Higher Education Recognition of Prior Learning (RPL)

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 Outcomes
Please refer to the Unit Catalogue (cdu.edu.au)

Demonstration of how the Unit Learning Outcomes have been met through RPL (Max 2000 words total)
Attach more pages if more space is required

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.