



(UOC code and name)

This RPL tool has been specifically designed to assist you demonstrate your current competency in the above unit of competency from the **xxxxxxxxxx** Training Package:

Using this tool as a guide, you are required to gather and record evidence against each element and performance criteria that you believe demonstrates your competence in this unit.

Please note: A minimum of two pieces of evidence is required for each performance criteria.

List the evidence provided under “Supporting Evidence Tendered” for each performance criteria.

Please make sure you use appropriate identification on each piece of evidence, including the performance criteria number, so that the assessor can quickly and easily identify them. Most people find it helpful to number/code each piece of evidence and cross-reference them to the relevant performance criteria throughout this document.

(Please Note: Pieces of evidence that are not identified as supporting a performance criteria will not be assessed.)



MANAGER ENDORSEMENT OF SUPPORTING EVIDENCE FOR RPL

(UOC code and name)

Your employer, workplace supervisor or an industry expert (who you have recently worked with) must complete this page in support of your RPL application.

Your Details

Name: _____

Student Number: _____

Manager/Supervisors /Industry Experts Details:

Manager/Supervisors
/Industry Experts Name: _____

Address: _____

Years working in current
position: _____

Relationship to Candidate
(eg Manager) _____

Phone: _____

Fax: _____

Email: _____

Declaration: I hereby declare that I have seen (worked with) the Candidate perform in the area of competence, as covered by this Unit of competence.
I believe that the candidate performs to the appropriate industry standard as outlined in this competency.
I acknowledge that all evidence offered by the Candidate is their own work.

Signature _____

Date: _____

Please be aware that as the Candidates manager/ supervisor or the Industry expert you may be contacted by the assessor to confirm or elaborate on areas of the candidate's competence.



CANDIDATE TO COMPLETE:

Unit of competency

Description

This unit covers

This is a **Core/ Elective** Unit

Please make a supporting statement referring to your experience, skills and knowledge relating to this unit of competency.

Empty box for supporting statement.

Please list any courses you have completed or qualifications you have obtained, relative to this unit of competency.

Empty box for listing courses and qualifications.

Skills Recognition Self Checklist

Have you attached copies of relevant qualifications or certificates you have achieved (for courses undertaken) relative to this unit?	<input type="checkbox"/>
Have you attached copies of all relevant evidence?	<input type="checkbox"/>
Have you referenced /coded all pieces of evidence?	<input type="checkbox"/>
Please ensure you keep a copy of this application	<input type="checkbox"/>

Please forward your application to :

Rhonda Stacy
Director The RTO
(Address)

Empty box for forwarding application.



Unit of competency	
Description	This unit covers
	This is a Core/ Elective Unit

Element	1
<i>Put a brief description in here that says layman's terms what the element is about</i>	

Performance Criteria

1.1 xxxxxx.

Evidence which may assist to demonstrate your competency:

	Item
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

List of Supporting Evidence Tendered:

	Item	Code
•		
•		
•		
•		

You will also need to prepare answers to the following questions for your interview:

a. Add underpinning knowledge questions in here.

b. .

c. .

d. .

Performance Criteria

1.2 xxxxxx

Evidence which may assist to demonstrate your competency:

	Item
--	------



Element	1
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

List of Supporting Evidence Tendered:

	Item	Code
•		
•		
•		
•		

You will also need to prepare answers to the following questions for your interview:

e. Add underpinning knowledge questions in here.

f. .

g. .

Assessor Use only :

Please indicate if evidence met the following requirements:

<input type="checkbox"/> Valid	<input type="checkbox"/> Current	<input type="checkbox"/> Sufficient/Consistent	<input type="checkbox"/> Authentic
<input type="checkbox"/> Task skills	<input type="checkbox"/> Task Management	<input type="checkbox"/> Contingency Management	<input type="checkbox"/> Job/role environment

Further Evidence Required:

Element	2 xxxxx

Performance Criteria

2.1 xxxxxx.

Evidence which may assist to demonstrate your competency:

	Item



Element	2	xxxxx
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

List of Supporting Evidence Tendered:

	Item	Code
•		
•		
•		
•		

You will also need to prepare answers to the following questions for your interview:

h. Add underpinning knowledge questions in here.

i.

j.

.

Assessor Use only :

Please indicate if evidence met the following requirements:

<input type="checkbox"/> Valid	<input type="checkbox"/> Current	<input type="checkbox"/> Sufficient/Consistent	<input type="checkbox"/> Authentic
<input type="checkbox"/> Task skills	<input type="checkbox"/> Task Management	<input type="checkbox"/> Contingency Management	<input type="checkbox"/> Job/role environment

Further Evidence Required:

Please attach your evidence after this point.