

Third-Party Evidence Guide

Understanding Third-Party Evidence

Third-party evidence is any form of documentation that verifies a learner's skills and knowledge, obtained from a source other than the learner themselves. This can include:

- **Employer References:** Letters or statements from current or past employers confirming specific skills and experience.
- **Professional Certificates:** Licenses, certifications, or memberships from professional bodies.
- **Portfolios of Work:** Collections of work samples, projects, or reports that demonstrate the learner's abilities.
- **Testimonials:** Letters of recommendation from colleagues, clients, or supervisors.
- **Awards and Recognition:** Certificates, trophies, or other accolades received for outstanding performance.

1. Introduction

Purpose of the Guide: As part of your portfolio of evidence for RPL you will need to provide evidence that you have the knowledge and skills that you claim you have.

What is Third-Party Evidence: Third-party evidence refers to any form of documentation or verification that supports your claims of competency, sourced from an external party.

This evidence is crucial in RPL (Recognition of Prior Learning) assessments, where learners seek to gain formal qualifications based on their existing skills and knowledge

Benefits of Third-Party Evidence: By effectively using third-party evidence, RTOs can ensure fair and accurate RPL assessments, leading to the recognition of learners' prior learning and skills.

2. Types of Third-Party Evidence

Employer References:

- Letters or statements from current or past employers confirming specific skills and experience
- See template for reference/testimonial letter provided.

Professional Certificates:

- List accepted professional certifications and licenses.
- Licenses, certifications, or memberships from professional bodies.

Portfolios of Work:

- Collections of work samples, projects, or reports that demonstrate your abilities.
- See portfolio guide for more information.

Testimonials:

- Letters of recommendation from colleagues, clients, or supervisors.
- See template for reference/testimonial letter provided.

Awards and Recognition:

- Relevant awards or recognition awarded by peak bodies, your organisation or third parties.

3. Guidelines for Collecting Third-Party Evidence

Quality of Evidence: Evidence must be of high quality, what we mean by that is that. It must be verifiable, supported and clearly linked to the qualification being assessed.

Relevance to the Qualification: Ensure that the evidence is relevant to the specific qualification being assessed being mindful that it must be clear that what is being presented links specifically to the Performance Criteria and Element that is being assessed in context.

Authenticity of Evidence: It is not simply enough to say that you did something, for instance whilst your resume might be a good guide to your experience it is not evidence that you performed these tasks. You must provide examples and

Timeliness of Evidence: Evidence goes stale, the more recent the evidence the more relevant and valid it is.

Storage of Evidence: Please see our policy for the storage of 3rd party evidence.

4. RTO's Role in Verifying Third-Party Evidence

Verification Process: Please see verification process policy.

Contacting Third-Party Providers: We may need to contact 3rd party providers for verification of accreditation or to meet evidence criteria, by agreeing to undertake RPL you understand that we may need to divulge collected information in order to obtain this evidence.

Assessing the Sufficiency of Evidence: Third party evidence must meet the standard criteria of, Relevance, Authenticity, currency and sufficiency.

5. Learner Responsibilities

Providing Evidence: You must provide relevant authentic, current and sufficient evidence for us to assess.

Cooperating with the RTO: We expect that when we interrogate the evidence provided you will be cooperative and understanding.