

## 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).

2. **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](#).

3. **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
<a href="#">Assessor Guide</a>	CHC30113_Assessor_Aug	pdf and Word
<a href="#">Candidate Guide</a>	CHC30113_Candidate_Aug13	pdf and Word
<a href="#">Workplace Guide</a>	CHC30113_Workplace_Aug13	pdf and Word
<a href="#">Forms and Templates</a>	CHC30113_Forms_Aug13	pdf and Word
<a href="#">Unit Mapping</a>	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 <i>RPL Toolkit</i> , describing how they are used	SummaryForms&Templates13	pdf and Word
<b>What's in the <a href="#">Assessor Guide</a> of the <i>RPL Toolkit</i>...?</b> (A one-page summary of the Assessor Guide contents.)	CHC30113AssessGdeSummary	pdf and Word
<b>What's in each component of the <i>RPL Toolkit</i>...?</b> (A one-page summary of the key components.)	CHC30113ToolkitOverview	pdf and Word
<b>What's in the <a href="#">Candidate Guide</a> and <a href="#">Workplace Guide</a> of the <i>RPL Toolkit</i>...?</b> (A one-page summary of the Guides)	CHC30113Cand&WorkplceSum	pdf and Word