



# RPL PORTFOLIO CHECKLIST

<b>Things to check before submitting your completed RPL Portfolio</b>	✓
I have completed the nominated courses(s): Core Units Elective units	
All evidence is numbered and recorded in the Summary of Evidence sheet for EACH unit of competency	
My evidence statements include specific dates and timeframes (to show evidence is current, ie from the last 12 months)	
My evidence statements are titled (e.g., Description of the Element they refer to) and conclude with the statement <i>"This is a true and accurate record ....."</i>	
My evidence statements are dated and signed by my supervisor and myself	
My evidence statements are originals and presented on original letterhead	
The Elements and Performance Criteria is noted within the evidence statements and written as: 1; 1.1; 2; 2.1	
Other supporting evidence (e.g., photos, certificates, meeting minutes and agendas, third party reports) that I have provided are photocopies	
Other supporting evidence (that has been photocopied) is noted as 'sighted' and initialled and dated by your Supervisor	
I have removed references to students and staff members' names in all my other supporting evidence – in line with the Privacy Policy	
Each unit of competency must include: 1. Completed summary of evidence for each unit using the evidence matrix 2. Evidence statement (numbered) 3. Other supporting evidence (numbered) 4. All evidence and performance criteria are covered	
I have a Cover Sheet, including name, contact details, current role and staff ID (if applicable), previous work history, previous training and relevant qualifications	
<b>I have photocopied my complete recognition portfolio for my own records</b>	

**Please include this checklist with your portfolio and return to:**

**The School Administration Manager, The School of Volunteer Management  
Lvl 2, 228 Pitt St Sydney NSW 2000**