

RECOGNITION OF PRIOR LEARNING (RPL)

Policy Statement

AMPA ensures that an individual's prior learning is recognised, irrespective of how or where the learning has taken place. All students are advised of the Recognition of Prior Learning (RPL) policy and procedure prior to enrolment. Applications for RPL are managed and assessed by the Credit Committee as a sub-committee of the Teaching and Learning Committee.

There are four types of prior learning which may be recognised:

1. Completion of a prior course of formally recognised training, for which advanced standing may be granted;
2. Completion of some units in a prior course of formally recognised training, for which a credit transfer for those units may be granted;
3. Completion of non-formally recognised training where there is sufficient evidence that the same knowledge or competencies were acquired; and
4. Recognition of work and life experiences through which the requisite knowledge or competencies have been developed.

In all cases, RPL will only be granted for units where it can be substantiated that the applicant has achieved the key learning outcomes or competencies. The Credit Committee maintains the discretion to refuse RPL in circumstances where the prior learning took place 10 or more years prior to the application, or a shorter period in relation to units impacted by technological or other developments.

Up to 50% may be credited towards the current course of study.

Applying

- A student wishing to obtain RPL as described above will complete an *Application for RPL* and submit it to Administration for processing. The application must include all supporting certificates and transcripts.
- The application will be passed to the Chair of the Credit Committee.
- The Credit Committee will consider the application, and will enlist the advice of additional qualified members of staff if required.
- The student will then be notified in writing of the decision of the Credit Committee and their record updated if the application is successful.
- Once the student has been notified of the decision by the Credit Committee, the student is no longer eligible to apply for further credit towards that course.

For overseas students the following additional procedures apply -

Where the RPL is granted to an overseas student which leads to a shortening of the course then the following procedure applies:

- If RPL is granted before Visa grant, the Electronic Confirmation of Enrolment issued to the student will reflect the shortened course duration.
- If RPL is granted after Visa grant, the change of course duration will be advised via the Provider Registration and International Student Management System.

Submission for Processing

Applications for RPL must be submitted four weeks prior to the start of semester for processing. Any application received after this deadline may not be processed in time for the student to vary their enrolment.

Policy Details

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Effective Date:	June 2015
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Approval Authority:	Academic Board
Author:	Campus Dean