

Important Information

This form is to be used by prospective students who believe that they have undertaken previous formal study, work experience and/ or various types of experiential learning that satisfies the learning outcomes of one or more Units of study in a chosen program.

RPL and Advanced Standing

Prospective students may shorten the time required to complete a course by requesting credit for:

- prior academic learning, such as TAFE or university studies, and/ or
- non-award learning, such as professional development programs, work or life experience.

The general term for this process is Recognition of Prior Learning (RPL). Successful RPL requests result in credit towards specific units within a course, which is called Advanced Standing. The granting of advanced standing is based on previously completed studies which are considered to be substantially similar in learning outcomes and level of difficulty to the Unit/s in which credit is being sought.

Students may be granted up to 12 Units of advanced standing towards an undergraduate degree.

Prospective students wishing to transfer from a course at another institution should also use this form to request advanced standing for Units completed at that institution or elsewhere.

RPL sought on the basis of non-award learning is usually much harder to achieve for a number of reasons, the most important being the difficulty in clearly establishing a fair and reliable basis for comparison with Units in the Cengage Education course that would be applicable to other candidates applying for RPL for those Units. The more detailed and relevant the evidence provided the greater the chance of being granted advanced standing.

When to apply for RPL

RPL requests should be made at the time of application for admission to a course. Students may, however, apply at a later date for RPL for Units not yet completed should they have additional experience or learning for which they wish to seek recognition.

Advanced standing based on an RPL application will remain valid for twelve months from the date of notification of the outcome of an RPL request.

Recognition of prior learning relates to specific Units and will not be granted for unspecified Units. This means that a successful RPL request will result in advanced standing within a course for specific Units, which will not need to be undertaken in order to satisfy the requirements of the course.

Filling in the Form

Prior Academic Learning

The RPL form asks you to provide details of courses you have studied in the past along with specific Units or modules within those courses for which you are claiming recognition. You are also asked to name the Units in the program for which you wish to be granted advanced standing. The Units and their learning objectives in Cengage Education undergraduate programs can be found at www.cengage.edu.au. If you are uncertain of which Units to claim for advanced standing, nominate the Units you consider to be the most appropriate. You will not be penalised for any errors; if in the opinion of the RPL committee advanced standing may be granted for Units you did not nominate, advanced standing for the correct Units will be recommended.

Non-Award Learning

Provide details of past non-award learning, including relevant work experience. As for prior academic learning, you are asked to nominate those Units in the program for which you are seeking advanced standing.

Evidence

Evidence for Prior Academic Learning

Sufficient evidence must be given to satisfy Cengage Education of a high level of equivalence between prior learning and specific Units within the course you are applying for. In the case of prior academic learning, this evidence would include:

- (a) a copy of relevant academic records, and
- (b) syllabuses, detailed unit outlines, or other documents showing the scope and content of work completed.

Evidence for Prior Non-Award Learning

RPL for non-award learning (including work and life experience) will require evidence that establishes:

- (a) that some particular form of activity, whether continuing professional development program or form of work experience, was actually undertaken by the applicant
- (b) the content and level of difficulty of the activity or experience and the frequency and / or duration of the activity or experience
- (c) successful participation in the activity or experience as determined by a qualified third party, such as an instructor or supervisor
- (d) relevance with respect to the learning objectives of Units within the degree for which the RPL request is being made.

Evidence could include, but is not limited to:

- i. position description(s);
- ii. business card(s);
- iii. a company letter detailing your duties from your manager/supervisor or human resources department.

Evidence provided should be:

- Relevant: the evidence can be used to make a judgment about the learning outcomes for Units in the course for which the applicant is seeking admission.
- Current: the evidence should demonstrate an ability to meet the requirements of the learning outcomes of specific Units. Generally, RPL is given to learning within the five years prior to an application for admission to a course.
- Sufficient: the evidence should be sufficient to make a valid judgment about the learning outcomes being assessed.
- Authentic: the evidence must be real and able to be corroborated.

When providing evidence, please list all attachments.

Submission and notification

Submission of the RPL form may be made at the same time as an application for admission to a course, or when completing enrolment for a course.

RPL and course application forms may be submitted at any time during the year. Cengage Education has five commencement dates during the year, which means that the maximum time you need wait to start your studies is 10 weeks.

Applicants will be notified of the outcome of their course application and RPL request as soon as possible. The exact timing depends on the sitting dates of admission and RPL committees, as well as the completeness of your application. Normally, notification will be given within 28 days of receipt. We will keep you informed of progress or the need to submit further information.

Appeal

If you are dissatisfied with the outcome of your RPL application, you may request a review by the Academic Director within 10 working days of receipt of formal notification.

Course Title **Personal details** in BLOCK LETTERS

Title (Mr/Mrs/Ms/Miss)	<input type="text"/>
First Name	<input type="text"/>
Other Names	<input type="text"/>
Family Name	<input type="text"/>
Street / Unit No.	<input type="text"/>
Street Name	<input type="text"/>
Suburb	<input type="text"/>
Postcode	<input type="text"/>
State	<input type="text"/>
Country	<input type="text"/>
Home Phone (Include Area Code)	<input type="text"/>
Fax (Include Area Code)	<input type="text"/>
Day Phone (Include Area Code)	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
Postal Address	<input type="checkbox"/> Same as Above
PO Box /No.	<input type="text"/>
Street Name	<input type="text"/>
Suburb	<input type="text"/>
Postcode	<input type="text"/>
State	<input type="text"/>
Country	<input type="text"/>

Student status

Are you a former Thomson Education Direct student or current Cengage Education student?

 Yes NoIf **Yes**, provide your Student Number**Degree Major / Minor nomination**Please nominate the Major / Minor stream of your chosen course:
For example: Bachelor of Accounting – Corporate Governance Minor or
Bachelor of Business – Sport Management Major.**Privacy**Cengage Education is committed to protecting and maintaining the privacy, accuracy and security of your personal information. Details of our Privacy Policy are available at www.cengage.edu.au**Declaration**

I declare that to the best of my knowledge the information given here is complete and correct. I understand that Cengage Education reserves the right to reverse or amend any decision on the basis of incorrect information. I authorise Cengage Education to obtain official academic records relating to me from other institutions. I understand that my application will be assessed on the basis of the information provided by me, and, where appropriate, other institutions.

 I authorise Cengage Education to contact my current employer to verify my claims regarding RPL, where applicable.

Applicant's signature

Date
(DD/MM/YYYY)**How to submit this form**

Post **The Registrar, Applications
Cengage Education
Mail Reply Paid 64116
Locked Bag 900
ARTARMON, NSW 1570**
No stamp is required

Fax **1300 368 154**

