Employer Statement Exemplar for Recognition of Prior Learning (RPL)

[Employer statement must be on the Organisation's letterhead]

Date: [Insert Date]
Subject: Statement of Professional Experience for [Student Name] – RPL Application

> The statement should clearly state who is writing and their role within the organisation. Ideally this should be a direct supervisor or somebody who can comment on your work.

Dear Griffith University,

I am writing to provide a statement in support of **[Student Name]** and their application for **Recognition of Prior Learning (RPL)**. I am the **[Supervisor Job Title]** at **[Organisation Name]**, and I can confirm their employment in the role of **[Position Title]** from **[Start Date]** to **[End Date or "Present"]**.

This statement outlines the student's role, responsibilities, workplace learning, and performance as required for RPL assessment.

1. Employment Overview
Position Title: [Job Title]
Employment Type: [Full-time / Part-time / Casual]
Average Hours Per Week: [Hours]
Employment Period: [Month/Year – Month/Year]

> Volume of learning /experience is a key consideration for RPL. The time you have cumulatively spent in the role and performing relevant tasks is required to make an assessment.

2. Core Duties and Responsibilities
The following duties were performed regularly and contribute evidence of applied knowledge, problem-solving and workplace competency:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]
- [Responsibility 5]

> Employers should list your regular duties. A detailed position description or role statement can also be provided.

(Additional responsibilities can be added as relevant.)

3. Workplace Projects or Significant Tasks
Please outline any projects the student contributed to that demonstrate higher-level thinking, initiative, or analytical skills.

> Any projects you completed or to which you contributed that are relevant to the course or program learning outcomes can be listed. Include relevant dates.

Project Title: [Insert Project Name]
Dates: [Insert Timeframe]

Description of Contribution:

- [Contribution 1]
- [Contribution 2]
- [Contribution 3]

(Repeat project sections if necessary.)

4. Professional Development and Learning Activities

Please list any formal or informal learning activities completed as part of the role.

- **Training/Course Name:** [Name] – [Hours or Duration], [Date]
- **Training/Course Name:** [Name] – [Hours or Duration], [Date]
- **Training/Course Name:** [Name] – [Hours or Duration], [Date]

(Additional items can be included.)

> On-the-job learning is often relevant. Detail any training or professional development undertaken. Include dates for when the training was undertaken and the approximate volume of learning. A record of formal training from the Human Resources department or workplace learning portal (if applicable) can also be provided.

5. Performance and Professional Qualities

The following observations reflect the student's performance and professional capability:

- [Performance Strength 1]
- [Performance Strength 2]
- [Performance Strength 3]

> Employers should comment on your performance in your role. Satisfactory performance is expected if the experience is to be recognised for credit.

These behaviours demonstrate readiness and competency equivalent to tertiary-level learning outcomes.

6. Supervisor Endorsement

I endorse **[Student Name]** in their application for **Recognition of Prior Learning** and confirm that the information provided in this statement is accurate.

Should further detail be required, I am available for contact.

Sincerely,

[Supervisor Name]

> The employer statement must be signed and include contact details for follow-up or auditing purposes.

[Job Title]
[Organisation Name]
[Contact Information]