

Credential top tips

We asked some of our credential holders for their top tips to help candidates who are starting a credential.

How to start

Know your subject matter. Spend time thinking about the evidence for your submission—this will make the writing process run smoothly.

– *Jemma*

Be focused! Break it down into each assessment criteria first and write some dot points and examples about how you've met each one.

Just start! Grab anything you think might help become evidence and start filing it into a folder for each criterion. Remember you can use the same piece of evidence for more than one thing.

Quality over quantity. Once you've worked out how you meet the criteria and collected some evidence, review each piece and only choose a couple—you don't need hundreds of documents, just a few key ones. This will help you to connect each piece of evidence to your testimony.

Bounce your ideas off someone you trust. Review your submission with your manager or a peer and talk through how you meet the criteria and your evidence. The feedback will help to clarify your testimony.

– *Michelle*

Spend a decent amount of time planning your submission. Map out the evidence you will use, and what you need to explain about each one to best prove your capability—this will save time once you start writing.

– *Lisa*

Do an initial basic skills audit (available for free in the [Becoming Career Smart](#) MOOC).

– *Nick*

Demonstrating the criteria

When you first read the criteria, allow yourself a couple of days to consider the evidence you might use. It is difficult to recall every piece of work you've ever worked on, and I found I would have light-bulb moments after a day or two when I would remember a piece of evidence that was a great fit for my submission.

– *Dominique*

Stay focused on addressing the specific criteria or you will write too much and be stuck trying to cut it down, which is time consuming.

– *Kate*

Analyse the criteria in detail.

Reflect on the projects you have worked on, and ask yourself, 'What project did I work on in that I could use for criterion x?'

– *Nick*

Writing the reflective testimony and collecting evidence

When you submit a document that you have written or developed, you can get it verified by the third-party reference, if you have to prove it is your own work.

– *Angela*

Limit your evidence portfolio to four or six pieces—your portfolio doesn't tell your story, it supports it.

When writing your testimony, put the criteria in clear view. I wrote it on a piece of paper and stuck it to my laptop! This made it easy to check that I was answering the criteria and assigning the evidence to the right sections.

– *Jon*

Choose evidence that builds a story for your testimonial—it's easier to show the depth of your capability through storytelling.

– *Kate*





Go through the criteria and think about some solid examples of work that you can use as evidence.

Use these examples to start writing your 'Reflection' (or 'story').

Remember—your examples can be anything but they should be verifiable, so briefly explain the context and proof for each example.

Number your evidence sequentially so that it's easy for the assessor to read.

It's fun! You will feel a sense of accomplishment once the written reflection is done.

– *Prasan*

If all of your evidence relates to one work experience or project, consider writing your testimony as a narrative. I found this easier than addressing the testimony to each criterion, which might cause double-ups or repetition.

– *Lisa*

Be thorough in your testimony—address the criteria and dimensions for the credential.

– *Nick*

Completing the video testimony

Don't over think the video testimony. Review your testimony and answer the questions as if you are talking to a co-worker.

– *Jemma*

You will be able to use the video testimony to provide clarification on your reflection and further demonstrate your skills in the relevant credential.

– *Prasan*

For your video testimony—review and have your testimony and evidence readily available, so that you can refer to them if you get stuck on a question.

– *Nick*

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