

## Recognition of Prior Learning (RPL) Policy

### 1. 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:

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

### 2. 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.

### 3. PRINCIPLES

- 3.1. UTS College recognises prior knowledge and skills that meet course learning outcomes.
- 3.2. UTS College aims to facilitate student progress, completion and mobility, with maximum efficiency.
- 3.3. The UTS College policy and procedure for recognition of prior learning are publicly available and easily accessible to all prospective and existing students.

### 4. POLICY STATEMENTS

#### 4.1. Assessment of Prior Learning

- a) Credit awarded for previous studies or skills is consistent with the Australian Qualification Framework (AQF) and preserves the integrity of the higher education award to which it applies.

- b) Education Management evaluates the relevance, AQF level equivalence, currency, and comparability of learning outcomes, volume of learning, program content, and assessment methods when 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.
- c) Granting of credit is based on a consistent, transparent and equitable approach.
- d) Currency of studies is considered, if within:
  - Two (2) years for Diploma and undergraduate students
  - Five (5) years for Graduate certificate students
- e) All applications for RPL must be submitted in the student's first trimester/semester of study by Wednesday Week One using the Application for Recognition of Prior Learning
- f) Applications for RPL are decided in a timely way within five (5) working days and decisions are promptly notified to students.
- g) Students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study.
- h) 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.

## 5. RESPONSIBILITIES

### 5.1. Program Managers

- a) Ensure that credit awarded for prior learning aligns with the Australian Qualification Framework and maintains the integrity of the higher education award.
- b) Assess the relevance, AQF level equivalence, currency, and comparability of learning outcomes, volume of learning, program content, and assessment methods when determining credit towards award programs.
- c) Apply a consistent, transparent, and equitable approach to granting credit, considering the currency of studies within the specified timeframes.
- d) Oversee the assessment of prior learning to ensure compliance with academic standards and institutional policies.
- e) Ensure that students granted credit are not disadvantaged in achieving the expected learning outcomes.
- f) Decide on RPL applications in a timely manner within five (5) working days.

### 5.2. Admissions Team / Student Centre

- a) The Admissions Team handles RPL requests for prospective students. Once enrolled and after submitting an RPL application, the responsibility is transferred to the Student Centre.
- b) Process and decide on RPL applications in collaboration with Program Managers.
- c) Notify students of RPL decisions promptly.
- d) Provide students with written confirmation of credit granted and retain the student's acceptance for two years after they cease to be an accepted student.

### 5.3. Education Administrators

- a) Maintain the public availability and accessibility of the UTS College policy and procedure for recognition of prior learning.

## 6. RELATED DOCUMENTS

### *UTS College Policies and Procedures*

- Student Application, Admission and Enrolment Policy
- Recognition of Prior Learning (RPL) Procedure

### *Legislation*

- National Code of Practice for Providers of Education and Training to Overseas Students (National Code) 2018

### *Regulatory Guidance*

- Tertiary Education Quality and Standards Agency (TEQSA), Guidance note: Credit and recognition of prior learning – July 2023

## 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.
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
Course	The accredited study plan to which a student has been admitted. In this document course refers to one of the post-secondary award courses offered at UTS College.
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.
Exemption	The process of releasing a student from undertaking an individual subject and for the granting of equivalent academic credit
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.
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 to determine the credit outcomes of an individual application for credit.
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	UTS College Limited, its representative offices and its controlled entities.

APPROVAL		
<b>Policy Title</b>	<b>Recognition of Prior Learning (RPL) Policy</b>	
Policy ID	PO/EDUC/03/25	
Policy Category	Governance/Academic/Operational	
Policy Audience	Staff, Students, Affiliates and Third Parties	
Policy Owner	Dean	
Approval Authority	Academic Board	
Endorsed by	ASC	Date: 10 April 2025
<b>Approved by</b>	<b>Academic Board</b>	<b>Date: 22 May 2025</b>
Next Review Date	21 May 2028	

## VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0		April 2022	
1.1	Program Manager Foundation Studies and Cambridge Principal	Explicit mention of the Australian Qualifications Framework (AQF) to ensure alignment with national standards. Role Adjustments in RPL Processing: Admissions Team handles RPL applications for prospective students. Student Centre takes over responsibility once the student is enrolled and has submitted an RPL application. "Education Services" replaced with "Education Administrators" to align with the organisational structure. Removal of the term "credit points", "credentialed" and "specified and unspecified credits", as they all deemed unnecessary within the policy. Formatting and Language Adjustments.	10/04/2025