

Informal and Non-formal RPL application form

When to use this form

Prepare this form when applying for advanced standing based on past Informal or Non-formal learning. This can include workplace training and/or experience, previous unaccredited study (e.g. a short course) or other learning that has occurred outside of a formal setting.

To be eligible for credit, the informal or non-formal learning must:

- > Demonstrate achievement of the learning outcomes as outlined under the relevant unit.
- > Be similar in length, scope and depth to university learning.
- > Be supported by evidence, including but not limited to:
 - Completion of page 2 of this form (attach extra pages if more space is needed)
 - A curriculum vitae or resume
 - Position descriptions
 - Two references including one from your current supervisor
- > CDU may also request additional evidence including but not limited to the submission of an assessment task or portfolio, or additional evidence of meeting a learning outcome(s).

Application Process

- 1. Review the course structure and unit content to determine which units are relevant to your prior learning.
- 2. Once you have identified the appropriate units, copy the unit learning outcomes to page 2 of this form. Submit one page per unit. If you are applying for advanced standing for multiple units, attach extra pages as necessary.
- 3. Write a brief statement demonstrating the attainment of each learning outcome. Maximum 2,000 words in total for all learning outcomes.
- 4. Collate your evidence.
- 5. Submit the Advanced Standing eForm. Remember to list the specific units you are seeking RPL for and attach all supporting documentation.

Assessment Process

- 1. The CDU Student Administration team will review your application and request any additional or missing information if needed.
- 2. Once your application is finalised, Student Administration will collate and forward your application to a qualified academic staff member.
- 3. The academic staff member will assess your RPL and either:
 - Approve the application or,
 - Reject the application and detail what further evidence or information is required.
- 4. Student Administration will notify you of the application outcome and if approved, apply the RPL to your student record.

Application Form

Submit one form per unit.

Name:	
Student Number:	
Course Code:	
Course Name:	
CDU Unit Code:	
CDU Unit Name:	
Unit Learning Outco <i>Please refer to the U</i>	omes Init Catalogue (cdu.edu.au)
	ow the Unit Learning Outcomes have been met through RPL (Max 2000 words total)
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Student Declaration

By submitting this form and associated supporting documentation, I accept that:

- > The information I have entered on this form is correct; and
- > I grant permission for CDU to verify my supporting documentation including contacting provided references without notice; and
- > I understand that CDU may rescind any awarded credit where the documentation provided has been shown to be incomplete, invalid or misleading (in which case the relevant misconduct policy may apply); and
- > I understand that I am required to retain the original supporting documentation for a period of 12 months following submission and I may be required to produce this upon request from CDU for auditing purposes.