

# APPLICATION

## RECOGNITION OF PRIOR LEARNING

Office of Indigenous Engagement  
CQUniversity Australia  
Bruce Highway  
Rockhampton QLD 4702

Please complete and submit to:  
Office of Indigenous Engagement  
Phone: 07 4930 9250  
Fax: 07 4930 9692  
Email: indigenous@cqu.edu.au



This paperclip appears in sections where additional documentation must be attached to the authority.

### PERSONAL DETAILS

**This section must be completed in full.**

**Title**  Mr  Mrs  Ms  Miss  Other  **Date of birth**  /  /   
(DD/MM/YYYY)

First name	Last name	
Postal address		
	State	Postcode
Phone	Mobile	
Email		

**Please tick the appropriate boxes**

Aboriginal  Torres Strait Islander  Australian South Sea Islander  Other

**Program information.** Please complete as many of the following questions as you can.

Which study program are you applying for?

Do you plan to study full time, part time and/or external?  Full-time  Part-time  Distance

How long will this degree take to complete?

Are there any pre-requisites for this program?  Yes  No  Don't know

If yes, what are they?

Do you feel that you have met these pre-requisites? Why/why not?

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Does this program involve any residential schools?  Yes  No  Don't know

#### Computer usage and access

Do you have access to a computer for study purposes?  Yes  No

If yes, does your computer have:

Microsoft Office 2010 or later software  Yes  No

Do you have a printer?  Yes  No

Do you have access to the internet?  Yes  No

Can you effectively use email?  Yes  No

#### Authorisation

I agree to obey the rules of CQUniversity. I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in a cancellation of enrolment at any stage. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications, studies and experience and hereby authorise the University to access my results from other institutions directly or through Qulsearch when assessing this application.

Please note that the University reserves the right to collect, store and disclose information concerning any acts of record falsification or other irregular acts in relation to a student. I hereby also give written consent to the University to provide details of my enrolment to the Department of Education or other government agencies.

**Applicant's signature**

**Date**  /  /

**PLEASE COMPLETE ONLY ONE OF THE FOLLOWING OPTIONS:**

**1. Section A** – If you have met any of the listed activities:

**Activity**

- Obtained a Senior Certificate or equivalent
- Obtained a Certificate (1 – 4) or a Diploma
- Completed an enabling or bridging program
- Have undertaken a minimum of 5 years work experience

**Evidence required**

- Copy certified by a Justice of the Peace
- Copy certified by a Justice of the Peace
- Copy certified by a Justice of the Peace
- Statement from an employer detailing your skills, knowledge and experience.

**2. Section B** – All other applicants

Please note that it is your responsibility to provide all the required documentation. Your application will not be assessed until the required documentation has been submitted.

All information provided on this application will remain confidential and is used solely for the purpose of assessing the Recognition of Prior Learning application.

Please contact the Office of Indigenous Engagement by phone on 1800 651 891 or 07 4930 9250 or by email at indigenous@cqu.edu.au you would like to discuss your application.

**SECTION A**

Complete **Section A** – If you have met any of the above listed activities.

**1. Senior/Year 12 secondary studies**

**Name and location of senior studies institution**


**Year completed**

**Documentation required**

- Copies of Senior Certificate or equivalent
- Letter of recommendation from school personnel (optional)

**2. Other post secondary studies such as TAFE studies, bridging programs, traineeships or trade qualifications.**

**Qualification type**  
eg Certificate

**Course/qualification name**  
eg Certificate II in Hospitality

**Name and location of institution**  
eg CQIT, Gladstone

**Year completed**

**Documentation required**


- Copies of award results
- Letter of recommendation (optional)

**3. Work experience** (Year 12 school leavers are encouraged to use this table to outline any paid/unpaid work experience you have obtained).

**Year commenced/  
concluded**  
eg 2012/2013

**Job title**  
eg Administration Officer

**Job description**  
eg Typing, filing, customer service

**Employer's details**  
eg Queensland Health

**Documentation required**


- Copies of award results
- Letter of recommendation (optional)

(Attach a separate sheet of paper, if you need more space to complete this question).



**2. INTERPERSONAL AND COMMUNICATION SKILLS** – This relates to your written, verbal and non-verbal communication.

**Written and verbal communication skills**

- Do you speak any languages other than English? What are they?
- Please tell us the type of documents that you write or complete? Eg complete Government forms, write thank you cards to friends, etc...
- Do you read often?
  - What do you enjoy reading?

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**Ability to work and relate to others**

- Do you work better as part of a team or on your own?
- What activities do you like to do alone?
  - What activities do you like to do with others?

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**3. INDEPENDENT LEARNING** – This relates to your ability to carry out self-paced study.

**Self-organisation skills**

- Give examples of how you manage your time and prioritise tasks.
- What things do you do that help you to complete a project?
- What activities (work, family or social) have you planned or organised?

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**Stress management skills**

- What do you do to relax?
- How do you stay motivated to complete tasks or activities (eg at home, at work, with previous studies)?

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**4. PREPARATION AND AWARENESS** – This relates to preparation for commencing study at CQUniversity.

**Personal preparedness**

- What do you do that helps you adjust to new activities?
- Please provide details on how undertaking study will impact on your time, finances and health.
  - Please provide details on how you might address these impacts.

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