

What supporting information will we provide to assist in the process?

Your ICM educator is always available to answer questions about your RPL application. Additional information we might provide includes:

- Recognition pathway documents
- Suggested evidence
- National competency standards

When making your application, make sure everything has been signed off by your workplace supervisor to show us that it is authentic.

How should you present your portfolio?

It is very important that you make an effort to present your portfolio in a manner that facilitates easy assessment. Portfolios that are simply stapled together and sent to us with no supporting documents or material are often returned to the student for completion.

Faxed portfolios are not acceptable as the print is often distorted and rendered unreadable in transmission.

It is hoped in the future that we will be able to implement ePortfolio software that will make it even easier for you to present your material electronically.

The following is a guide of how you might like to present your evidence:

Get a ring binder or lever-arch folder. Use dividers or any other method you like to separate the information in your folder into this order.

- 1. Make a cover page with your name, ICM number, address, workplace and qualification**
- 2. Put a copy of your job description in first**
- 3. Next insert a copy of your current CV/résumé to cover the work & training history**
- 4. Put your completed Recognition Pathway in next**
- 5. Insert and number all of your Workplace Checklists/Observations, ensuring that they are signed off by your supervisor**
- 6. Insert and number any certificates from previous training you have completed – make sure your name is on them and they are signed and dated. If you have transcripts of the course then add these to each certificate**
- 7. Insert and number any supporting evidence that you have collected in a logical order**

That should give you a pretty impressive folder of evidence to submit!

Work through the Recognition Pathway document. This requires the following details:

- Your details
- Your work history (only fill this in if you are not supplying a current CV)
- Your training history – fill in the details of the certificates and supporting evidence you are supplying along with the reference numbers you added to each item

- Complete the “I can...” statements for each unit you would like recognition for. You do not need to write something on each line but do identify which piece of evidence you think supports your knowledge in that unit
- Fill in the final Applicant Declaration page to confirm that your evidence is original and authentic

Once you have assembled your portfolio, put the whole thing in a padded envelope and send it to the ICM office:

PO Box 71 | LAMBTON | NSW 2299

Remember to keep copies of everything you send if you can as parcels sometimes get lost in the post and if we have no evidence then we cannot assess your competence!