

Recognition of Prior Learning Procedure

1. PURPOSE

The purpose of this procedure is to:

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

2. SCOPE

This procedure applies to:

- 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.

3. PROCEDURES

3.1. Applying for RPL

- 3.1.1. Prospective student or channel partner, on their behalf, lodges an assessment request for RPL.

New / enrolled student, or channel partner on their behalf, lodges all applications for RPL in the student's first trimester/semester of study by Wednesday, week 1 of teaching using the Application for Recognition of Prior Learning.

Note: A student may only apply for a maximum of 1/3 of the total course.

3.2. Validate RPL request and check for Precedents

- 3.2.1. The Admissions Team handles RPL requests for prospective students. Once enrolled, the responsibility is transferred to the Student Centre.
- 3.2.2. Admissions Team / Student Centre checks the request application:
 - a) Validate that the application is fully completed and includes student details.
 - b) Check that supporting documentation has been received.
- 3.2.3. Admissions Team / Student Centre checks for existing precedent:

- a) Check for an existing precedent against the Credit Transfer Register to award RPL.
- b) If a precedent has been established and can be applied to the student's application, update Student One, then proceed with Step 3.4.1.
- c) If a precedent has not been established, forward the application and supporting documentation to Program Manager (PM) (as applicable).

3.3. Establish RPL

3.3.1. Review application and determine if RPL eligibility

- a) The PM assesses the application and documentation to determine if credit should be applied, and if so, the amount of credit, and equivalent UTS College subject for exemption.

This assessment will consider each of the following:

- currency of knowledge:
- Two (2) years for Diploma and undergraduate students
- Five (5) years for Graduate certificate students
- relevance and AQF level equivalence of the previous learning
- learning outcomes
- volume of learning
- content of study, and
- learning and assessment approaches of the previous learning.

- b) Advise Admissions Team / Student Centre of outcome.

3.4. Processing and Notification of Credit

3.4.1. Admissions Team / Student Centre records RPL precedent:

- a) Add the newly established precedent to the Credit Transfer Register.
- b) Update StudentOne, apply credit to be awarded, and reduce course duration
- c) Advise Enrolment Team

3.4.2. Process and Apply RPL:

- a) Prospective students:

- Admissions Team updates Studylink and advise prospective student or channel partner, in writing.
- Admissions Team applies the credit (if applicable) in Studylink and advise prospective student, in writing.

OR

b) New/ enrolled students

- Student Centre amends Confirmation of Enrolment (CoE) and notify the Enrolment Team.
- Student Centre emails student / channel partner of RPL outcomes

3.5. Record Keeping

3.5.1. Admissions Team/ Student Centre records 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.

3.5.2. Admissions Team/ Student Centre maintains RPL Precedent Register:

- a) The RPL Precedent Register to be reviewed annually.
- b) Where a PM considers a precedent to be no longer aligned to UTS college subjects, request the precedent to be deleted.

4. RESPONSIBILITIES

4.1. Prospective Students, New/Enrolled Students, and Channel Partners

- a) Lodge an RPL assessment request (prospective students) or application (new/enrolled students) no later than Wednesday, Week 1 of teaching.
- b) Ensure all required documentation and supporting evidence are submitted with the application.
- c) Respond promptly to any requests for further information regarding their application.

4.2. Admissions Team

- a) Manage RPL requests for prospective students, including validating applications, checking for precedents, and updating records.
- b) Forward RPL applications to the Student Centre once a student is enrolled.
- c) Process and notify prospective students of RPL outcomes via Studylink.
- d) Amend Confirmation of Enrolment (CoE) where applicable.

- e) Maintain the RPL Precedent Register, ensuring accurate and up-to-date records.

4.3. Student Centre

- a) Handle RPL applications for new and enrolled students.
- b) Validate applications, check for supporting documentation, and verify precedents.
- c) Process RPL decisions, update Student One, and notify students and relevant teams.
- d) Amend Confirmation of Enrolment (CoE) where applicable.
- e) Maintain records of RPL decisions.

4.4. Program Manager (PM)

- a) Assess RPL applications for eligibility, considering knowledge currency, AQF equivalence, learning outcomes, volume of learning, and assessment methods.
- b) Determine the amount of credit to be awarded and the equivalent UTS College subject for exemption.
- c) Advise the Admissions Team/Student Centre of assessment outcomes.
- d) Review and request deletion of outdated precedents if they no longer align with UTS College subjects.

4.5. Enrolment Team

- a) Update student enrolment records.
- b) Ensure that course duration adjustments are processed accurately.

5. RELATED DOCUMENTS

UTS College Policies and Procedures

- Recognition of Prior Learning (RPL) Policy

Legislation

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000

DEFINITIONS

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

Recognition of Prior Learning (RPL)	The assessment process that involves assessment of an individual's relevant prior learning to determine the credit outcomes of an individual application for credit.
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.
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.

APPROVAL		
Procedure Title	Recognition of Prior Learning Procedure	
Procedure ID	PROC/EDUC/01/25	
Procedure Category	Governance/Academic/Operational	
Procedure Audience	Staff, Students, Affiliates and Third Parties	
Procedure Owner	Dean of Studies	
Approval Authority	Academic Board	
Endorsed by	ASC	Date: 10 April 2025
Approved by	Academic Board	Date: 22 May 2025
Next Review Date	21 May 2028	

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0		Current version	03/06/2022
1.1	Dean	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
1.2	Program Manager Foundation Studies and Cambridge Principal	Updated responsibility with Admissions handles prospective students and Student Centre manages enrolled students. Education Services removed from the process. Removed DoSE and LEL references and CoE now spelled out. Definitions for RPL and Admitted Student updated. Clarification of AQF level equivalence for clearer relevance of prior learning.	10/04/2025