



Nurses Around The Clock Pty. Ltd.

ABN: 69 103 857 012

RTO 90973

RECOGNITION OF PRIOR LEARNING EVIDENCE CHECKLIST

Recognition of Prior Learning is a process whereby a person's skills and knowledge acquired through formal/informal training, work experience and life experience may be used to grant recognition of competencies currently held.

As part of the RPL process you will be required to provide evidence to verify your knowledge, skills and experience. In order to grant recognition of prior learning/current competency our assessor must be confident that you are currently competent against the endorsed industry competency standards.

The evidence you provide must meet the following Rules of Evidence.

Evidence must be: -

1. Valid – evidence must satisfy the competency standards for the relevant unit
2. Sufficient – you must provide enough evidence to demonstrate competency
3. Authentic – you must verify that the evidence provided is your own
4. Current – the evidence must prove recent competency (within the past 2 years)

Use the following checklist when gathering evidence for your Portfolio. The tick boxes will help you in ensuring you provide quality evidence to assist the assessor in making an accurate judgment of competency.

Evidence	Valid	Sufficient	Authentic	Current
Certificates or Statements of Attainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace training/education documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other educational awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer references or testimonials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of validation from employer/client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verified job descriptions/duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Samples of work completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On the job assessment reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace performance reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statements of community involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statutory Declaration confirming competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>