

RPL Document Checklist

Part A – Career Summary

Identity document	<input type="checkbox"/>
Most updated form of resume	<input type="checkbox"/>
Cover letter outlining career summary	<input type="checkbox"/>
Recommendation letters from employers	<input type="checkbox"/>
Employment contract	<input type="checkbox"/>
Job Description	<input type="checkbox"/>
Reference letters	<input type="checkbox"/>
Current license (if applicable)	<input type="checkbox"/>

Part B - Previous Academic attainments (if applicable)

Certified copies of certificate(s) (in English)	<input type="checkbox"/>
Certified copies of transcript(s) (in English)	<input type="checkbox"/>
Previous statement of attainment(s) (in English)	<input type="checkbox"/>
Course outlines for units attained	<input type="checkbox"/>
Past assessment(s)	<input type="checkbox"/>

Part C - Work Experience

Previous work memos	<input type="checkbox"/>
Write up on key projects undertaken previously and your involvement	<input type="checkbox"/>
Photographs or Videos of any projects or accomplishment	<input type="checkbox"/>
On the job training which you have undertaken or have trained (procedural/company policies) (if applicable)	<input type="checkbox"/>
Any initiatives or strategies which you have personally implemented (if applicable)	<input type="checkbox"/>
Logbooks (if applicable)	<input type="checkbox"/>
Invoices/quotations (if applicable)	<input type="checkbox"/>