

Name of Student

RECOGNITION OF PRIOR LEARNING DOCUMENTS CHECKLIST

INCOMING DOCUMENTS - SUPERIOR TRAINING CENTRE FORM DOCUMENTS (TO BE FILLED OUT BY CANDIDATE)	Checked by SALES	Checked by ADMIN
RPL Application Form		
Self-Assessment Questionnaire		
Employment History Form		
2x Referee Testimonials <ul style="list-style-type: none"> ➤ Signed off by a licenced supervisor with name, licence number and mobile number. ➤ Could be your employer or someone the applicant has done jobs for. ➤ Must have worked for a period of 12 months 		
OUTCOMING DOCUMENTS - CANDIDATE DOCUMENTS (TO BE PROVIDED)	Checked by TRAINER	Checked by ADMIN
100 Points of ID (Passport, Driver Licence, Utility Bill etc)		
Portfolio A portfolio is a collection of assembled evidence that proves that you already have the skills and knowledge in the units or course for which you are seeking RPL. This should include the following information: <ul style="list-style-type: none"> ➤ Job description ➤ Performance Management report or annual reviews ➤ Minutes of meetings attended or conducted. ➤ Work examples that may include reports, articles, or samples of work. ➤ Job cards, rosters, shift records, operational plans ➤ Publications ➤ Email or memo communication with clients or colleagues 		
Updated resume reflecting your work in the industry		
Media Media files such as images, video or audio, which demonstrates communication, customer service or work skills.		
Letters and references Letters of validation from your employers, clients, community groups or people you have worked with. A reference letter should include: <ul style="list-style-type: none"> ➤ Company logo, contact details (Address and phone number) ➤ Name of the employee, signature and licence number ➤ How long she/he been working for the company, in which capacity and what industry related activities has the person undertaken (this can be done by any admin in the company the applicant worked) ➤ Detailing the scope of electrical work 		
Training Records, Certificates or course transcripts – Certificates, Diplomas, Degrees, Statement of results, Courses completed at work, Skills Assessments. Translation is required if they are in another language.		
Testimonials, Awards and prizes (If any)		

Name of Administration Staff and Assessor who fill this document