

Recognition of Prior Learning Procedure

PROCEDURE PURPOSE

The purpose of this procedure is to:

- provide a clear and concise process to all staff involved in the application and processing of applications for recognition of prior learning (RPL).
- grant course credit to prospective, offered and admitted students with suitable prior learning.
- adjust the duration of study, if required.

SCOPE

This procedure applies to prospective students, UTS College students, and staff and affiliates.

This procedure applies to the recognition of prior learning process for all courses and programs delivered by UTS College or its international partners.

DEFINITIONS are set out at the end of this procedure.

PROCEDURE STEPS

Activity	Description	Responsible
Applying for RPL		
Apply for RPL	1. Prospective student or channel partner, on their behalf, lodges an assessment request for RPL.	Prospective student, or Channel Partner on behalf of prospective student
	2. New / enrolled student , or channel partner on their behalf, lodges an application for RPL no later than Wednesday, week 1 of teaching.	New / enrolled student, channel partner
<i>Note: A student may only apply for a maximum of 1/3 of the total course.</i>		

	<ul style="list-style-type: none"> • Add the newly established precedent to the Credit Transfer Register • Update StudentOne <ul style="list-style-type: none"> ○ Apply credit to be awarded, reduce course duration • Advise Admission / Enrolment Team 	
Process and Apply RPL	<p>7. Process and Notify</p> <p>Prospective student</p> <ul style="list-style-type: none"> • update Studylink and advise prospective student or channel partner, in writing. • apply the credit (if applicable) in Studylink and advise prospective student, in writing. <p>New / enrolled student Processes RPL, if applicable:</p> <ul style="list-style-type: none"> • Amend Confirmation of Enrolment and notify the Registrar. • Email Student/Channel Partner of RPL outcome 	<p>Admissions Team</p> <p>Enrolment Team</p>

Record Keeping		
Record of RPL	If RPL is granted and the student accepts a UTS College offer, a record of the student's written acceptance is retained for two years after the student ceases to be an accepted student.	Admissions Team
Maintenance of RPL Precedent Register	The RPL Precedent Register to be reviewed annually. Where a PM or DoSE considers a precedent to be no longer aligned to UTS college subjects, request the precedent to be deleted.	PM/DoSE

DEFINITIONS

Enrolled Student	<p>A student who accepts an offer, or provisional offer to a UTS College course or package of courses, by:</p> <ol style="list-style-type: none"> 1. providing an acceptance form and 2. paying the required fees; <u>or</u> providing a proof of payment (through channel partners only); <u>or</u> has successfully applied for FEE-HELP (eligible domestic students only); <u>or</u> who has provided a scholarship letter from an acceptable sponsor (including UTS College sponsorships as well as scholarships from foreign government bodies); and 3. having this change of status recorded on the UTS College student database
Channel Partner	An approved UTS College agent

CoE	Electronic Confirmation of Enrolment issued through the PRISMS system for visa application purposes
RPL Precedent Register	A register held by the Education department noting any approved credit towards UTS College diplomas. Agreements with other institutions regarding specified block credit are also noted here.
New Student	Student who is enrolled at UTS College, currently studying or about to commence their first semester.
PRISMS	Provider Registration and International Students Management System
Program Manager	The Academic in charge of an area of study e.g. Diploma of Business, Diploma of IT, UTS Foundation Studies
Prospective or Offered Student	Student who is not admitted at UTS College. They may be in the process of enquiring about studying at UTS College or have been issued an offer by UTS College. Student may ask what RPL they might be given before deciding whether to accept our offer.
RPL	Recognition of Prior Learning
Affiliates	Insearch Limited Board members, honorary appointees, contractors, labour hire personnel, volunteers, agency staff and any other person appointed or engaged by UTS College to perform work or functions for UTS College.
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College.
UTS College	Insearch Limited, its representative offices and its controlled entities.

SUPPORTING DOCUMENTS:

- Recognition of Prior Learning (RPL) Policy
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000

ADMIN USE ONLY

APPROVAL	
Position title:	Dean of Studies Date: 8 April 2024
Procedure Title	Recognition of Prior Learning Procedure
Executive Manager	Dean of Studies
Procedure ID	PROC/EDUC/05/24
Effective Date	8 April 2024

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0		Current version	03/06/2022
1.1	Sally Payne	Correction of steps for checking/applying established precedents in the RPL Precedent Register by Education Services Addition of maintenance of RPL Precedent Register information by PMs	08/04/2024