

RPL Guidelines

BE WHAT YOU WANT TO BE

cqu.edu.au

1. 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

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.

2. 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.

3. 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.

RPL Guidelines

BE WHAT YOU WANT TO BE

cqu.edu.au

4. 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.

5. How much 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

6. What do I need to submit?

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.

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

RPL Guidelines

BE WHAT YOU WANT TO BE

cqu.edu.au

What do I need to submit? (Cont.)

You will need to supply a range of documentation and evidence to support your application for RPL, this may include (but is not limited to) the following:

- 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
- 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.

7. How do I submit my application for RPL?

Please submit your completed mapping sheet (Appendix A) with your supporting documentation through the Credit Application form [here](#)

For further information regarding credit for prior learning please contact the Academic Pathways Team at credit@cqu.edu.au

RPL Guidelines

BE WHAT YOU WANT TO BE
cqu.edu.au

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