

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

Family name

Given names

Single name only

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

\* Please note if you have indicated that you are on a visa, you will be required to provide a copy of your passport/visa to assess your eligibility before your application can be processed.

**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.

**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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:				