



# Skills Indicator

## Gold Coast Institute of TAFE

### Recognising Your Skills

Your experience may count for a lot more than you think.

At Gold Coast Institute of TAFE we will recognise those skills and experiences you already have and which may contribute to getting a qualification. This is the first step to help us tailor learning to meet your needs by acknowledging your current skills.

By filling out this sheet we can get an idea of your background and an RPL Co-ordinator will contact you to discuss it further.

Name \_\_\_\_\_ Student No \_\_\_\_\_ (if applicable)

Contact Number \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

The course you are considering is \_\_\_\_\_

1. Do you have any work or life experience that relates to this course?  
 Yes     No     Not sure, need more information

Relevant Role	Time Spent in Role	Company/organisation

2. List below some of the current skills you believe you can demonstrate and are relevant to your course.

Skills	I Use These Skills		
	Frequently	Sometimes	Occasionally
eg Workplace Health and Safety			
Customer service			

3. Do you have a current or past supervisor or other person who would be able to verify your skills in these roles?  
 Yes     No     Not sure, need more information

4. I believe I have the relevant skills and knowledge and I would like to discuss formal recognition further. My preferred method of showing evidence would be: (Tick whichever is applicable – this may be more than one)

- Demonstration at my workplace
- Demonstration in another environment
- Completed work samples (or photos of work samples)
- Work test (we call this a challenge test)
- Testimonials from employers and/or clients substantiating your work skills
- Other e.g. workplace awards, formal qualifications
- Not Sure. I would like to find out more about recognition before deciding.

**If posting please return to  
Institute RPL Co-ordinator**

**Gold Coast Institute of  
TAFE  
PO Box 5547  
GCMC Q 9726**

**or fax to 07 55 818 580**



Gold Coast  
Institute of TAFE



TAFE Queensland  
Queensland Government  
Department of Education, Training and the Arts