



Recognition of Prior Learning (RPL)

Kit and Guidelines



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RPL Guidelines

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What is Recognised Prior Learning (RPL)?

RPL as defined by the Australian Qualifications Framework (AQF) is a process that involves the assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the outcome of an individual application for credit (or exemption).

RPL may apply where a student can show evidence they have the skills and knowledge matching the learning outcomes and volume of learning of a particular unit.

You may apply for recognition of previous learning you have completed, either through formal study or through informal and non-formal methods, such as life experience, work experience or on-the-job training.

RPL may be applied for (but is not limited to) the following:

- Credentialed learning offered by private training institutes or professional bodies
- Work experience: continuing employment and duties covered within a position
- Formal and informal workplace training such as seminars and training events
- Apprenticeship or traineeship
- Voluntary experience
- Community experience

Recognition of Prior Learning (RPL) is defined in the [Credit for Prior Learning in Higher Education Policy and Procedure](#) as follows:

Formal learning: Learning that takes place through a structured course of study that leads to the full or partial achievement of an officially accredited qualification. Examples include study undertaken in award courses provided by Australian tertiary education institutions, recognised overseas institutions and other accredited institutions, such as recognised professional bodies and employers.

Informal learning - Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

Non-formal learning - Learning that takes place through a structured course of learning but does not lead to an officially accredited qualification. Examples include learning and training undertaken in the workplace, voluntary sector or in community-based settings.

Further information regarding RPL and credit for prior learning can be referred to in the CQUniversity Credit for Prior Learning in Higher Education Policy and Procedure, located at www.cqu.edu.au/policy.

Can I apply for RPL for all Courses?

Certain courses and units may be deemed unsuitable for granting credit for RPL. Credit will also be deemed unsuitable if granting credit will conflict with the relevant professional accrediting body, statutory authority or industry requirements.

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When can I apply?

Students should apply for RPL in accordance with the following timeframes:

- International students must indicate if they wish to apply for RPL at the time of making their application to CQUniversity through [iStart](#).
- Domestic students should submit their application as early as possible once the Offer of Admission is accepted, and no later than four weeks before the relevant term starts. This will allow appropriate time to process your application and adjust enrolment (if required).

Students who submit an application less than four weeks before the relevant terms start will have their application assessed as soon as possible. CQUniversity cannot guarantee applications will be assessed prior to commencement of term or census date.

How much credit based on RPL can I apply for?

The maximum amount of exemption that may be granted towards a course is 67%, i.e. two thirds of the course. This may be less if granting credit will conflict with the relevant professional accrediting body, statutory authority or industry requirements

How do I submit my application for RPL?

Please submit your completed mapping sheet/s (Appendix A) with your supporting documentation through the [Credit Application Form](#).

Outlined below are the steps to follow when submitting an RPL application.

- STEP 1** Familiarise yourself with the units in your course. Course Structures can be found in the [CQUniversity Handbook](#). In order to make an informed decision about applying for RPL, you will need to read the unit profiles for the units for which you seek credit. This lists the learning outcomes and description for the unit. Your ability to demonstrate competence in each of the learning outcomes is necessary in order for credit for the unit/s to be considered.
- STEP 2** Search the CQUniversity Handbook for your course and click on the unit code you are applying for credit towards. Then select the Unit Profile.
- STEP 3** Search for the Unit Learning Outcomes within the Unit Profile. Copy and paste each learning outcome into the Unit Mapping Sheet. A Unit Mapping Sheet has been provided in Appendix A.
- STEP 4** Complete the 'Description of Evidence' column for each learning outcome showing how your previous study/experience has met this requirement. You must state what supporting evidence you have to support your claim

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STEP 5 Gather all relevant evidence/documentation you have used to support your application to evidence you have met the Learning Outcomes for each unit.

STEP 6 Submit a Credit Transfer Form attaching the following documentation:

- Unit Mapping Sheets for each CQUniversity unit you are applying for credit towards
- Transcripts / Unit/Course profiles/outlines from your previous institution if applicable.
- All relevant documentation you have used to support your application

If you have additional documentation that exceeds the limit of the Application Form please submit directly to credit@cqu.edu.au. Ensure you include your name and student number in this email.

How can I demonstrate I have covered the Topic?

In order to obtain Credit Transfer for a given unit, you must prove that you have fully addressed the Learning Outcomes for that unit. You may have previously completed units or modules at a different institution that covered the same material. Note that in most cases you will need to have done **at least two (2)** TAFE subjects/units in order to be considered for credit transfer for one (1) CQUniversity unit.

You may have extensive work experience that you believe has resulted in you already possessing the necessary skills required for that unit. In any of these cases, you must provide evidence to support your claim. When filling out the Unit Mapping Sheet, you must state what supporting evidence you have to support your claim. Unsubstantiated claims will be rejected.

Examples of entries in the **Description of Evidence** column might be:

- TAFE courses ABC007 and ABC008. See attached Transcript and module outlines including the synopses.
- QUT course PQR123. See attached Transcript and course profile that includes the synopsis.
- See attached report for the XYZ Construction Company and letter from Mr Smith of XYZ Construction Company on company letterhead confirming I prepared the report.
- See attached letter from Mr Smith of XYZ Construction Company on company letterhead outlining my regular duties and the length of time I have been performing them.

What evidence do I need to submit?

Your RPL application must include a completed unit mapping sheet (Appendix A) for each unit you are seeking an exemption from. This document maps the link between previous learning and the unit learning outcomes for which you are seeking RPL.

It is your responsibility to submit evidence to support your claim. This may take the form of:

- Qualifications being used to support the application
- Profiles outlining the content covered from the year the training was completed, level of study/topic covered, duration of the training, contact hours and methods of assessment
- A letter or statement of service from employer outlining current and/or past roles and responsibilities. Employment letters and statements of service **MUST** be on company letterhead with your references written signature.

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- A Resume (accurate and up-to-date)
- Memberships and registrations
- Position descriptions
- Portfolios
- Professional Development

Where evidence and documentation requires additional information or clarification, this will be discussed with the applicant via a phone call or requested via email.

It is essential that your evidence is valid, authentic and sufficient to be matched against each of the learning outcomes for the unit/s you are requesting RPL. All evidence supplied should be certified by an authorised person such as a Justice of Peace.

When will I receive an outcome?

- An Academic Pathway's Advisor or delegated assessor from the relevant course such as the Head of Course or Discipline Lead will assess the RPL application and a decision to grant or deny the application will be made within 4 weeks of receipt of the application including all required documents. Students will be informed in writing of the decision to their student email account. In some cases, the student may be asked to provide additional information, complete testing or attend an interview.

Please note: some applications may take longer than 4 weeks to complete in cases where a review by a Head of Course or Discipline Lead is required.

- The outcome of your application may impact on your upcoming term enrolment. You have until Census date to drop units for the current term without financial or academic penalty. Key dates, including the last day to add units and Census date, are listed in the Academic Calendar and under Principle Dates in the CQUniversity Handbook.
- If you are unsure whether your application will be approved, ensure that you apply early enough so that the Academic Pathways Team has enough time to process your application and inform you of the outcome before the last day to add courses. You can then adjust your enrolment to suit.

Important submission information

Full details of the RPL process can be found in [Credit for Prior Learning in Higher Education Policy and Procedure](#).

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Appendix A - Unit Mapping Sheet

 Student Name:
 Student Number:

CQUniversity Unit			
Student to Complete			
Learning outcomes <i>On successful completion you will be able to:</i>	Description of evidence <i>Outline how you have demonstrated the learning outcomes have been met</i>	Document/ Evidence Attached	
EXAMPLE: 1. Define public relations and discuss the historical development of public relations and the evolution of public relations tasks.	<i>I can demonstrate my knowledge of the Learning Outcome by the following:</i> <i>E.g. My current position as Public Relations Officer at XXXXXX where my duties include promotion, events and public relations. See Letter from employer, PD Certificates, Resume, Current/previous Position Description</i> <i>You may need to use a number of examples with supporting documentation to meet each Learning Outcome.</i>	Yes	
Assessment Outcome – CQUniversity to Complete			
% of Volume Learning met	% Learning outcomes met	Approved/Denied	Reasoning if Denied