

## Tick the evidence that you can provide as part of your application

### Mandatory Evidence

#### Must be provided

- Resume
- Position Description
- Proof of employment and shifts undertaken (minimum 36 shifts undertaken – SITHIND004)

### Really Helpful Information

#### Please provide if you have access to the following:

- Performance appraisal including:
  - o Comments of support you have provided, how you fill your duty statement, following plans and keeping supervisors informed

*Please provide as much of the following as possible.*

#### Workplace documentation

- Diversity training or seminar certificate, promotional diversity documents
- Start and end of shift/ handover documents
- Incident records relating to threats or serious conflict situations
- Budget forecasts and financial reports
- Conflict management agency involvement or support mechanisms
- Performance evaluations of staff
- Staff training/coaching/mentoring documents completed or created
- Operational plan and plan reviews
- Hazard/risk identification forms
- WHS awareness signs created

#### Minutes of Meetings with inclusions of

- Teamwork activities
- Industry information/announcements
- Workplace health and safety
- Performance evaluations
- Diversity in the workplace

#### Written communications including Emails, Letters, Forms or Other

- Newsletters/bulletins depicting diversity
- Feedback regarding:
  - o cooperation/communication/leadership
  - o positive customer service
  - o coaching, mentoring or training
  - o performance evaluations
- Complaint and resolution documentation
- Correspondence addressing workplace problems/issues/conflicts

**Please send your evidence through to your Educator or [info@collegeaustralia.edu.au](mailto:info@collegeaustralia.edu.au)**

**TIP:** Compile your evidence into a folder and convert the folder into a .zip package prior to sending through.  
*If you're unsure how to do this, please see:*

**Windows:** <https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5>

**Mac:** <https://www.macrumors.com/how-to/zip-a-file-on-mac/>

**Note:** If your folder still over exceeds the email file size limit, contact your educator for further options on how to provide your evidence.