## RPL Policy

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<tr>
<th>Category/Business Group</th>
<th>Education Group</th>
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<tr>
<td>Published Externally (Yes/No)</td>
<td>Yes</td>
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<tr>
<td>Approver</td>
<td>Chief Executive Officer</td>
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<td>Responsible Officer</td>
<td>Group Executive Education</td>
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<tr>
<td>Contact Officer</td>
<td>GM Education Support and Development</td>
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<tr>
<td>Effective Date</td>
<td>19/03/2019</td>
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<td>19/03/2022</td>
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<td>Version</td>
<td>2</td>
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### Policy Approval

<table>
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<tr>
<th>Approver</th>
<th>Responsible Officer</th>
<th>Policy Officer</th>
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<tr>
<td>Rob Forage</td>
<td>Marc Weedon-Newstead</td>
<td>Emma Drummond</td>
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<tr>
<td>Date:19/03/2019</td>
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1 Background

The Australian Qualification Framework (AQF) facilitates the progression of students through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit given may reduce the time required for a student to achieve the qualification.

Recognition of prior learning (RPL) is one of a number of processes for establishing credit or advanced standing. RPL broadens access into formal learning by enabling credit to be given for student achievement through other formal, non-formal or informal learning.

2 Purpose

The purpose of the policy is to outline principles and values that form the basis of UNSW Global’s approach to recognising prior learning and to assure a level of coherence and consistency in the application of RPL across programs offered by UNSW Global.

3 Scope

This Policy applies to all Diploma Programs for which RPL may be considered, it does not apply to English Languages Courses or Foundation Studies Programs.

4 Definitions

*Advanced standing* means a status that reflects that a student’s progression through their program has been advanced as a result of the granting of credit for prior learning. The granting of credit results in the reduction of the amount of learning required to achieve a qualification. The prior learning for which credit is granted may be formal, non-formal or informal / workplace learning. The credit granted may be specified or unspecified.

*Course learning outcomes (CLOs)* means the knowledge, attitudes, skills and practices that students are expected to acquire and demonstrate in completing a specific course. CLOs are assessed through course assessment. CLOs articulate with PLOs.

*Credit* means the value assigned for the recognition of equivalence in content, volume of learning, and learning outcomes between different types of learning and/ or qualifications. This value may be expressed in terms of units of credit or prescribed courses.

*ESOS Regulations* means the *Education Services for Overseas Students Regulations 2001 (Cth).*

*Exemption* means the waiver of a requirement to complete a specified course. Students are not granted credit and are required to complete an alternative course of the same credit value.

*Formal learning* means learning that takes place through a structured program of study that is delivered by education or training providers, and which leads to the full or partial achievement of an officially accredited qualification.

*Informal / workplace learning* means learning that takes place through life and work experience. Unlike formal or non-formal learning, it is not organised or externally structured in terms of objectives, time or learning support.

*Learning outcomes* means Program Learning Outcomes or Course Learning Outcomes.
Non-formal learning means learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Overseas Student means overseas students who hold a student visa but does not include students of a kind prescribed in the ESOS Regulations.

Program learning outcomes (PLOs) means the knowledge, attitudes, skills and practices that students are expected to acquire and demonstrate in completing a program of study.

Recognition of prior learning (RPL) means the process of assessing an individual’s relevant prior learning (including formal, non-formal learning and informal / workplace learning) for equivalence to:

(a) the learning outcomes of the qualification specified as a requirement for admission to the program, or

(b) courses in the program to which a student has been admitted to determine the credit value to be granted as advanced standing or exemptions.

5 Policy Statement

UNSW Global recognises that learning can be achieved in formal, non-formal and informal /workplace contexts. Demonstrated prior learning may be used for admission to a program, and/or for credit or an exemption toward a program of study.

5.1 RPL for admission to a program

(a) Prior learning may be recognised for the purpose of admission to a program by demonstrating that the program entry requirements have been met.

(b) RPL involves the assessment of a student’s prior learning for equivalence to the learning outcomes of the qualification specified as a requirement for admission to the program.

(c) A requirement for admission is often expressed in terms of particular level of qualification.

5.2 RPL for credit and exemptions

(a) Prior learning may be recognised for the purpose of granting credit or exemptions by demonstrating that part of the academic requirements of the program have been met.

(b) RPL involves assessment of a student’s prior learning for equivalence to the learning outcomes of a course or courses in the program to which a student has been admitted, and results in the awarding of credit or an exemption.

(c) Credit advances a student’s progression through a program (advanced standing). Credit may be specified (expressed in terms of specific courses), unspecified (expressed in terms of units of credit) or block credit (expressed in terms of comparability to a stage or component of a program).

(d) An exemption waives the requirement to complete a specified course without reducing the overall units of credit of the program.
5.3 Limitations on RPL

(a) No RPL will be given for courses that are pre-University level.

(b) Students who have completed previous undergraduate studies will be considered for RPL on a case by case basis.

(c) RPL will only be considered for students who are not eligible for direct entry into an undergraduate program at UNSW.

5.4 Records and Notifications in relation to RPL

If UNSW Global grants RPL for the purpose of:

(a) admission to a program; or

(b) granting credit or exemptions,

it will provide notification of this decision to a student in writing. Such record will be maintained by UNSW Global for a minimum of two years after the student has completed their studies with UNSW Global.

5.5 RPL and Overseas Students

If UNSW Global grants RPL or course credit that reduces an Overseas Student’s course length, UNSW Global will:

(a) inform the Overseas Student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course; and

(b) report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student’s visa is granted.

6 Legal and Policy Framework

This Policy supports UNSW Global compliance with the Australian Qualifications Framework.

6.1 Responsibilities

(a) Approver

The Chief Executive Officer is responsible for the approval of this policy.

(b) Responsible Officer

The Group Executive Education is responsible for the implementation, dissemination and review of this policy.

(c) Contact Officer

The GM Education Support and Development is responsible for the day to day implementation of this policy and is the first point of contact for all enquiries that relate to this policy.
(d) **Policy and Compliance Officer**

The Policy and Compliance Officer is responsible for the administration and publishing of this policy.

(e) **Staff, Supervisors and Executives**

UNSW Global staff, supervisors and executives are responsible for assisting in the implementation of and adherence to this policy.

### 6.2 Review

This policy is due for review three (3) years from its date of implementation or in case of legislative or regulatory changes.

### 7 Related Documentation

Australian Qualifications Framework

### 8 Related Policies and Procedures

N/A

### 9 Version History

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment Notes</th>
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<tr>
<td>2</td>
<td>19/03/2019</td>
<td>E. Drummond</td>
<td>Adding in new section 5.4 and 5.5.</td>
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