How to construct an evidence log

An evidence log should allow a candidate to collect evidence, keep track of their progress, and support claims of their competence made to prospective employers. It should bring together the work history records during the training period, evidence of validation of competence in the workplace, any additional evidence which the candidate produces within the workplace context.

It should do it in such a way that there is no need for one log for evidence offered before training and another for evidence developed during the training period. That is, the evidence log should accommodate record of recognition of prior knowledge. In this way it becomes unnecessary for the candidate to identify training or experience for which credit was given, separately. All evidence pertaining to the award sought is in one place.

From experience with many trainee logbooks, the most helpful part of the evidence log is the table of contents. The table of contents in the attached sample was simply made using the tools in the word processing package.

It should be simple to construct an evidence log from the competency standards in the training package once the enterprise has made its selection of the competencies which are appropriate for the candidate. Clustering of the competencies according to the section of the qualification they represent ensures that no competencies will be missed.
Let's describe the evidence log process for a candidate

1. develop a title page for the log which is distinctive and engenders pride in the record on the part of the candidate, identifies it as his/her own (the assessor may have to keep track of dozens of candidates and no one wants to record results inaccurately in the wrong log)
2. write notes for the guidance of the candidate and assessor to be included in the log
3. develop log pages for all the competencies from which the enterprise can choose for the qualification to be sought
4. develop a record of work placements
5. develop a record page for candidate, assessor and RTO to all identify the readiness of the candidate for the award of the credential
6. identify whether you want additional pages for the candidate to record the results of directed observations, or additional activities they believe support their claim to competence (especially where competencies need to be assessed ‘consistently’)
7. interview employer and identify the competencies chosen for this candidate
8. from the pages available, choose the ones appropriate for this candidate
9. assemble an evidence log for that candidate
10. discuss with the candidate those competencies for which RPL is appropriate
11. instruct them how to provide evidence of competence in the log, both for recognition of prior learning and as training and readiness occur.
How to use evidence log

Learner log books

Logbooks should support individual responsibility for the collection of evidence of competence within the workplace. Within this program are a variety of tools which might be incorporated in the log book. The choice of tools will reflect the types of learning and assessment activities chosen by the registered training organisation in conjunction with the employer.

In addition to tools for the collection of evidence, the logbook should allow the candidate’s name to be recorded, the date of assessment or validation of evidence, and some summative statement of readiness for awarding of the credential. Because candidates might move from employer to employer, or need to move from place to place during the period over which the evidence is collected, some record of employers and the periods of employment should also be included. This employment record, in conjunction with the evidence of competence, allows individuals to demonstrate to prospective employers, the nature of their work skills in specific areas of the industry.
Here is the sort of record that a trainee will keep of the different employers where they work during the traineeship, and which will be found in the evidence log:

*Employment record during the collection of evidence*

<table>
<thead>
<tr>
<th>Employer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Date of commencement:</td>
</tr>
<tr>
<td>Date of completion:</td>
</tr>
<tr>
<td>Nature of the work undertaken:</td>
</tr>
</tbody>
</table>
Here are the sort of instructions which might be included in an evidence log for a certificate II or III in Community Services for (aged care) or (disability work)

**How to use this log book**

**Instructions to assessor, supervisor and participant.**

This logbook allows you to record the progress which the participant in the Certificate II in Community Services (Aged Care Work) *(or whatever is the credential the candidate is undertaking)* is making toward the competencies required for the awarding of that credential.

For ease, the book is sorted into core and elective competencies. Using this pattern, additional pages for the electives chosen by the employer can be included. Within the evidence log for each competency there is space for the provider of training to indicate when training was provided. There is also space for the assessor to sign that competence has been demonstrated and for the trainee to sign to indicate that he/she understands that his/her competence has been validated.
This is what it looks like:

<table>
<thead>
<tr>
<th>Assessor:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date of training:</td>
<td>Date of assessment:</td>
</tr>
</tbody>
</table>

Beneath it there is a space for comments which looks like this:

Comments

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________  

This space allows the assessor to identify any special information about your performance. *For example:* you might have such a gift for establishing rapport with a client or resident that it makes it easy for you to handle the most difficult and uncommunicative of residents. It would be reasonable that mention is made of that here.

Because your evidence log is returned to you once the credential is awarded, it is a good thing to keep and use it in future job applications as attesting to your competence, but also to your special gifts in this area of work.

With each competency standard are a number of workplace observation record pages, for the use of the candidate to provide additional evidence, or to record those directed observations identified by the training provider as appropriate to the collection of evidence of competence.
Here are the sort of instructions about assessment which the evidence log might contain:

**About Assessment**

Assessors will negotiate with participants and their employers to visit the workplace when the participant and their employer are agreed that the participant is ready for assessment and the activity of the workplace allows assessment to be comfortably undertaken.

Assessment in the workplace may take the form of:

- observation of the participant undertaking routine work
- observation of the participant undertaking a simulated exercise
- observation of the work ‘product’ of the participant (stock, clean surfaces etc)
- discussion with others who work with the participant and observe work that is not always observable by the assessor
- discussion of guided workplace observations

Any difficulties encountered in the assessment process, either in preparation for the assessment, conduct of the assessment, making a record of the outcomes or in the giving and receiving of feedback on the outcomes of the assessment should be discussed by the parties involved. If help is needed the training provider should be contacted immediately.
Then there are instructions to the candidate for assessment (or trainee) about what to do with the evidence log during their period of training. They will read something like this:

**Care of the log book**

This is the only copy of the logbook and it should be cared for as a record of your development of competence. It should be regularly returned to the training provider so that your electronic record of training can be updated to reflect your progress.

Following credentialling it will be returned to you to allow you to use it to further support your credential in seeking employment or promotion.

**At the completion of training**

At the completion of the training the final page of the log should be completed by a representative of the training provider, employer and by the individual seeking credentialling (the trainee).
The evidence log should be returned to the trainee with the credential as awarded.

Here is a sample of what the final log page might look like:

### Affirmation of readiness for award of certificate following completion of the Certificate II in Community Services (aged care):

Candidate:

Signature: Date:

### Validation of readiness for award of certificate following completion of the Certificate II in Community Services (aged care):

Workplace Supervisor:

Signature: Date:
Validation of readiness for award of certificate following completion of the Certificate II in Community Services (aged care):

Representative of training organisation:

Signature: Date:

Certificate Number:

Awarded: