Recognition of Prior Learning for Common Units

Applying for a Professional Assessment (PA) or Credit Transfer (CT) grade

1/ View unit descriptions.

2/ View grounds for recognition of prior learning.

3/ Decide which rule applies to you.

4/ Assemble your evidence which, depending on the rule you are applying under, may include all or some of the following:
   - Copy of academic transcript/s,
   - Curriculum Vitae,
   - Copies of certificates, diploma’s,
   - Copies of relevant writing samples,
   - Covering letter connection between your work experience and the common unit/s you are seeking exemption from, and
   - Verification letter from employer

5/ Print off Application for Exemption Form and fill out (don’t forget signature on p. 2)

6/ Attach supporting documentation to exemption form and send/deliver to:

   Uni Info Shop
   Charles Darwin University
   Darwin NT 0909
   Australia

   Queries?

   Contact Nicola Rolls (08)89466142/ nicola.rolls@cdu.edu.au