Guide to use the
Portfolio of Evidence Workbook for Recognition of Prior Learning
PORTFOLIO OF EVIDENCE

A Portfolio of Evidence is a collection of evidence, presented in an organised manner for assessment of your skills and knowledge through an RPL/RCC (recognised prior learning / current competencies) process.

This guide has been designed to assist you in preparation of your evidence:

Evidence

Evidence can be gathered from a variety of areas, including:

- Self-Assessment Report
- Functional Curriculum Vitae (Resume)
- Supporting Statements from supervisors and/or qualified colleagues
- Evidence of any relevant training
- Workplace observation
- Documentation
- Demonstration
- An interview with your assessor

Your assessor will discuss the compilation of your Portfolio of Evidence requirements. The Portfolio of Evidence Workbook is a collection of evidence, presented in an organised manner for assessment of your ability to show the required skills and knowledge. This guide has been designed to assist you in preparation and presentation of evidence for competency assessment and to identify areas where you may need some coaching to achieve the required competency level.

As a minimum you are required to complete the following:

- Curriculum Vitae / Resume
  Current copy of CV / Resume (that addresses as a minimum 5 years current competency, knowledge, application and practical experience in the qualification applied for)

- Critical aspects for assessment and evidence required to demonstrate competency
  The Critical aspects for assessment and evidence required to demonstrate competency page within the workbook will assist you with the type of experience in performance and knowledge that will be required to achieve the assessment conditions for competency.

- RPL Evidence
  Each unit of the accredited course has elements with criteria of what skills and knowledge is needed to perform the tasks in the workplace. You will need to provide your assessor with dot point examples of your experience for each of the required elements listed in each unit in which you wish to apply for RPL/RCC. Populate the Knowledge section with dot point examples of your experience relevant to the criteria and list workplace documentation that can show Evidence of this experience.
### Documents Reviewed

Ensure that where a document is listed as evidence then it is noted on the *Documents Reviewed* page of the workbook and included when submitting paperwork. Note the title or identification of the document then reference it to what criteria point it belongs to under the different element numbers. Then show what section of the document is to be noted as evidence.

**NB:** Where documented evidence is required please ensure that it has not categorised as confidential or likely to contravene the Privacy Act.
Final Assessment

At the completion of your workbook and/or any coaching activities, you are to present your assessor with your completed workbook and organise a final assessment. The assessment will provide you with an opportunity to expand on your workbook dot point examples and for the assessor to sight and sign-off on your workplace documentation. If needed, your assessor will sign any confidentiality or commercial-in-confidence requirements you may need.

Interview with Assessor

Your assessment interview will be a face-to-face with your assessor. The interview should take approximately 60 to 90 minutes and will normally take place at your workplace. The interview will provide an opportunity for both you and the assessor to clarify any ambiguous or unclear evidence, and for the assessor to sight and sign-off on any documentation you have to illustrate your competence.

Questions posed at the assessment interview will be individually tailored to clarify information in your supporting documentation or address gaps in your competency levels. Questions may relate directly to your experience in the workplace but may also include scenario based questions as an opportunity for you to demonstrate your skills and knowledge.

Award of qualification

Once all the steps have been completed and assessment of your evidence meets the competency requirements of the unit in full, then MGTD Pirii will award you the qualification certification by presenting you with the appropriate award documentation.

In the event that you are found ‘not yet competent’ against any of the performance criteria (and therefore, element of competency) you will be given an opportunity to resubmit further evidence for consideration. Examples of additional evidence can be discussed with your assessor and may include: further documentation, completion of a take home assignment, provision of a report from your supervisor or evidence of satisfactory completion of training. If you are not satisfied with an assessment decision, you may apply to have it reviewed in accordance with our policy on appeals. A copy of this policy is available upon request.

Company policies concerning assessment which may be of interest to you and which you will have received are:

- Assessment Policy
- Complaints and Appeals Policy
- Fees and Refund Policy
- Financial Management Policy
- Issuing of Qualifications Policy
- Privacy Policy
- Recognition of Prior Learning Policy
Competency Assessment Process

1. Workbook
2. Complete Self Assessment
3. Have sufficient experience for RPL?

   Yes
   - Populate Workbook with Dot Point examples of experience
   - Refer to Evidence Guide for examples of required documents as evidence
   - Complete Document Reviewed to Workplace Documents

   No
   - Populate Workbook with agreed Coaching Activities
   - Complete Coaching Activities
   - Complete Document Reviewed to Workplace Documents

4. Have Executive Director sign Third Party Verification
5. Contact your Assessor to arrange Assessment Interview
6. Present your completed Workbook for Final Assessment