

Recognition of Prior Learning (RPL) Application Form



Personal details and contact information					
First name		Last Name		Date of birth	
Postal address				Postcode	
Email address					
Home phone:		Mobile phone:		Work phone:	
Are you a permanent resident of Australia?			<input type="radio"/> Yes <input type="radio"/> No		

Qualification Selection (Please advise the area in which you are seeking RPL)			
Qualification code e.g. CPC30213			
Qualification name e.g. Cert III in Carpentry			
Have you studied with TAFE Queensland before?	<input type="radio"/> Yes <input type="radio"/> No	Student number:	

Employment Details			
How many years experience have you had working within this industry?			
Are you currently employed in the area you are seeking recognition?	<input type="radio"/> Yes <input type="radio"/> No		
If yes, what is your current role?			
Employer name			
Employer postal address		Postcode	

I certify that the information provided is true and correct

Please submit this form to: EastCoast.RPL@tafe.qld.edu.au

Tips and hints to help you prepare for the recognition process

Being prepared can save you lots of time and trouble. Here are some tips and hints to prepare you for the recognition process.

- * Be prepared to talk about your current **job role**, **responsibilities** and **work history**
- * Obtain your **position description** and any **performance appraisals** from the last two years
- * Consider the possibilities for **workplace contact**. Think about **who** can confirm your skill level
- * Gather **other documents** demonstrating your skills such as letters from employers, **records of training** within and outside of your organisation or acknowledgements from employers and/or clients

Please refer to tafeeastcoast.edu.au for further student information

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