



**Academy Of Training**

## RPL PORTFOLIO SUBMISSION

CANDIDATE NAME: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

### Don't forget to also Attach:

- ☐ Completed - AOT Enrolment Form
- ☐ Completed - Section 2 Application For RPL/RCC Form
- ☐ Completed - A1 Self-Assessment Form

**MAKE SURE YOU KEEP A COPY OF YOUR SUBMISSION**

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## Table of Contents

Candidate Self-evaluation: Instructions for attaching documents.....	2
RPL Portfolio Cover Sheet 1 Candidates Resume.....	5
RPL Portfolio Cover Sheet 2 Candidates Certificates and Statements .....	6
RPL Portfolio Cover Sheet 3 Candidates Referees.....	7
RPL Portfolio Cover Sheet 4 Candidates Work Samples.....	8
OTHER DOCUMENTS .....	9

### Candidate Self-evaluation: Instructions for attaching documents

#### Candidates should read the following instructions

You may decide to attach documents that show you can do any of the workplace tasks you have self-evaluated.

Documents you might attach include any of the following.

- Photos relevant to work activities, video diaries
- Reflective journals, diaries, workplace task or job sheets, logbooks
- Early childhood education and care workplace documents (with permission and all names deleted)
- References or letters from families or other clients, past employers, supervisors (with permission and all names deleted)
- Workplace documents you have contributed to or written
- Brief Resume or CV, position descriptions
- Workplace training or professional development records
- Membership of professional associations, networks or clubs
- Records of hobbies or special skills and activities outside work
- Workplace, industry or other awards.

However, don't be put off if you don't have these documents. Your assessor will help you to identify any other documentary evidence during the next steps of your RPL assessment process.

Please list any documents you attach to your *Candidate Self-evaluation Tools* on the following table.

#### Remember that:

- you don't have to find documents for every workplace task—only where you can easily find these, as suggested by your assessor
- 'documents' can include anything that supports your claim for RPL—such as paper documents, photos, videos, electronic files
- one document can be evidence for more than one workplace task
- make sure each document you added a number for in the *Self-evaluation Tool* is also listed in the following table, and attached
- you can add extra pages to the document list if you need to
- remove all confidential or sensitive information from any workplace documents you attach, to ensure privacy and confidentiality
- if you think it will help the assessor to know the document is your work, you might get your workplace supervisor or other suitable person to write this on the document and sign it.

Please sign the declaration at the end of this form to verify that the information you have provided is true and correct.

**Remember to make (and keep) a copy of your self-evaluation tools and all documents before giving them to the assessor.**

# PORTFOLIO EVIDENCE LIST SAMPLE

## List of Attached Documents

- ☒ Completed - AOT Enrolment Form
- ☒ Completed - Section 2 Application For RPL/RCC Form
- ☒ Completed - A1 Self-Assessment Form

If you are including documents in your application, please provide a brief description below

Document number	Document title or brief description (e.g. type of document, purpose, date, author) e.g. 'Letter from parent of toddler leaving the service, thanking me for my work in supporting him during his time there, June 2018 (names erased).'	Evidence to support claim for Unit or Units of Competencies	Is it attached?	
1	Resume	ALL Units	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2	Certificate/s And Statement/s	ALL Units	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Referee - Letter for Company XYZ	BSBFIM501A	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4	Referee - Third Party Report	BSBFIM501A	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5	Workplace Representative Form	BSBFIM501A	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6	Work Sample - Completed Report	BSBFIM501A	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7	Work Sample - Policy and procedures	BSBMGT502B	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Attach additional sheet if required

**Candidate's declaration: The information I have provided is accurate and truthful; and (unless stated) the attached documents are my own work.** (Sign to indicate you agree with the declaration, and have your signature witnessed by your workplace representative.)

Candidate's name	Joe Bloggs	Witness's name/title	Jane Smith
Candidate's signature	<i>Joe Bloggs</i>	Witness's signature	<i>Jane Smith</i>
Date	01/06/2018	Date	01/06/2018

### List of Attached Documents

☐ Completed - AOT Enrolment Form

☐ Completed - Section 2 Application For RPL/RCC Form

☐ Completed - A1 Self-Assessment Form

If you are including documents in your application, please provide a brief description below

[illegible]

**Attach additional sheet if required**

**Candidate's declaration: The information I have provided is accurate and truthful; and (unless stated) the attached documents are my own work.** (Sign to indicate you agree with the declaration, and have your signature witnessed by your workplace representative.)

<b>Candidate's name</b>		<b>Witness's name/title</b>	
<b>Candidate's signature</b>		<b>Witness's signature</b>	
<b>Date</b>		<b>Date</b>	

**RPL Portfolio Cover Sheet 1  
Candidates Resume**

A detailed Resume (Curriculum Vitae) from Candidate, which identifies all Applicant work experience and qualifications. Note: The detailed Resume must be signed off by the Candidate and one valid industry Reference

**Instructions:**

1. Attach your most recent resume (Curriculum Vitae) to this booklet
2. Each page of the resume must be signed by:
  - a) The Candidate *AND*
  - b) The Third Party Referee

**Candidate's Comments**


**RPL Portfolio Cover Sheet 2**  
**Candidates Certificates and Statements**

**Print this page and**  
**Submit the Documents Attached to AOT**

Certified copies of all qualifications and transcripts as identified. (All copies of qualifications and transcripts must be signed by a JP or original certificates need to be sighted by the AOT Assessor)

- May include
- certificates/results of assessment – interstate/overseas
  - certificates/results of assessment – universities
  - vocational certificates
  - statement of attainments
  - academic transcripts

**Instructions:**

1. Attach any material that may support your application
- 2. Copies should be certified and in English.**
3. Do not attach original documents that you might want back later. Documents cannot be returned as the documents are kept for audit purposes. AOT will not be responsible for any losses of original documents. It is your responsibility to hand our Assessors and AOT, copies only of your documents. We do not send your work or any of your documents back as we have to file these for audit purposes.

**Candidate's Comments**


AOT will attempt a maximum of three (3) times to contact your referees. If **any** referee is not contactable then your application will be deemed unsuccessful.

**Instructions:**

1. Attach your referee testimonials to this booklet

**2. These letters should be one of validation not recommendation.**

3. Two (2) Industry Reference Testimonials from two (2) separate referees (current or past) which identify all job functions and work experience in a detailed and clear manner.

4. The reference testimonials should be written on the official stationery of the company or organisation with which the referee is associated.

5. The content of the workplace reference should include a description of duties (Job functions, responsibilities, or other activities which are an integral component in the knowledge and experience to be considered).

6. The content of the letter should indicate the relevance and relationship of the knowledge and experience, for example what, when, for how long and where the employee (applicant) worked (trained).

**INDUSTRY REFEREES (RELEVANT TO WORK SITUATION) CONTACT DETAILS**

**Referee 1**

Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

**Referee 2**

Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

**RPL Portfolio Cover Sheet 4**  
**Candidates Work Samples**

**Print this page and**  
**Submit the Documents Attached to AOT**

May include

- position descriptions
- details of in house courses, workshops, seminars, orientation or induction sessions
- any licences
- indentures/trade papers
- tickets held eg forklift, crane, etc
- photographs of work undertaken
- diaries/task sheets/job sheets/log books
- site training records
- site competencies held record

**Candidate's Comments**




## OTHER DOCUMENTS

May include

- membership of relevant professional associations
- hobbies/interests/special skills outside work
- industry awards
- any other documentation that may demonstrate industry experience

## Candidate's Comments
