

A simple guide to start saving the right documents before you apply for Recognition of Prior Learning (RPL). Evidence may differ depending on the type of qualification you are after.

Use this as a reminder to start collecting similar documents now. You don't need every item on this list. The goal is to save a few clear examples that show what you do day-to-day. Use this document to track your achievements, milestones and evidence as your career progresses.

**Rule of thumb:** Aim for 2–3 strong examples for each area that matches your day-to-day responsibilities within 5 years of currency. Clear and relevant beats perfect and endless.

**Privacy reminder:** Remove or blur sensitive client data before sharing

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## 1. Proof of your role and experience

Evidence examples

- Resume / CV (or LinkedIn profile export)
  - Position description / employment contract / organisational chart
  - Recent performance review, appraisal, or KPI snapshot
  - Previous qualifications, tickets, short courses, USI Transcripts
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## 2. Work you've produced (often the strongest evidence)

Evidence examples

- Emails you've sent that show responsibilities, decisions, or problem-solving
- Reports you've written (weekly/monthly updates, outcomes, incident reports, audits)
- Project documents (plans, timelines, trackers, handover notes)
- Meeting agendas/minutes/action items (especially where you led or presented)
- Presentations or training materials you created or delivered

### **3. Systems, processes, and “how things get done”**

Evidence examples

- Policies / procedures / SOPs you created, improved, or follow
  - Checklists, forms, templates, workflows you use (or built)
  - Continuous improvement notes (improvement plan, change log, communications)
  - Quality/compliance documentation (reviews, checks, corrective actions)
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### **4. Team, leadership, and communication (if relevant)**

Evidence examples

- Team plans, rostering, delegation notes, workflow planning
  - Coaching/training notes, onboarding documents
  - Stakeholder communication examples (clients, suppliers, internal teams)
  - Handling issues examples (complaints, escalations, resolutions, follow-ups)
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### **5. Safety and risk (if relevant)**

Evidence examples

- Risk assessments, SWMS/JSA, hazard reports
  - Incident reports and follow-ups / corrective actions
  - Safety meeting notes, safety communications
  - WHS plans, audits, safety checklists
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### **6. Third-party support (helps fill gaps)**

Evidence examples

- Supervisor/manager verification letter confirming duties and time in role
- Signed statement confirming responsibilities or key tasks
- Client feedback/testimonials (where appropriate)