Request for Recognition of Prior Learning (RPL)
Application Form

Murdoch University

IMPORTANT INFORMATION

This form is for applicants seeking Recognition of Prior Learning (RPL).

RPL Is assessed on the relevance, level and currency of prior learning against Murdoch University units and course learning outcomes. Submission of this form does not guarantee that the requested RPL will be granted. All sections unless stated are mandatory.

Submit your completed application to:

RPL@murdoch.edu.au

Include your Student Number in the email subject line.

SECTION 1: APPLICANT DETAILS

Murdoch Student Number

Given/Preferred Name

Family Name

Date of Birth (dd/mm/yyyy)

Email Address

Mobile Number

SECTION 2: COURSE DETAILS

Course Code

Course Title

Primary Major (if applicable)

Secondary Major (if applicable)

Minor(s) (if applicable)

Commencement Year

Study Period (e.g. Semester 1, Trimester 1)

Please note:

Your RPL assessment will be based on the course details selected in this section. If you change these selections during your studies, your RPL outcome may no longer apply and may need to be re-assessed.

SECTION 3: BASIS OF APPLICATION

I am applying for RPL for (tick all that apply):

- ☐ Credit for specific Murdoch unit(s)
- ☐ Credit for specific General Elective unit(s)

My application is based on:

- ☐ Previous studies (Formal Learning)
- ☐ Previous studies (Informal Learning)
- ☐ Professional work experience

OPTIONAL – *please note, leaving blank will not disadvantage your application.*

- ☐ I am applying based on an approved articulation agreement
- ☐ I am applying based on an existing Murdoch University RPL Precedent

Please note:

Use the RPL Calculator to check whether your previous study is covered by an approved articulation agreement or an existing Murdoch RPL precedent.

SECTION 4: PRIOR FORMAL/INFORMAL LEARNING DETAILS

Please detail all previously complete/incomplete qualifications that are relevant to your RPL application

Qualification Type	Country of Study	Institution Name	Complete	Incomplete
			○	○
			○	○
			○	○
			○	○

SECTION 5: UNIT MAPPING

Please complete the table below detailing each Murdoch University unit you are requesting credit for. Further information on Learning Outcomes can be found in the Handbook to ensure accurate mapping:

MU Unit Code	MU Unit Name	Prior Learning Institute	Unit(s) from Prior Study	Precedent # *(if applicable)*

SECTION 6: PROFESSIONAL WORK EXPERIENCE

Please complete the table below detailing the Murdoch University units you are applying for RPL for, through professional work experience

MU Unit Code	MU Unit Name	Employer	Role

SECTION 7: SUPPORTING DOCUMENTS CHECKLIST

Please use the following list to ensure that you have included all the mandatory documentation.

ALL APPLICANTS

☐ Completed and signed RPL Application Form

APPLICATION BASED ON FORMAL LEARNING

☐ Most up to date Official Academic Transcripts or Statements of Attainment (certified or colour copy)

☐ Unit Outlines/Unit Guides for all "Prior Learning Units" listed in section 5 where a precedent number has not been provided.

Please ensure that all Unit Outlines/Unit Guides are relevant to the year and intake in which you studied each unit and include:

- Learning outcomes/objectives
- Contact or learning hours
- Detailed topic list or learning guide
- Assessment methods
- Textbooks or learning resources used

Please note:

Unit outlines or Unit Guides are not required where an approved RPL precedent or articulation applies.

Check the RPL Calculator before applying.

APPLICATION BASED ON INFORMAL LEARNING or WORK EXPERIENCE

☐ A signed employment/reference letter on the organisation's letterhead with contact details (Work Experience Only)

☐ A copy of your most recent and up-to-date Curriculum Vitae (CV)

☐ A statement of criteria for each unit in your request, addressing how you have achieved the Unit Learning Outcomes

The following types of documents are not accepted:

- ✖ Screenshots
- ✖ Student portal extracts
- ✖ Unverified eRecords and eTranscripts
- ✖ Unofficial transcripts
- ✖ USI transcripts

SECTION 8: DECLARATION

By submitting this application, I declare that:

- The information provided is true, complete and accurate to the best of my knowledge
- I understand that my application cannot be assessed unless I provide all mandatory documentation and incomplete or unofficial documentation may delay or prevent assessment
- I acknowledge Murdoch University may verify my academic records with previous institutions
- I understand RPL outcomes may affect my enrolment and study plan
- I understand I have the right to appeal an RPL decision in accordance with university policy
- I understand that Murdoch University reserves the right to vary or reverse any decision made based on false, incomplete, misleading or incorrect information and may result in disciplinary action being taken against me under the Student Discipline Regulations.
- I understand that Murdoch University collects, stores and uses personal information in accordance with the university's privacy policy.

Signature: _____ **Date:** _____

SECTION 9: APPLICATION DEADLINES

Submit your complete RPL application **before the teaching period begins and no later than the end of Week 1** to allow assessment before Census Date.

If you are enrolled in the unit for which you are seeking RPL, continue participating in the unit until you receive your outcome. A late outcome may leave insufficient time to enrol in a replacement unit. If you remain enrolled after census date, you may be financially liable for the unit.

Submitting an RPL application does not automatically withdraw you from the unit.

SECTION 10: WHAT HAPPENS NEXT?

1. Admissions will check that your application is complete.
2. Your application may be referred for academic assessment.
3. You will normally be notified of the outcome by email within 2-4 weeks of submitting a complete application*.
4. Approved RPL will be applied to your course record, where applicable.

Assessment may take longer during peak periods