**ReadMe file: List of all files associated with the  
*RPL Assessment Toolkit for CHC30113 Certificate III in Early Childhood Education and Care***

This document provides the filenames of all the relevant documents that make up and support the *RPL Assessment Toolkit for CHC30113 Certificate III in Early Childhood Education and Care* (the ‘RPL Toolkit’).

1. **Key components:** The following key components of the *RPL Toolkit* are listed in **Table 1** below. These are:

* **Assessor Guide**
* **Candidate Guide**
* **Workplace Guide**
* **Forms and Templates**
* **Unit Mapping**

To retain file integrity, the pdf files should be used for the *Assessor Guide*, *Candidate Guide* and *Workplace Guide* documents if they are to be printed or provided electronically to candidates. The Word files are provided in case assessors or RTOs wish to customise the *RPL Toolkit* resources (noting that badging *RPL Toolkit* components with the logo of a registered training organisation or other entity is **not** permitted).

1. **Individual forms and templates (e.g. assessment tools):** All the assessment tools and other files in the *Forms and Templates* resource have also been saved as individual Word files. This has been done to help assessors who wish to save and use any individual forms or templates (rather than having to go to the complete *Forms and Templates* resource). The individual filenames of the documents are in **Table 2**.
2. **Supporting documents:** Other documents that support the *RPL Toolkit* are listed in **Table 3**. These include files with diagrams such as one showing the *RPL Toolkit* components with summary text, which could be useful in identifying how relevant components are used.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. RPL TOOLKIT KEY COMPONENT | | FILENAME | | FORMAT |
| Assessor Guide | CHC30113\_Assessor\_Aug | | pdf and Word | |
| Candidate Guide | CHC30113\_Candidate\_Aug13 | | pdf and Word | |
| Workplace Guide | CHC30113\_Workplace\_Aug13 | | pdf and Word | |
| Forms and Templates | CHC30113\_Forms\_Aug13 | | pdf and Word | |
| Unit Mapping | CHC30113\_Mapping\_Aug13 | | pdf and Word | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. INDIVIDUAL FORMS AND TEMPLATES | | FILENAME | FORMAT | |
| Candidate Information Form | CHC30113CandInfoForm | | | Word |
| RPL Assessment Plan Template | CHC30113RPLAssessmtPlan | | | Word |
| Workplace Representative Form | CHC30113WorkplaceRepForm | | | Word |
| Third Party Report Template | CHC30113ThirdPartyReport | | | Word |
| RPL Assessment Outcomes Form | CHC30113RPLAssessOutcomes | | | Word |
| Candidate Self-evaluation Tools | CHC30113CandSelfEvalTools | | | Word |
| Competency Conversation Recording Tools | CHC30113CompConvRecTool | | | Word |
| Workplace Assessment Tasks: Instructions for the Candidate | CHC30113CandWkplaceTasks | | | Word |
| Workplace Assessment Tasks: Observation Tools | CHC30113WkplaceObsTool | | | Word |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3. SUPPORTING DOCUMENTS | | | | |
| TITLE/USE | **FILENAME** | | **FORMAT** | |
| This ‘ReadMe’ document—giving all filenames | | ReadMe\_CHC30113 | | pdf and Word |
| A table with a summary of all the forms and templates in the *RPL Toolkit*, describing how they are used | | SummaryForms&Templates13 | | pdf and Word |
| What’s in the *Assessor Guide* of the *RPL Toolkit…? (A one-page summary of the Assessor Guide contents.)* | | CHC30113AssessGdeSummary | | pdf and Word |
| What’s in each component of the *RPL Toolkit…?  (A one-page summary of the key components.)* | | CHC30113ToolkitOverview | | pdf and Word |
| What’s in the *Candidate Guide* and *Workplace Guide* of the *RPL Toolkit…?  (A one-page summary of the Guides)* | | CHC30113Cand&WorkplceSum | | pdf and Word |