



**AREA OF SERVICE- RPL APPLICATION FORM**

**Tips and Hints for Preparing Your Application**

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to demonstrate your job roles and your work history. Write a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Collect your position description and any performance appraisals you have from any business, shops or facilities you have worked in.
3. Collect any certificates from in-house training or formal training you have done in the past.
4. You can speak with your training organisation about other ways you can show your skills in business. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.
5. Ask questions. Your assessors role is to guide you through the RPL process. The process should not deter you from making an application for RPL. If you are unsure of the requirements, ask your assessor for help.



### RPL Application Form

Applicant Details:

1. Personal Details	
Surname	
Preferred Title (Mr, Mrs, Ms, Miss)	
First Name/s	
Have you completed a RTO enrolment form:	YES * / NO *

You need to complete an enrolment form to apply for your course before completing this kit. If you have not already done so, please obtain an enrolment form from the office.

2. Employment History	
Have you attached a current resume? (if yes, go to section 3) If No, in which occupation are you currently employed?	YES * / NO *  .....
Who is your current employer?	.....
How long have you been employed in this position?	.....
In which occupation were you employed prior to your current position?	.....
Who was your employer for this role?	.....
How long were you employed in this position?	.....
Have you undertaken any training courses relevant to your RPL application?	YES * / NO *
<b>If Yes</b>	
What was the topic of the training course?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	