

Vocational Education and Training

Recognition of Prior Learning (RPL) Application Form 2021

VET121

Please note submitting this form will generate a \$95 Administration fee where applicable.

RPL Tracking #

How form received

Personal Details - please complete all details

Student Number

Title Mr Mrs Ms Miss Mx Dr

Surname

Given Names

Gender Male Female
 Indeterminate/Intersex/Unspecified

Date of Birth (dd/mm/yyyy)

Tick status where applicable

Apprentice **Domestic** **International Visa holder**

NT Student Visa

Interstate Other Visa

Mailing Address (during training) – All students must complete

Number & Street or PO Box

Suburb/Town

State Post Code

Country

Home Phone (including area code)

Work Phone (including area code)

Mobile Phone

Email

Usual Residential Address – If different to your Mailing Address

Number & Street (Cannot be a PO Box)

Suburb/Town

State Post Code

List the Course (if known) or Occupation you are seeking recognition in e.g. Diesel fitter, Child care worker, Occupational Health and Safety officer, Project Manager etc.

Course Code Course Name

Occupation

Employment Details - Relevant to the Course or Occupation you are seeking RPL

If you are employed, what is your current occupation?

Who is your current employer?

Relevant employment history details - Please complete at least one of these, more would be better

| Name, Address & Phone number of Employers | Period of Employment From - To | Job Title | Full-time, Part-time, Casual or Volunteer | Duties undertaken with this employer |
|---|--------------------------------|-----------|---|--------------------------------------|
| | | | | |
| | | | | |
| | | | | |

Relevant unpaid or volunteer work

Do you, or have you undertaken unpaid or volunteer work?

Yes

No

If YES, describe briefly what you did

Relevant unpaid or volunteer work details - Please complete at least one of these, more would be better

| Name, Address & Phone number of Organisation | Volunteer Period From - To | Role | Full-time, Part-time, Casual or Volunteer | Duties undertaken at this organisation |
|--|----------------------------|------|---|--|
| | | | | |
| | | | | |
| | | | | |

I give permission for CDU to contact listed employers' to verify this information

Yes

No

Referee Details - relevant to paid or volunteer work. Where possible, please provide at least one referee contact information

| | |
|----------------|--|
| Name | |
| Position | |
| Organisation | |
| Contact number | |
| Email address | |

| | |
|----------------|--|
| Name | |
| Position | |
| Organisation | |
| Contact number | |
| Email address | |

Previous Training

Have you had any training related to the qualification you are applying for?

Yes

No

If YES, describe briefly what the training covered

Approximately when did this training take place (year)?

Where did the training take place, i.e. local, interstate, overseas?

Was the training conducted internally or by an external provider?

If it was an external provider who was it? e.g. Charles Darwin University, a TAFE, a supplier to the industry, etc.

Is there any further information you wish to give in support of your application?

If you are including supporting documents with your application, please provide a brief description below

| Document Type: e.g. resume, photos, DVD, testimonial, etc. (If providing evidence, please send copies of original only at this stage) | Briefly describe what the document covers: e.g. if it is a photograph or DVD, what does it show you are doing at the time. If it is a testimonial, state why you received it. If it is your resume, indicate the sections relevant to your RPL application. |
|---|---|
| | |
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| | |
| | |

Declaration - I declare that the above information is true and correct and that all documents are genuine.

Signature of Student: _____

Date: _____

Please return the completed form to the relevant contact listed below.

Casuarina campus: Student Central

Mon to Thurs: 8.00am to 4.00pm
Fri: 8.00am to 3.00pm
Location: Building Orange 1.1, Casuarina campus
Freecall: 1800 061 963
Email: student.central@cdu.edu.au

CDU Darwin Waterfront: Student Central

Mon to Thurs: 8.00am to 4.00pm
Fri: 8.00am to 3.00pm
Location: 21 Kitchener Drive, Darwin
Freecall: 1800 061 963
Email: student.central@cdu.edu.au

Alice Springs campus: Student Central

Mon to Fri: 8.00am to 4.00pm
Location: Building 1, Info Shop Alice Springs campus
Freecall: 1800 654 865
Email: student.central@cdu.edu.au

Katherine campus: General enquiries

Mon to Fri: 8.00am to 4.00pm
Location: 19 Second Street, Katherine
Phone: 08 8973 9900
Email: CDUKatherine@cdu.edu.au

Palmerston campus: General enquiries

Mon to Fri: 8.00am to 4.00pm
Location: Building A, Palmerston campus
Phone: 08 8946 7800
Email: palmerston@cdu.edu.au

Katherine rural campus: General enquiries

Mon to Fri: 8.00am to 4.00pm
Location: Building 2, Katherine Rural campus
Freecall: 1800 779 577
Email: cdukatherinecampus@cdu.edu.au

TEAM USE ONLY

| | | Yes | No | Enquiry followed up by Team member Date Team Code | Name | |
|---|--------------------------|--------------------------|-----------------|--|------|--|
| The RPL process has been explained | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| The RPL fees have been explained | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Self-assessment kit has been given to applicant | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Date Received: | | | Date processed: | | | |
| Team code: | | | Processed by: | | | |