

RPL Accepted Evidence

Evidence - REQUIRED	Examples
Resume/Curriculum Vitae	Your resume must include the following compulsory information: <ul style="list-style-type: none"> • Career Objective • Career profile (key strengths) • Professional experience – this includes all relevant professional • Industry work, job title, responsibilities, key achievements. • Education and professional development – any previous qualifications (nationally recognised training as well as internal training courses, professional memberships, subscriptions.
Job Descriptions	You can also submit relevant job descriptions to support your application. The job descriptions must be on company letterhead and include the information below as a minimum. Any additional information will also be assessed. Please ensure the following details are included (as a minimum) on company letterhead: <ul style="list-style-type: none"> • Job title • Primary objectives of the job role • Specific roles and responsibilities of the job role • Specific accountabilities
Proof of current employment	You must submit proof of employment. This includes Taxation Group Certificates and Statements of Service on official company letterhead, we will also consider bank statements showing regular wage payments for periods of employment and payslips over the periods of employment.

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Third-Party Report	You give this section to people who can act as your referees to confirm your skills and experience in this qualification/occupation. The referees may fill out the appropriate form and return it to you or to your assessor to confirm your judgement. Your assessor may be able to complete this part of the evidence gathering in person while at the workplace. Please note Evolution Hospitality Institute may contact your third party to ensure confirm the authenticity of the evidence provided.
Written references	All written references must be on official company letterhead
Certificates and previous qualifications	All copies of qualifications, trade certificates and statements of attainment must be certified to confirm the authenticity
Work Samples	This may include photographs, reports and written material that shows evidence of previous work you have completed
Other	Collect any other evidence to support your RPL application <ul style="list-style-type: none"> • Any licenses • Indentures/trade papers • Tickets held e.g., forklift, crane, etc. • Diaries/task sheets/job sheets/logbooks • Site training records • Site competencies held the record • Membership of relevant professional associations • Industry awards • Any other documentation that may demonstrate industry experience