

# ASUM-CCPU

## Recognition of Prior Learning (RPL)

Application Checklist for Candidates **THIS CHECKLIST DOES NOT NEED TO BE SUBMITTED**

Use this checklist to support your RPL application. All items must be satisfied before submission. Tick each box as you confirm the item is complete. Incomplete applications may result in delays in the processing time.

1. ASUM membership & eligibility		Required first
<input type="checkbox"/>	Hold a current ASUM ID. <i>Applications without an ASUM ID will not be processed</i>	
<input type="checkbox"/>	Confirm active ASUM membership. <i>Fees apply to non-members.</i>	
<input type="checkbox"/>	Meet all ASUM-CCPU entry eligibility criteria. <i>Check the CCPU program regulations before applying</i>	

  

2. Application form & timing		Must be submitted at enrolment
<input type="checkbox"/>	Complete the ASUM-CCPU RPL Application Form (Version 01 July 2025). <i>Available in the ASUM-CCPU section of <a href="http://asum.com.au">asum.com.au</a></i>	
<input type="checkbox"/>	Complete the ASUM-CCPU Enrolment Form. <i>Both forms must be submitted together</i>	
<input type="checkbox"/>	Select the specific ASUM-CCPU unit(s) applying for RPL	
<input type="checkbox"/>	Confirm RPL application is submitted at the time of enrolment <i>RPL applications submitted after enrolment will NOT be accepted</i>	
<input type="checkbox"/>	Confirm all evidence relates to activity completed prior to the CCPU enrolment date	

  

3A. Training course RPL — ASUM accredited course		Policy 5A
<input type="checkbox"/>	Certificate of successful course completion attached	
<input type="checkbox"/>	Course completed within 18 months of enrolment <i>If yes, full RPL for the training course component will be awarded</i>	
<input type="checkbox"/>	If the course was completed between 18 and 24 months ago, the supervised logbook is also attached. <i>Must demonstrate ongoing active use of ultrasound skills since course attendance</i>	
<input type="checkbox"/>	The course included live patients (not simulation only). <i>Simulation may form part of the course, but must not constitute the whole course</i>	

  

3B. Training course RPL — non-ASUM accredited course		Policy 5A
<input type="checkbox"/>	Certificate of successful course completion attached	
<input type="checkbox"/>	Course outline attached showing comparable syllabus content, teaching hours, and workshop ratios	
<input type="checkbox"/>	The course is at the same level or higher than the equivalent ASUM-accredited course	
<input type="checkbox"/>	Course completed within 18 months of enrolment <i>If yes, full RPL may be awarded</i>	

<input type="checkbox"/>	If the course was completed between 18 and 24 months ago, the supervised logbook is also attached
<input type="checkbox"/>	Course included live patients—not simulation-only or online-only. <i>Online-only courses will NOT be accepted</i>

4. Formative assessments		Policy 5B
<input type="checkbox"/>	Evidence of current workplace-based formative assessments attached	
<input type="checkbox"/>	Assessments are no more than 12 months old at the time of application	
<input type="checkbox"/>	Assessments are at the same level or higher than the equivalent ASUM-CCPU formative assessments	
<input type="checkbox"/>	Assessments conducted by a clinician meeting the ASUM-CCPU Primary Supervisor criterion. <i>Must hold RANZCR/FRACP Fellowship, current DDU in the relevant field, or current ASUM-CCPU in the relevant unit</i>	
<input type="checkbox"/>	Confirm summative assessments have NOT been included. <i>Summative assessments are never eligible for RPL under any circumstances</i>	

5. Logbook		Policy 5C
<input type="checkbox"/>	Logbook is specific to the ASUM-CCPU unit applied for	
<input type="checkbox"/>	Logbook scan numbers are equivalent to or exceed ASUM-CCPU requirements	
<input type="checkbox"/>	Logbook demonstrates the required range of pathologies from the unit syllabus	
<input type="checkbox"/>	Logbook supervision is equivalent to ASUM-CCPU requirements	
<input type="checkbox"/>	Logbook entries are from the time of course attendance onwards. <i>Scans performed on models during a course or workshop do NOT count toward RPL logbooks</i>	
<input type="checkbox"/>	The RPL training course has also been approved. <i>Logbooks without corresponding course RPL approval will not be considered</i>	
<input type="checkbox"/>	ASUM Physics module completed, or on track to complete within 3 months of enrolment. <i>Completion required for logbook RPL approval</i>	
<input type="checkbox"/>	A supervisor's letter alone has NOT been submitted in lieu of a logbook. <i>A supervisor's letter without a logbook will not be accepted</i>	

6. Fee payment		Confirm your status
<input type="checkbox"/>	ASUM member fee confirmed. <i>Check the ASUM-CCPU for fees.</i>	
<input type="checkbox"/>	Non-member fee confirmed (if applicable). <i>Check ASUM-CCPU for fees</i>	
<input type="checkbox"/>	Understood that the RPL application fee is non-refundable	

7. Declaration & submission		Final step
<input type="checkbox"/>	Student declaration signed and dated on the RPL Application Form	
<input type="checkbox"/>	Privacy statement read and understood	
<input type="checkbox"/>	ASUM-CCPU Regulations and ASUM-CCPU RPL Policy read and understood	
<input type="checkbox"/>	All documentation is uploaded to the ASUM Learn Portal <i>Incomplete applications will result in delays</i>	

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| <input type="checkbox"/> | Processing timelines noted: <i>Standard processing: 4–6 weeks. ASUM-CCPU/CAHPU Board review: up to 8 weeks</i> |
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**8. Key exclusions — confirm none apply***Important*

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| <input type="checkbox"/> | Physics Unit is NOT being submitted for RPL. <i>Physics is a mandatory prerequisite and is never eligible for RPL</i>  |
| <input type="checkbox"/> | Summative assessment is NOT being submitted for RPL  |
| <input type="checkbox"/> | Acknowledgement that full credit is never granted for RPL  |
| <input type="checkbox"/> | Acknowledgement that for neonatal unit applications, a neonatal reference group review may be required before the Committee determination <i>This may result in further processing times</i> |