

SUPPORTING EVIDENCE CHECKLIST

Before enrolment into the RPL and Skills Assessment process you must provide identification, employment, pay and training evidence. The following checklist provides guidance on the types of supporting evidence that must be submitted at pre-enrolment. It also includes criteria you can perform a self-assessment against to ensure your supporting evidence can be authenticated.

Identification Evidence

Please provide <u>one</u> form of photo identification	Driver License, or	<input type="checkbox"/>
	Passport	<input type="checkbox"/>

Supporting Evidence – must provide sufficient pay and employment evidence to demonstrate 3 years' experience. Please provide a combination of documents from the lists provided:

Employment Evidence	Pay Evidence	Training or Workplace Evidence
<input type="checkbox"/> Resume or CV	<input type="checkbox"/> Pay slips per employer	<input type="checkbox"/> Formal trade qualification
<input type="checkbox"/> Employment Statement	<input type="checkbox"/> Employer payment summaries	<input type="checkbox"/> Statement of attainment
<input type="checkbox"/> Employment certificates	<input type="checkbox"/> Bank statements, Bank deposit books	<input type="checkbox"/> Non-accredited training certificates
<input type="checkbox"/> Employment Reference with duties	<input type="checkbox"/> Employer salary certificates	<input type="checkbox"/> Position Descriptions
<input type="checkbox"/> Contracts of employment (Must be signed by all parties)	<input type="checkbox"/> Tax records, Notices of assessment, government documents†	<input type="checkbox"/> Work orders, job cards, quality, risk assessment or safety documentation
<input type="checkbox"/> Deployment emails or flight itineraries	<input type="checkbox"/> Superannuation, social security, or pension	<input type="checkbox"/> Photos, videos applying your skills in the workplace

† Government documents may include passport stamps and/or Visa's that clearly state dates of entry/exit that support your employment evidence. Australian candidates may also utilise MyGov to obtain notice of assessments and tax records.

ADDITIONAL SELF-EMPLOYMENT EVIDENCE IF REQUIRED

Australian Self-Employment Evidence Criteria - For each year of self-employment:

Australian Business Number (ABN)	<input type="checkbox"/>	Payment summary information statement	<input type="checkbox"/>
Business Activity Statement (BAS)	<input type="checkbox"/>	Notice of Assessment from the Australian Taxation Office (ATO)	<input type="checkbox"/>
Statement from a registered/certified accountant (if applicable)	<input type="checkbox"/>	Employment Contracts	<input type="checkbox"/>

International Self-Employment Evidence Criteria - For each year of self-employment:

Business registration documents	<input type="checkbox"/>	Relevant Occupation or business licences	<input type="checkbox"/>
Annual business returns	<input type="checkbox"/>	Statement from a registered/certified accountant if applicable	<input type="checkbox"/>
Taxation documents citing the name of the business	<input type="checkbox"/>	Employment Contracts	<input type="checkbox"/>