - One or none

10. How many units?  
    - Three or more  
    - Two  
    - One or none

11. How many different groups of students?  
    - Yes  
    - Yes, with help  
    - No/ Not applicable

12. Did you do all the preparation yourself?  
    - Yes  
    - Yes, with help  
    - No/ Not applicable

13. Did you do the budget for the unit?  
    - Yes  
    - Yes, with help  
    - No/ Not applicable

14. Did you write/review the assessment tools?  
    - Yes  
    - Yes, with help  
    - No/ Not applicable

15. Did you assess your students?  
    - Yes  
    - Yes, with help  
    - No/ Not applicable

16. Did you do the assessment validation?  
    - Yes  
    - Yes, with help  
    - No/ Not applicable

17. Have you given an RPL assessment?  
    - Yes  
    - Yes, with help  
    - No

Answer key
- If you have mostly marked answers in the first column, consider taking the Cert IV by RPL.
- If you have mostly marked answers in the second column, you have addressed some Cert IV requirements but will probably need to do more.
- If you have mostly marked answers in the third column, you should take the full Cert IV by tuition.

End