

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

**PORTFOLIO (RPL)**

Collect as much documentation as possible to demonstrate your competency.  
Electronic presentation of evidence is preferred. \*These documents will be retained by the college.

**Label and arrange your documents in the following order :**

No	Document	Provided	3 <sup>rd</sup> Party Confirmation
1	*Two general third party confirmation documents		
2	*Resume		
3	*Qualifications OHS related		
4	Two Job Safety Analysis you have completed		
5	Two OHS Toolbox Meetings you have delivered		
6	Two Safety Meeting Minutes showing your participation		
7	Two Safety Inspections you have conducted		
8	Two Completed a Hazard Identifications		
9	Two Hazard reports you have submitted and/or acted on		
10	Two Completed Risk Assessments		
11	Implementation of a Hazard Control		
12	Two Incident/Accident investigations you have participated in		
13	OHS Data Sources consulted		
14	OHS Legislation sourced		
15	Two Examples of Safety Issues you have resolved		
16	Safety Audits you have taken part in		
17	Safety reports you have prepared		
18	Safety Inductions you have conducted		
19	Two Safety Communication documents you have prepared		
20	Emergency Evacuation documents you have prepared/or participated in		
21	Two Presentations you have prepared, delivered and reviewed.		
22	Safety Plans you have implemented		
23	Safety System Reviews you have participated in		
24	All Related Safety Courses you have attended		
25	Any other safety related activity or experience		

**Note:** All documents need to demonstrate your direct involvement and be verified by a third person.

**Declaration:** I declare that the information contained in this RPL application is true and correct and that all documents are genuine and my own work.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_