



# RPL Checklist

Listed below are the documents/information that students **must** submit with their Application for Recognition of Prior Learning and the sections of the RPL form that must be completed. If the information is incomplete assessment of the application will be delayed until the required information is received. Documents in a language other than English **must** be translated and certified by a translator registered with the National Accreditation Authority for Translators and Interpreters (NAATI).

This checklist must be completed and attached to your RPL application before it will be accepted.

## You have completed a formal certificate/diploma/advanced diploma/degree

### Where an approved pathway exists:

- Certified copy of academic transcript/results (Non VU students only) **AND**
- Certified copy of Letter of Completion OR Certified copy of graduation certificate **AND**
- Completed Pathway details in SECTION 1.

### Where **NO** approved pathway exists:

- Certified copy of academic transcript (results) **AND**
- Certified copy of Letter of Completion OR Certified copy of graduation certificate **AND**
- Certified copies of unit descriptions for those units that form the basis of claims for credit. These descriptions must include the unit content, number of class hours and assessment completed **AND**
- Completed **ALL** unshaded cells of the table in SECTION 2 for each unit in which an exemption is being sought.

## You have completed individual units of study at another University/institution

- Certified copy of academic transcript (results) **AND**
- Certified copies of unit descriptions for those units that form the basis of claims for credit. These descriptions must include the unit content, number of class hours and assessment completed **AND**
- Must complete **ALL** unshaded cells of the table in SECTION 2 for each unit in which an exemption is being sought.

## You have undertaken relevant work experience

- Copy of resume/curriculum vitae **AND**
- Copy of relevant position description/s **AND**
- Statement explaining how duties undertaken satisfy the learning outcomes of the units in which credit is being sought **AND**
- Statement from relevant Supervisor/Manager specifically referencing claims against the learning outcomes **AND/OR**
- Certified copy of related certificates/awards.