

RPL Evidence Guide and Evidence Summary Sheet

What is an evidence guide?

An evidence guide includes the relevant Units of Competence and suggests types of evidence to guide the student in gathering and presenting the information necessary for them to demonstrate achievement of competency in a particular Unit of Competence.

The suggested evidence in the guide is based on a thorough interpretation of a Unit of Competence, in particular the aspects which need to be focused on in an assessment as per the Evidence Guide and in some cases the relationships to other units

What is evidence?

Evidence is information which, when matched against the elements and performance criteria of a Unit of Competence, provides proof of competency. Evidence can take many forms and be gathered from a number of sources. Evidence may be 'direct' or 'indirect'

Please also refer to the "Example of Evidence in the RPL Application" for a comprehensive list of possible evidence.

Direct evidence

Direct evidence is anything that is produced by the student or for which they have been primarily responsible. It is recommended that candidates provide a variety of examples of evidence that they have produced over a period of time.

Direct evidence might include:

- Correspondence the candidate has written (letters, faxes, emails)
- Diary notes
- Work programs they have completed or worked on
- Drawing/plans they have created
- Bookkeeping or other records they have maintained

Direct evidence will need to be verified by the candidate's supervisor as their own work. The assessor may phone the supervisor to check verification.

Indirect evidence

This is information about the candidate and might include:

- Certificates/statements of results completed
- Minutes of meetings that contain information that candidate has participated or performed duties
- Position description

- Performance appraisals
- Letters of appreciation from clients or work colleagues
- References from previous employers
- Workplace awards, prizes, certificates
- Witness testimony or third party reports
- Photographs/recordings of activities undertaken
- Statements from managers, supervisors, previous employers, customers and colleagues can be included in your evidence portfolio to support your claims. These are not references from previous employers but statements of information that are relevant to an element and performance criteria for the unit of competency.
- Reports from managers or supervisors who have witnessed specific activities undertaken that meet performance criteria/s.

Personal statements

Personal statements help highlight personal knowledge and understanding of a particular job/position and the actions required to carry out that role.

How to present your evidence

Create a Evidence Summary Sheet by going through the following steps:

1. Number each piece of evidence on the summary sheet.
2. Indicate which evidence covers which elements and performance criteria (evidence may cover more than one).

Present the evidence summary at the front of your evidence portfolio. Present your portfolio with dividers for each unit. Where evidence is relevant to more than one unit, ensure that it is labelled that way.

EXAMPLE 2: RPL EVIDENCE GUIDE

AMCM40104 Certificate IV in Competitive Manufacturing Unit: AC432A Analyse manual handling processes			Office Use only	
Nominal hours: 25 hours	Type of Unit: Core	Prerequisite: None	Sufficient	Further Evidence Required
Elements and Performance criteria	Suggested evidence			
1. Assess manual handling risks (Element)				
1.1	Identify manual handling hazards in work area (Performance Criteria)	Copy of a signed off Job Hazard Assessment Form (or similar workplace document) applicant has conducted or been involved with Email outlining manual handling assessment Copy of organisation's Manual Handling policy and procedure Standard Operation Procedure (SOP)		
1.2	Assess risks arising from those hazards (performance criteria)			
2. Analyse physical effort requirements of job (element)				
2.1	Determine basic manual handling requirements of job	Copy of a signed off Job Hazard Assessment Form (or similar workplace document) applicant has conducted or been involved with Standard Operation Procedure (SOP) Photograph of job and written analysis of job Manager verification that did analysis		
2.2	Determine basic manual handling requirements of job			
2.3	Analyse requirements in terms of components such as lift, move, place, hold			
2.4	Analyse items to be handled in terms such as weight, size shape or other hazards			
3. Determine time/effort components of physical effort				
3.1	Break required movement pattern down into movement components	Copy of a signed off Job Hazard Assessment Form (or similar workplace document) applicant has conducted or been involved with Manager verification		
3.2	Determine time and effort requirements for movements			
3.3	Develop alternative movement patterns			

Evidence Summary Sheet Template (Student to complete and submit with RPL application)

Student's Name

Student No.

Course code		Course name	
Nominal hours:	Type of Unit:	Core <input type="checkbox"/>	Elective <input type="checkbox"/>
Prerequisite:			

Elements and Performance criteria	EVIDENCE (please explain how it relates each of the Performance Criteria for each element)	Office	Use Only
		Sufficient	Further Evidence Required
1.			
1.1			
1.2			
1.3			

Elements and Performance criteria	EVIDENCE (please explain how it relates each of the Performance Criteria for each element)	Office	Use Only
		Sufficient	Further Evidence Required
2.			
2.1			
2.2			
2.3			

Elements and Performance criteria		EVIDENCE (please explain how it relates each of the Performance Criteria for each element)	Office	Use Only
3.			Sufficient	Further Evidence Required
3.1				
3.2				

Elements and Performance criteria		EVIDENCE (please explain how it relates each of the Performance Criteria for each element)	Office	Use Only
4.			Sufficient	Further Evidence Required
4.1				
4.2				

Elements and Performance criteria		EVIDENCE (please explain how it relates each of the Performance Criteria for each element)	Office	Use Only
5.			Sufficient	Further Evidence Required
5.1				

Elements and Performance criteria		EVIDENCE (please explain how it relates each of the Performance Criteria for each element)	Office	Use Only
6.			Sufficient	Further Evidence Required
6.1				