

Key Guidelines for Creating Your RPL Portfolio

1. Identify Relevant Skills and Knowledge:

- **Analyse the Qualification:** Understand the specific skills and knowledge required for the qualification you're aiming for.
- **Reflect on Your Experience:** Consider your work experience, volunteer work, hobbies, and any formal training you've completed.

2. Gather Evidence:

- **Documentation:** Collect any relevant certificates, licenses, awards, or academic transcripts.
- **Work Samples:** Gather examples of your work, such as reports, presentations, or project plans.
- **Testimonials:** Obtain letters of recommendation from colleagues, supervisors, or clients.
- **Reflective Journal:** Document your learning experiences and the skills you've developed.

3. Organise Your Evidence:

- **Clear Structure:** Organise your evidence into clear sections, such as work experience, education, and skills.
- **Logical Flow:** Arrange your evidence in a logical sequence, starting with the most relevant.
- **Use a Consistent Format:** Use a consistent format for your portfolio, such as a binder or digital document.

4. Write a Reflective Statement:

- **Explain Your Evidence:** For each piece of evidence, explain how it demonstrates your skills and knowledge.
- **Link to the Qualification:** Clearly connect your evidence to the specific requirements of the qualification.
- **Highlight Your Learning:** Reflect on what you've learned from your experiences and how you've applied your skills.

5. Present Your Portfolio Professionally:

- **Clear and Concise:** Use clear and concise language.
- **Proofread Carefully:** Check for spelling and grammar errors.
- **Visual Appeal:** Use a professional layout and design.
- **Digital Format:** Consider creating a digital portfolio using platforms like Google Drive, Microsoft OneDrive, or Adobe Portfolio.

Tips for Success:

- **Be Specific:** Provide concrete examples of your skills and knowledge.
- **Quantify Your Achievements:** Use metrics to demonstrate your impact, such as increased sales or reduced costs.
- **Highlight Transferable Skills:** Show how your skills can be applied to different contexts.

- **Seek Feedback:** Ask a friend, mentor, or career advisor to review your portfolio and provide feedback.
- **Be Patient and Persistent:** The RPL process can take time, so be patient and persistent.

By following these guidelines, you can create a compelling RPL portfolio that showcases your abilities and increases your chances of success.

Work samples to include:

When compiling your RPL portfolio, the types of work samples you should include will depend on the specific qualification you're aiming for. However, here are some common examples that can be relevant across various fields:

Written Documents:

- **Reports:** Project reports, incident reports, or progress reports.
- **Proposals:** Business proposals, grant proposals, or project proposals.
- **Policies and Procedures:** Documents outlining guidelines and protocols.
- **Business Plans:** Strategic plans or marketing plans.
- **Correspondence:** Emails, letters, or memos.
- **Research Papers:** Academic or industry-specific research papers.
- **Technical Manuals:** Manuals or guides you've created.

Visual Materials:

- **Diagrams and Flowcharts:** Visual representations of processes or systems.
- **Presentations:** Slideshow presentations, infographics, or posters.
- **Photographs:** Photos of your work, projects, or completed tasks.
- **Videos:** Videos demonstrating your skills or knowledge, such as a training video or a project presentation.

Digital Work:

- **Websites:** Websites you've designed or developed.
- **Software Code:** Code snippets or entire software programs you've created.
- **Digital Art or Design:** Graphic design, digital illustrations, or other creative work.

Other Examples:

- **Certificates and Licenses:** Formal qualifications that demonstrate your skills and knowledge.
- **Awards and Recognitions:** Awards or certificates of achievement.
- **Performance Reviews:** Positive performance reviews from past employers.
- **Testimonials:** Letters of recommendation from colleagues, clients, or supervisors.
- **Reflective Journals:** Personal reflections on your learning experiences.

Remember to:

- **Select relevant work samples:** Choose examples that directly relate to the units of competency you're applying for.

- **Provide context:** Explain the context in which the work was produced, the challenges faced, and the outcomes achieved.
- **Demonstrate skills and knowledge:** Clearly articulate the skills and knowledge you applied in completing the work.
- **Organize your portfolio:** Present your evidence in a clear and logical manner, using a consistent format.
- **Proofread carefully:** Ensure that your portfolio is free of errors and easy to understand.

By carefully selecting and presenting your work samples, you can create a strong RPL portfolio that demonstrates your competence and increases your chances of successful assessment.