

Evidence Gathering for RPL: A Guide

A well-structured RPL process relies on robust and relevant evidence. This evidence should demonstrate your competency in a particular unit or qualification.

Key Types of Evidence

1. **Direct Evidence:**
 - **Observation:** Direct observation of the learner performing a task, such as a practical demonstration or a workplace simulation.
 - **Professional Judgement:** Assessment by a qualified assessor based on their knowledge and experience.
2. **Documented Evidence:**
 - **Certificates and Diplomas:** Formal qualifications from recognised institutions with relevant units that still have currency that have not been superseded.
 - **Work Experience Records:** Detailed past employment records, including job descriptions, responsibilities, and achievements. This must include attestation from supervisors and people of responsibility affirming that the work undertaken was relevant to the PC and the element in context.
 - **Portfolios:** A collection of work samples, such as reports, projects, or creative works.
 - **Written Assessments:** Essays, reports, or other written assignments demonstrating knowledge and understanding.
 - **Third-Party Evidence:** Letters of recommendation or reference from supervisors, colleagues, or clients. Observation evidence can also be third-party evidence (*see third-party evidence guide*) however this must be more than a letter saying what the learner did. It must be a comprehensive document stating what the learner did and explicitly how this meets the PC's and Elements of the unit in context as well as the status, qualifications and currency of the person providing the evidence.
3. **Self-Assessed Evidence:**
 - **Reflective Journals:** Written reflections on learning experiences, challenges, and achievements. In context with relevance to the PC's and Elements.
 - **Skills Audits:** Self-assessments of skills and knowledge.
 - **Learning Plans:** Detailed plans for future learning and development.

Tips for Gathering Evidence

- **Identify Relevant Evidence:** Clearly identify the specific competencies or units of competency you want to claim credit for.
- **Gather a Variety of Evidence:** Use a combination of direct and documented evidence to provide a comprehensive picture of your skills and knowledge.
- **Document Your Evidence:** Organise your evidence in a clear and logical manner, using a portfolio or other suitable format.
- **Verify Your Evidence:** Ensure that your evidence is accurate, authentic, and up-to-date. (currency)
- **Seek Guidance:** Consult with an RPL assessor or adviser to get advice on the types of evidence required and how to present it effectively.

Common Challenges and Solutions

- **Lack of Formal Documentation:** If you don't have formal qualifications or certificates, consider using work experience records, portfolios, or third-party evidence.
- **Outdated Skills:** Demonstrate how you have kept your skills up-to-date through ongoing learning or professional development.
- **Difficulty Articulating Skills:** Practice reflecting on your skills and knowledge, and use clear and concise language to describe your experiences.

By carefully gathering and presenting your evidence, you can increase your chances of successful RPL assessment and gain recognition for your prior learning.