

Recognition of Prior Learning (RPL) Policy

POLICY PURPOSE

UTS College provides the opportunity for students to apply to have prior learning considered for credit towards a UTS College post-secondary course where the outcomes of the prior learning are related to assessable components of the course.

The purpose of this policy is to:

- Recognise and support the legitimate interests of students in obtaining credit for prior learning;
- Ensure a consistent and equitable approach to the granting of credit for prior learning;
- ensure that students granted RPL are not disadvantaged in achieving the expected learning outcomes for the course; and
- ensure that the integrity of the course and the qualification are maintained.

SCOPE

This policy applies to:

- All prospective, offered, and admitted students
- Education Management staff.
- UTS College Staff and Affiliates involved in the processes of admission and enrolment of students to postsecondary courses, both onshore and transnationally.

DEFINITIONS are set out at the end of this policy.

POLICY PRINCIPLES

Principle	Responsible
APPLYING AND ELIGIBILITY	
1. UTS College recognises prior knowledge and skills that meet course learning outcomes.	Education Management
2. UTS College aims to facilitate student progress, completion and mobility.	Program Managers

Principle	Responsible
3. The UTS College policy and procedure for recognition of prior learning are publicly available and easily accessible to all prospective and existing students.	Education Services
ASSESSING	
4. Credit awarded for previous studies or skills is consistent with the Australian Higher Education Qualification Standards and preserves the integrity of the higher education award to which it applies.	Program Managers
5. Education Management takes into account the relevance, currency and equivalence of the learning outcomes, volume of learning, program of study including content, and learning and assessment approaches in determining credit towards award programs. They also consider whether the student has any known limitations that would be expected to impede their progression or completion.	Program Managers
6. Granting of credit is based on a consistent, transparent and equitable approach. Currency of studies is considered, if within: <ul style="list-style-type: none"> a. Two(2) years for Diploma and undergraduate students b. Five(5) years for Graduate certificate students The maximum credit that may be applied will not exceed more than one third (1/3) of the total course.	Program Managers
7. Applications for RPL are decided in a timely way within five (5) working days and decisions are promptly notified to students.	Program Managers, Admissions Team
8. Students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study.	Program Managers
9. If RPL is granted, the decision is given to the student in writing to accept. The student's written acceptance is retained for two years after the student ceases to be an accepted student.	Admissions Team

DEFINITIONS

AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework
Admitted student	The status of a student in UTS College's student management system who has accepted an offer or provisional offer of a place on a course or package of courses offered by UTS College or its transnational partners.
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.
Course	The accredited study plan to which a student has been admitted. In this document course refers to a one of the post-secondary award courses offered at UTS College.
Credentialed prior learning	Forms of prior learning include formal, non-formal and informal learning.
Credit	Credit is a benefit provided to a student by waiving one or more of the normal requirements for completion of a course of study, such as not having to complete a particular unit of study. Credit is obtained on the basis of evidence that the student has already undertaken learning that is deemed to be equivalent to the parts of the course of study for which credit has been granted.
Credit Points	UTS College courses comply with the Australian Qualifications Framework (AQF) and the terminology used. UTS College Diplomas have a credit point value of 48, apart from the Diploma of Communication which has 52 credit points. Undergraduate Certificates and Graduate Certificates each have a credit value of 24.
Exemption	The process of releasing a student from undertaking an individual subject and for the granting of equivalent academic credit
Formal Learning	Learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).
Informal Learning	Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.
Learning Outcomes	Statements written from the student's perspective indicating the level of understanding and performance of what they are expected to achieve as a result of engaging in the learning and teaching experience. These relate to both subject and course level
Non-formal learning	Learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment.

Program	See 'Course'.
Prospective or Offered Student	Students not yet 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. Students may ask what RPL they might be given before deciding whether to accept our offer.
Recognition of Prior Learning (RPL)	The assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit
Specified credit	(also known as subject exemption): Specified credit is credit granted towards particular or specific components of a qualification or program of learning.
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.
Unspecified credit	Unspecified credit is credit granted towards elective components of a qualification or program of learning
UTS College	Insearch Limited, its representative offices and its controlled entities.

SUPPORTING DOCUMENTS

Include the title of supporting documents such as legislation, associated policies, related procedures and other UTS College resources.

- Student Application, Admission and Enrolment Policy
- Recognition of Prior Learning (RPL) Procedure
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

ADMIN USE ONLY

APPROVAL		
Signature:		
Position title:	Chair of the Academic Board	Date: 28 April 2022
Policy Title	Recognition of Prior Learning (RPL) Policy	
Senior Leader	Dean of Studies	
Manager	Associate Dean of Studies	
Policy ID	PO/EDUC/04/22	
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