Brisbane North INSTITUTE OF TAFE

Recognition of Prior Learning Application Form

TAFE Queensland

Uncontrolled copy if printed

RPL Unit , Brisbane North Institute of TAFE , Locked Bag 3, Eagle Farm, BC,Qld 4009
Telephone (07) 3258-5001 | Facsimile: (07) 3258 5093 | Email/Scan bnit.rpl@deta.qld.gov.au

Please use BLOCK letters and print your name/s in full

Title Mr, Mrs, Ms	Surname	Given Names
Date of Birth / /	Student Number	
Postal address		Postcode
Email address	Telephone (Home)	(Mobile) / (Work)

Are you a permanent resident of Australia? ☐ Yes ☐ No Type of Visa

Do you have a Skilling Solutions referral? ☐ Yes ☐ No
(please attach the original letter and skill Indicator)

Qualification for which you are seeking Recognition: (eg Diploma of Business)

Are you currently employed in the area where you are seeking Recognition? ☐ Yes ☐ No

If yes, in which area are you currently employed?

What is your current role?

Employer Name (if applicable to application)

Work Address Postcode

I hereby certify that the information provided and attached is true and correct.

Applicant Signature Date: / /

TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

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

- Be prepared and talk about your current **job role**, **responsibilities** and **work history**
- Prepare a **resume** or notes about where you have worked, either paid or unpaid, and what you did there.
- 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 or clients.

INSTITUTE USE ONLY	
Date Received RPL Unit:	BARTS Reference #:

Privacy Disclaimer

"The Brisbane North Institute of TAFE is collecting information on this form in accordance with the Information Privacy Act 2009. The institute is collecting the information on this form to facilitate the recognition of prior learning process.. Only authorised departmental officers will have access to this information and your personal details will not be given to any other third party without your written consent, unless authorised or required by law."