



FOR EXPERIENCED WELDERS

EVIDENCE + POE

Checklist | Service Letter | Next Steps

ARPL EVIDENCE PACK + EMPLOYER SERVICE LETTER TEMPLATE

Build the evidence before you chase the certificate.

A practical preparation pack for experienced welding candidates who need to organise work history, employer proof, trade-related duties and Portfolio of Evidence material before discussing ARPL and trade-test progression.

EVIDENCE

Work history

SERVICE LETTER

Employer proof

POE

Index + order

PATHWAY

ARPL / Red Seal

What this pack helps you prepare

C

CV + ID

L

Service letters

D

Trade duties

P

PoE index

G

Gap questions

N

Next step

Download. Organise. Take the next step.

Experienced welder? Check whether your evidence may fit the ARPL route.

Use this pack before contacting Swift Skills Academy, an employer, or the applicable accredited Trade Test Centre.

[CHECK MY ARPL ELIGIBILITY](#)


SCAN TO CHECK

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Preparation aid only. Formal ARPL eligibility, PoE acceptance, assessment and trade-test access remain subject to the applicable accredited route.



HOW TO USE THIS PACK

ARPL PREPARATION ROADMAP

BUILD EVIDENCE FIRST. THEN CHOOSE THE RIGHT PATHWAY.

START WITH FOUR CLEAR STEPS

01 IDENTIFY THE TRADE

Be precise about the artisan trade and pathway you are pursuing. ARPL is trade-specific, not a vague job category.

02 GATHER THE PROOF

Collect your CV, service letters, qualifications, employment records and evidence of the trade-related duties you actually performed.

03 BUILD THE POE

Put evidence in a logical order so another person can follow your work history, training, responsibilities and practical exposure.

04 CHECK READINESS

Formal ARPL follows the applicable accredited Trade Test Centre route. Swift Skills Academy supports experienced welding candidates with pathway guidance, gap development and trade-test preparation.

OFFICIAL ROUTE: DO NOT CONFUSE PREPARATION WITH FORMAL ARPL

NADSC states that prospective ARPL candidates apply at a Trade Test Centre accredited for the specific trade. Candidates who meet the applicable criteria are assisted with Portfolio of Evidence compilation. This pack helps you prepare evidence; it is not an official NAMB/QCTO form.

[Open the NADSC ARPL guidance](#)

START WITH THE RIGHT SWIFT SKILLS ACADEMY GUIDE

ARPL SOUTH AFRICA

ARPL FOR WELDERS

TRADE-TEST PREP

Need help? 021 828 0772 | WhatsApp +27 60 998 7412 | info@swiftskillsacademy.co.za



SCAN TO CHECK



EVIDENCE READINESS CHECKLIST

PRINTABLE ARPL PREPARATION TOOL

TICK WHAT YOU HAVE. HIGHLIGHT WHAT STILL NEEDS TO BE STRENGTHENED.

CAN YOUR EXPERIENCE BE VERIFIED?

Use this checklist to identify what you already have and what may still need to be gathered, certified, clarified or replaced with stronger evidence.

A. IDENTITY + QUALIFICATIONS

- ☐ Certified ID or passport copy
- ☐ Updated CV with full work history
- ☐ Highest school qualification
- ☐ Technical qualifications or statements of results
- ☐ Previous welding or trade-training certificates

B. EMPLOYMENT EVIDENCE

- ☐ Employer service letters for relevant periods
- ☐ Employment contracts or appointment letters where available
- ☐ Payslips or other employment records where appropriate
- ☐ Supervisor or employer contact details
- ☐ Accurate start and end dates for each employer

C. TRADE-RELATED EVIDENCE

- ☐ Clear descriptions of trade-related duties
- ☐ Welding processes used: SMAW / GMAW / GTAW / FCAW where applicable
- ☐ Materials, joint types and fabrication tasks
- ☐ Welding positions or pipe / plate exposure
- ☐ Tools, machines and workshop equipment used

D. SUPPORTING WORK EVIDENCE

- ☐ Job cards or project records where available
- ☐ Photographs of completed work where appropriate
- ☐ Welding logs or production records
- ☐ Drawings, work instructions or WPS exposure where relevant
- ☐ Safety or site-training records linked to the work

SELF-EMPLOYED? ADD TRADE-RELATED BUSINESS EVIDENCE

Include client/job evidence such as invoices, quotations, project records, client confirmations, photographs and descriptions that connect the work to the trade. Use only evidence that is accurate and verifiable.

[ASK ABOUT MY ARPL EVIDENCE](#)



SCAN FOR SUPPORT



WELDING EXPERIENCE INVENTORY

WORK-HISTORY WORKSHEET

TURN "I HAVE YEARS OF EXPERIENCE" INTO A SPECIFIC, USABLE TRADE HISTORY.

CANDIDATE DETAILS

FULL NAME

ID / PASSPORT

TOTAL YEARS IN WELDING / TRADE

TARGET TRADE / PATHWAY

1. EMPLOYMENT HISTORY

Employer / company	Dates	Role / title	Supervisor / contact

2. WHAT WELDING WORK HAVE YOU ACTUALLY DONE?

- | | | | |
|---|--|---------------------------------------|---|
| ☐ SMAW / Stick | ☐ MIG / GMAW | ☐ TIG / GTAW | ☐ FCAW / Flux Core |
| ☐ Oxy-fuel / cutting | ☐ Plate fabrication | ☐ Pipe welding | ☐ Structural work |
| ☐ Maintenance / repair | ☐ Stainless steel | ☐ Aluminium | ☐ Other |

3. MOST IMPORTANT TRADE-RELATED DUTIES I CAN PROVE

HELP ME CHOOSE MY WELDING PATHWAY

VIEW ALL WELDING PROGRAMMES



EMPLOYER SERVICE LETTER

WHAT STRONG EVIDENCE SHOULD PROVE

A GOOD LETTER EXPLAINS THE WORK - NOT JUST THE JOB TITLE.

INCLUDE THESE DETAILS

- Company name and contact details
- Employee full name and ID/passport if appropriate
- Exact employment start and end dates
- Job title / role
- Trade or workshop environment
- Specific trade-related duties performed
- Processes, materials or equipment used where relevant
- Level of responsibility / supervision where useful
- Supervisor / manager name and contact details
- Authorised signature and date

WEAK EVIDENCE

"This letter confirms that Thabo worked for ABC Engineering as a general worker for five years."

Problem: it does not explain the actual trade-related work.

STRONGER EVIDENCE

"This letter confirms that Thabo worked in our fabrication workshop from [date] to [date] as a welding assistant / welder. His trade-related duties included [specific tasks], using [processes / equipment / materials] under [level of supervision]."

THE EVIDENCE QUALITY TEST

- Does the letter show where and when you worked?
- Does it identify the trade?
- Does it describe actual duties, not just a title?
- Can someone verify the work?
- Does it match your CV and other evidence?

READY TO BUILD A STRONGER ARPL EVIDENCE FILE?

[READ: ARPL FOR WELDERS](#)

[ASK ABOUT MY ARPL EVIDENCE](#)



SCAN FOR SUPPORT



SERVICE LETTER TEMPLATE

COPY ONTO THE EMPLOYER'S OFFICIAL LETTERHEAD

EDIT ACCURATELY. NEVER ADD DUTIES THAT WERE NOT ACTUALLY PERFORMED.

[EMPLOYER OFFICIAL LETTERHEAD]

Date: _____

TO WHOM IT MAY CONCERN

RE: CONFIRMATION OF TRADE-RELATED EMPLOYMENT AND DUTIES - [EMPLOYEE FULL NAME / ID]

This letter confirms that [Employee Full Name], ID / Passport [_____,],
was employed by [Company Name] from [Start Date] to [End Date / Present].

During this period, the employee worked as [Job Title / Role] in our [department / workshop /
site / project environment]. The employee's relevant trade-related duties included:

- _____
- _____
- _____
- _____

Where relevant, the employee worked with the following welding processes, materials, equipment
or fabrication activities:

The work was performed [independently / under supervision / as an assistant] and the above
information is, to the best of our knowledge, an accurate description of the work undertaken.

For verification, please contact:

Supervisor / Manager: _____

Position: _____

Telephone / Email: _____

Authorised signatory: _____ Date: _____

Name and position: _____

Template guidance only - not an official NAMB/QCTO form and does not guarantee ARPL acceptance or transfer

READ THE WELDING TRADE-TEST GUIDE



PORTFOLIO OF EVIDENCE

INDEX + ORGANISER

NUMBER YOUR EVIDENCE. KEEP THE ORDER CONSISTENT. MAKE THE FILE EASY TO AUDIT.

POE INDEX SHEET

Use this as a practical organising page. Tick items included, mark certification where required, and note filenames or reference numbers for your digital copy.

#	Document / evidence item	Included	Certified	Notes / reference
1	CV			
2	Certified ID / passport			
3	School / technical qualifications			
4	Previous training certificates			
5	Employer service letter 1			
6	Employer service letter 2			
7	Employment / payslip evidence			
8	Trade-duty descriptions			
9	Job cards / project records			
10	Work photographs			
11	Supervisor / employer references			
12	Welding logs / process evidence			
13	Safety / site training records			
14	Self-employed client evidence (if applicable)			

KEEP A DIGITAL COPY TOO

Scan or photograph the final evidence pack clearly and use sensible filenames. Do not rely on a single physical copy of employment and training evidence.

[READ THE ARPL SOUTH AFRICA GUIDE](#)[CHECK WELDING COURSE REQUIREMENTS](#)

SCAN TO READ



CHOOSE YOUR NEXT STEP

YOU HAVE THE EXPERIENCE. NOW USE IT INTELLIGENTLY.

THREE CLEAR ROUTES - EACH WITH A LARGE PRINT-SAFE QR CODE.

WHICH PATHWAY DESCRIBES YOU?

Choose the option that best matches your current position. The QR codes below are deliberately large, high-contrast and isolated on white tiles for reliable phone-camera scanning.

EXPERIENCED WELDER

CHECK MY ARPL ELIGIBILITY

I already have practical welding experience and want to know whether my work history, evidence and

CHECK MY ARPL ELIGIBILITY



SCAN TO CHECK

ARTISAN PROGRESSION

DISCUSS MY RED SEAL WELDING PATHWAY

I want to understand the Occupational Welder, trade-test and formal artisan-recognition route and what I

DISCUSS MY RED SEAL WELDING PATHWAY



SCAN FOR PATHWAY

NOT SURE YET

HELP ME CHOOSE MY WELDING PATHWAY

I am not sure whether I need ARPL guidance, practical gap training, a welding course or another route. I

HELP ME CHOOSE MY WELDING PATHWAY



SCAN FOR HELP

DEEP-DIVE SWIFT SKILLS ACADEMY LINKS

> ARPL South Africa

> ARPL for Welders

> ARPL vs Learnership

> Red Seal Preparation

> QCTO Welding Qualification

> Welding Trade-Test Preparation

> Welding Course Requirements

> Welding Course Costs

> Coded Welder Career Guide

> How to Become a Certified Welder

> All Welding Programmes

> Contact Swift Skills Academy