



# Recognition of Prior Learning

## Evidence

# EVIDENCE GUIDE

Recognition of Prior Learning (RPL) is an assessment process Connect Skills Institute uses to assess and recognise your prior learning and experience. When claiming RPL, you are essentially requesting formal recognition of the knowledge and expertise you have earned through various formal and informal learning experiences of your previous and current work, self-study, accredited courses, volunteering, and other relevant activities for self-improvement.

The evidence you will provide is essential for our assessment process, as it fulfills the requirements to support your claim and validate the skills, knowledge, and experiences you have acquired. Moreover, it assists us in evaluating your capabilities linked to the units of competency in your enrolled course.

## RPL EVIDENCE MUST BE....

### VALID

The assessor is assured that the learner has the skills, knowledge, and attributes as described in the module or unit of competency and associated assessment requirements.

### SUFFICIENT

The assessor is assured that the quality, quantity, and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

### AUTHENTIC

The assessor is assured that the evidence presented for assessment is the learner's work.

### CURRENT

The assessor is assured that the assessment evidence demonstrates current competency. This required the assessment evidence to be from the present or the very recent past.

TYPE OF EVIDENCE	USE/STRENGTH	COMMENT
<b>What to collect first</b>	<ol style="list-style-type: none"> <li>1) Business card</li> <li>2) Resume</li> <li>3) CPD certificates – Continuing Professional Development undertaken.</li> <li>4) Employment agreement or job descriptions</li> <li>5) Statement of attainments, USI transcripts, or certificates of previous training, education</li> <li>6) Screenshot of details from your state or territory public register</li> <li>7) Samples of your work relating to Real Estate</li> <li>8) Newsletters you subscribe to</li> </ol>	Focus on collecting these pieces of evidence first, as it will strengthen your overall RPL claim.
<b>DIRECT EVIDENCE</b>		
<b>Vocational statement of attainments or certificates &amp; USI Transcript's</b>	These documents are a great way to display the education competencies you have achieved.	This evidence allows Connect Skills Institute to map this evidence against your RPL claim.
<b>University degree's</b>	University degrees differ from Vocational Education Training (VET) qualifications. However, providing these copies of your degree. It allows you to display your skills and knowledge through your degree that may relate to subjects such as property, finance, marketing, communication, legislation, and more.	Measuring certificate or diploma-level qualifications against university degrees can often make it difficult. It does demonstrate what has influenced your decisions in business life through the education you have received.
<b>Industry Awards</b>	Great piece of evidence as awards are typically granted by recognised authorities in the field. When you receive an award, it serves as an external validation of your work, skills, and achievements.	Providing this supporting evidence also adds credibility to your claim.
<b>Samples of your work relating to Real Estate</b>	<p>These examples can show your experience and background as they are use as valuable supporting evidence.</p> <ul style="list-style-type: none"> <li>- Auction</li> <li>- Advertising of property</li> <li>- Client and customer testimonials</li> <li>- Client agreements</li> <li>- Commission statement</li> <li>- Contract - signed.</li> </ul>	These documents show practical experience, skills, and expertise. And demonstrates your ability to apply in real-world scenarios

	<ul style="list-style-type: none"> <li>- Diary notes</li> <li>- Employment contracts</li> <li>- Key performance indicators</li> <li>- Key performance reviews</li> <li>- Independently generated statistics about you</li> <li>- Inspection reports, analysis</li> <li>- Listing kits</li> <li>- Maintenance schedules</li> <li>- Negotiation with the client</li> <li>- Open house records</li> <li>- Private Treaty</li> <li>- Proposals</li> <li>- Routine inspections</li> <li>- Sale contracts</li> <li>- Tender – commercial or residential</li> <li>- Tribunal cases</li> <li>- Written authorities</li> </ul>	
<b>Marketing Information</b>	<p>These examples can show your experience and background as they are valuable as supporting evidence.</p> <ul style="list-style-type: none"> <li>- Business card</li> <li>- Social media</li> <li>- Photos</li> <li>- Videos (no links to videos can be provided; you must download the video to a device and then upload it to the student portal)</li> <li>- Listings in window display of agency</li> <li>- Flyers</li> <li>- Marketing plan</li> <li>- Client reviews such as Rate my agent or reviews on your RealEstate.com agent profile.</li> <li>- Personal profile on your agency's website</li> <li>- Any other examples of marketing</li> </ul>	<p>Providing copies of marketing materials can build credibility and is a way you can show us the types of properties you have been involved with, whether you managed or sold the property. Your marketing document samples should feature your face and name and write on the evidence your involvement in producing or using that evidence.</p>
<b>INDIRECT EVIDENCE</b>		
<b>Resume or CV</b>	<p>Resumes or CVs are statements made by you should list:</p> <ul style="list-style-type: none"> <li>- List your education and qualifications</li> <li>- Summarise your skills, achievements &amp; competencies.</li> <li>- Providing a history of your experience helps us understand your professional background, both within and outside the real estate industry.</li> </ul>	<p>You may be asked to provide evidence that supports the information stated on your resume and support your claims using other relevant documents.</p>

<b>Reference, testimonial or letters from employers or supervisors</b>	These documents are supportive of your claim as they validate your achievements, performance, and professional progress.	It is important that the reference is unbiased, free from any current influence over the individual, and solely focuses on factual outcomes and achievements.
<b>Minutes of office meetings</b>	Meeting minutes is a written documentation of participation in meetings related to your professional environment.	Evidence needs to be about meetings you participated in, as it demonstrates your involvement and engagement throughout the meeting.
<b>Quality system documents</b>	These show that you understand and can relate to: <ul style="list-style-type: none"> <li>- Client files</li> <li>- Checklists</li> <li>- Policy documents developed and produced.</li> <li>- Operates a trust account via software.</li> <li>- Business and financial plans</li> </ul>	Samples need to be your work, as it demonstrates your experience with working within a structured and regulated environment. And you are familiar with established processes, procedures, and compliance requirements.
<b>Self-auditing reports &amp; documents</b>	These show that you understand and can relate to: <ul style="list-style-type: none"> <li>- Trust accounts</li> </ul>	Audit reports support your claim by demonstrating your expertise in evaluating processes, systems, and compliance standards in Real Estate or related fields. Moreover, these reports effectively highlight problem-solving, analytic, and risk management skills.
<b>SUPPLEMENTARY EVIDENCE</b>		
<b>Results, statement of attendance, certificates.</b>	These documents are often useful to show industry currency of skills, knowledge, and professional development. <ul style="list-style-type: none"> <li>- In house courses</li> <li>- Workshops</li> <li>- Conference's</li> <li>- Short courses</li> <li>- Non-accredited training</li> <li>- Continuous Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>- The results of in-house or non-accredited training indicates successful completion of a test or assessment.</li> <li>- Statement of attendance proves presence but unfortunately does not demonstrate learning during the session.</li> </ul>
<b>Diaries. Task sheets, job sheets or logbooks</b>	Shows continuous industry activity and validates other evidence	Repetitively accomplishing a task provides great evidence as it demonstrates consistent experience.
<b>Overseas certificate or results of assessment</b>	Overseas certificates or results of assessments will differ from Australian Quality Training Framework (AQTF) qualifications. However, providing these copies of your degree. It allows you to display your skills and knowledge through	This evidence is supplementary and is part of your overall portfolio of evidence for RPL assessment. It can often make it difficult to measure overseas certificates against Australian certificates. To ensure its relevance, it is essential to accurately measure the content, quality, and



	your degree that may relate to subjects such as property, finance, marketing, communication, legislation, and more.	information against Australian Quality Training Framework (AQTF) qualification requirements.
<b>Any other documentation that may demonstrate industry experience, hobbies, or interest.</b>	It is advised to submit any relevant evidence you hold, regardless of its similarity to other provided examples.	This supplementary evidence is to help us understand who you are and your experience.

END OF DOCUMENT