



Recognition of Prior Learning - Pre-Assessment Interview Checklist

This documentation will assist South Metropolitan TAFE in advising you of the most appropriate qualification for you, should you decide to go ahead with an RPL Application. When you have completed the below and obtained your supporting evidence required please email it to rpl@smtafe.wa.edu.au.

The application will then be reviewed, and you will be contacted to attend an RPL Pre-Assessment Interview. There is a \$100 non-refundable fee payable at the time of the interview and once completed an RPL Assessor will process your application form and work with you on your evidence requirements. Please note that at the time of your interview all original documentation will be required to be sighted by the RPL Assessor.

RPL applications are valid for a period of 6 months only.

PERSONAL INFORMATION			
Title:		Last Name:	
Given Names:		Date of Birth:	
Home Phone:	Mobile Phone:	Work Phone:	
Email:			
Address:			
Suburb:		State:	Postcode:
Residency Status: Australian citizen / Permanent resident / Non-resident			
What qualification or industry area are you wanting to RPL in:			

RPL APPLICANT CHECKLIST			
TYPES OF EVIDENCE REQUIRED	Can I provide?		
	Yes	No	N/A
1. An up-to-date resume that includes:			
• my current and previous jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the roles and duties I undertook for each job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• my qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• my professional development/learning experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• names and contact details of two past employers who can verify my claims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Copies of my qualifications (full academic record required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Copies of my licenses (such as trade, forklift, whitecard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Letters from past employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A job description form for my current job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Job descriptions form/s from my past jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Other evidence (please list):			

Applicant Signature: _____ **Date:** _____