

TRADE RPL • FREE GUIDE

Trade RPL Evidence Checklist

Most of what you need is already on your phone, in the ute or in your inbox. Tick off what you've got, then send us a free eligibility check — we'll tell you honestly what's still missing.

1 Proof of your work

Photos of your work

STRONG

- ☐ Before, during and after shots of real jobs
- ☐ You visible in some photos — on the tools, in PPE
- ☐ A range of tasks, not just finished results
- ☐ Different sites and job types across your years

Tip: keep the date and location data on — it helps show when and where the work happened.

Videos of trade tasks

STRONG

- ☐ Short clips (30 sec – 2 min) of you doing the work
- ☐ Talk through what you're doing and why
- ☐ Show set-out, tools, safety checks and finish
- ☐ Steady phone, good light, clear sound

Tip: ask a workmate to film so you're clearly in the shot.

Plans, quotes & job records

- ☐ Drawings or plans you worked from
- ☐ Quotes or estimates you prepared
- ☐ Job sheets, work orders, timesheets
- ☐ Material lists and site diaries

Safety on site

- ☐ White Card (general construction induction)
- ☐ SWMS / JSAs you've completed or signed
- ☐ Site inductions and toolbox talk records
- ☐ Working at heights, EWP or other tickets

2 Proof of your employment

If you're an employee

- ☐ Payslips covering your time in the trade
- ☐ Employment contract or letter of offer
- ☐ Income statements / group certificates
- ☐ Employer reference letter (see page 2)

If you're a subbie / ABN

- ☐ Invoices showing the type of work done
- ☐ Subcontract agreements
- ☐ Builder or client references
- ☐ Your ABN details and trading history

Experience from overseas? It can often count too. Gather employer letters, payslips or contracts, any trade certificates, and photos — with English translations where needed.

3 What a good reference letter includes

Ask your employer or main builder to include:

1. Company letterhead, ABN and contact details
2. Your full name and job title
3. Start and finish dates (or "current")
4. Full-time, part-time, casual or subcontract
5. The specific tasks you carried out — in detail
6. Types of sites and projects you worked on
7. Tools, equipment and materials you used
8. Your level of independence or supervision
9. Signature, printed name, position and date

Training & licences

- ☐ Any previous certificates or statements of attainment
- ☐ Overseas trade qualifications
- ☐ Short courses and supplier training
- ☐ Your USI (Unique Student Identifier)

ID you'll usually need

- ☐ Photo ID (licence or passport)
- ☐ Visa details if you're not a citizen
- ☐ An up-to-date résumé of your work history

4 Avoid these common mistakes

- ☐ Photos of finished work only, with nobody in them
- ☐ A reference with dates but no description of duties
- ☐ Unsigned letters or letters with no contact details
- ☐ Only one job or one type of task shown
- ☐ Anything that isn't genuinely your own work
- ☐ Blurry, dark or heavily filtered images

5 How the process works

Free check

Tell us your trade, experience and evidence. A real adviser reviews it.

Readiness summary

What you have, what's missing, the RTO and the fees — before you pay.

RTO assessment

The RTO's assessors review your evidence and make the decision.

Ready to see where you stand?

Free eligibility check • about 2 minutes • no payment to check

Questions? Call **0426 919 914** or visit **www.edventureglobal.au**

Check my eligibility →

This checklist is general guidance only. The Registered Training Organisation (RTO) that assesses you sets the final evidence requirements, and these vary by qualification. EdVenture Global provides RPL eligibility guidance, evidence preparation and process support; EdVenture Global is not an RTO and does not issue qualifications. Outcomes are not guaranteed. A qualification does not by itself grant a trade licence. EdVenture Global Australia Pty Ltd • ABN 86 673 963 552.