

PORTFOLIO OF EVIDENCE FOR EXPERIENCE - FORM

# Applicant Details

[Insert text here]

[Insert text here]

First Name: Family/Surname:

[Insert text here]

[Insert text here]

Student ID: SCU Course:

*Are you applying for Recognition of Prior Learning (RPL) and credit award into more than one unit? If yes, go to the end of the form now, insert a page break and copy and paste pages 2 – 4 only, as often as required.*

# Checklist:

I have:

Carefully read the:

* RPL Guide for my course (if applicable); and
* The [Portfolio of Evidence for Experience - Guidelines](https://www.scu.edu.au/media/scueduau/study-at-scu/pathways-to-scu/main-reports/Portfolio-of-Evidence-for-Experience---Guidelines.pdf) PDF available at [How to apply](https://www.scu.edu.au/study-at-scu/how-to-apply/credit-for-recognition-of-prior-learning/recognition-of-prior-learning/apply-for-credit/); **PLUS**

Prior learning gained through years of experience, professional standing or performance that remains current; **PLUS**

Verified my statements about my current knowledge, skills and experience with the signature and contact details of a qualified supervisor/trainer; **PLUS**

Listed a range of [supporting documents](https://www.scu.edu.au/supportingdocuments) as Appendicies to support my application:

|  |
| --- |
| [Insert text here, for example:  Appendix A – Resume/Curriculum Vitae <insert company name>  Appendix B – Position Description <insert company name>  Appendix C – Performance Review <insert company name>  Appendix D – Clinical/Service Hours Records <insert company name>  Appendix E – Work Samples <insert company name>]  *Please amend by adding or removing documents to suit your circumstance*; **PLUS** |

Signed the declaration below and will upload this form and the supporting documents with my application for admission or [Advanced Standing](https://www.scu.edu.au/study-at-scu/how-to-apply/credit-for-recognition-of-prior-learning/recognition-of-prior-learning/apply-for-credit/) at least one month before commencement for coursework units or four months before field placement/internship units; **PLUS**

I declare that the statements in this portfolio and the evidence are genuine and factual.

# Image result for sign & Date hereApplicant Declaration:

# / /

Applicant Signature Date

# Unit Content (topics)

Go to your [SCU course](https://www.scu.edu.au/study-at-scu/course-search/) webpage. Scroll down to the **Schedule of Units** to copy and paste the **unit code**, **title, content** (topics) and **learning outcomes** in the spaces provided.

|  |  |
| --- | --- |
| **Unit Code:** | **Unit Title:** |
| [Insert text here] | [Insert text here] |

**Unit Content** (topics)**:**

|  |
| --- |
| [Insert text here] |

# Unit Learning Outcome Achievement

**How do you fulfil the unit learning outcomes related to the above topics?**

Write statements using sentences and paragraphs that include performance verbs to describe your level of knowledge, understanding and skills.

Incorporate:

* examples of learning experiences that demonstrate the knowledge, understanding and capabilities you hold, including the ways currency of knowledge and skills have been maintained; PLUS
* reflections on what you learnt, what worked well, what you might do differently next time and your future learning priorities; PLUS
* [in-text citations and a reference list](https://www.scu.edu.au/library/study/referencing-guides/) to acknowledge the works of others.

*Provide 400 words (+ or – 10%) per learning outcome unless your course RPL Guide (if applicable) states otherwise.*

Copy and paste **LEARNING OUTCOME 1** here**:**

|  |
| --- |
| [Insert text here] |

**LEARNING OUTCOME 1** statement addressing what you know, understand and can do:

|  |
| --- |
| [Insert text here] |

Copy and paste **LEARNING OUTCOME 2** here**:**

|  |
| --- |
| [Insert text here] |

**LEARNING OUTCOME 2** statement addressing what you know, understand and can do:

|  |
| --- |
| [Insert text here] |

Copy and paste **LEARNING OUTCOME 3** here**:**

|  |
| --- |
| [Insert text here] |

**LEARNING OUTCOME 3** statement addressing what you know, understand and can do:

|  |
| --- |
| [Insert text here] |

Copy and paste **LEARNING OUTCOME 4** here**:**

|  |
| --- |
| [Insert text here] |

**LEARNING OUTCOME 4** statement addressing what you know, understand and can do:

|  |
| --- |
| [Insert text here] |

Copy and paste **LEARNING OUTCOME 5** here**:**

|  |
| --- |
| [Insert text here] |

**LEARNING OUTCOME 5** statement addressing what you know, understand and can do:

|  |
| --- |
| [Insert text here] |

*Verify your statements and evidence through the signature of at least one (1) qualified supervisor/trainer. Check your course RPL Guide (if applicable). It will indicate if more than one signature is required.*

# 1st VERIFICATION BY SUPERVISOR/TRAINER

To my knowledge, the statements in this portfolio and the evidence are genuine and factual.



/ /

Supervisor/Trainer Signature Date

[Insert text here]

[Insert text here]

[Insert text here]

Position Organisation Relationship to the applicant

[Insert text here]

[Insert text here]

Email Phone

# 2nd VERIFICATION BY SUPERVISOR/TRAINER/OTHER (if applicable)

To my knowledge, the statements in this portfolio and the evidence are genuine and factual.



/ /

Supervisor/Trainer Signature Date

[Insert text here]

[Insert text here]

[Insert text here]

Position Organisation Relationship to the applicant

[Insert text here]

[Insert text here]

Email Phone

*If applying for credit for more than one unit, insert a page break and copy and paste pages 2 – 4 below as often as required.*