

Reference Letter Template for RPL

[Your Name] [Your Title/Position] [Your Organization] [Your Contact Information]

[Date]

To Whom It May Concern,

I am writing to provide a reference for [Learner's Name], who is applying for [Qualification Name] through Recognition of Prior Learning (RPL).

I have known [Learner's Name] for [Number of Years] in a professional capacity as their [Your Relationship to the Learner]. During this time, I have had the opportunity to observe their work and assess their skills and knowledge in the following areas:

- [Skill 1] I have witnessed this skill being demonstrated on this occasion, under these circumstances.
- [Skill 2] I have witnessed this skill being demonstrated on this occasion, under these circumstances.
- [Skill 3] I have witnessed this skill being demonstrated on this occasion, under these circumstances.
- [Skill 4] I have witnessed this skill being demonstrated on this occasion, under these circumstances.
- [Skill 5] I have witnessed this skill being demonstrated on this occasion, under these circumstances.

[Learner's Name] has consistently demonstrated a high level of competence in these areas, and I believe they possess the necessary skills and knowledge to successfully complete the [Qualification Name].

I believe I am able to judge [Learner's Name] skills and competences because I have [X] years experience in Position, Awards, Qualification Name].

Please feel free to contact me if you have any further questions.

Sincerely,

[Your Name] [Your Title/Position] [Your Organization] [Your Contact Information]