

## Trade Skills Australia Pre-Enrolment Checklist

This Pre-Enrolment Checklist has been created to assist candidates in collating the required documentary evidence for Trade Skills Australia's RPL Process.

This evidence is required to progress you to the second stage of the RPL process.

### Pre-Enrolment Documentation

- ☐ Resume (detailing your employment history and brief trade duties)
- ☐ Colour copy of government ID (Passport or drivers licence)

### Workplace Evidence (please select one of the below documents to upload)

- ☐ Job Cards or Work Orders
- ☐ Maintenance Record or Service Report
- ☐ Photo's & Videos performing tasks
- ☐ Technical Drawings
- ☐ Customer Invoices outlining completed work

*Please note:* this is a list of the documentation types that Trade Skills Australia will accept as employment evidence. You are **not required to upload more than one document** for employment evidence.

### Training Evidence (please select one of the below documents to upload)

- ☐ Any formal or informal workplace training
- ☐ Any Skills Tests, performed locally or overseas
- ☐ International formal Qualification
- ☐ AQF (Australian Qualifications Framework) Certificate
- ☐ Statement of Attainment

*Please note:* this is a list of the documentation types that Trade Skills Australia will accept as pay evidence. You are **not required to upload more than one document** for pay evidence.

Once you have submitted the required documentary evidence, you will be progressed to Stage 2 of the RPL process.