

| | |
|---|---|
|  | Recognition of Prior Learning Policy |
| Document Type | Responsibility plan |
| Administering Entity | Dean of Studies |
| Latest Amendment /Approval Date | October 2015 |
| Last Approval /Amendment Date | September 2014 |
| Approval Authority | CEO |
| Indicative time of Review | Triennially |
| Responsibility for review | Academic Board |
| DOCUMENT ID: ACDPOL013 | VERSION: v3.1 |
| CUSTODIAN: Dean of Studies | AUTHORISED BY: Registrar |
| Related Documents | <ul style="list-style-type: none"> • Student Code of Conduct • College Mediator Policy • Academic Grievance Procedures |

1. Purpose

Campion College provides the opportunity for students to apply to have prior learning considered for credit towards a Campion College course where the prior learning is related to assessable components of that course. Forms of prior learning include previous study from recognised tertiary organisations, relevant work or life experience or courses undertaken outside a recognised tertiary education organisation.

2. Objectives

- To recognise and support the legitimate interests of students in obtaining credit for prior learning.
- To ensure public availability and scrutiny of Recognition of Prior Learning (RPL) provisions.
- To ensure a consistent and equitable approach to the granting of credit for prior learning.

3. Scope

This policy is applicable to all coursework programs of the College and it covers the granting of credit towards a Campion College award on the basis of:

- prior learning at tertiary or credentialed institutions
- prior learning in non-credentialed settings.

It should be noted that eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

4. Definitions and Categories

4.1. Basis of Recognition

Credentialed prior learning – course-related learning leading to the award of a tertiary qualification.

This includes learning from:

- Completed tertiary education subjects and courses
- Completed subjects and courses
- VETAB accredited courses
- Overseas qualifications from National Office of Overseas Skills Recognition (NOOSR) recognised higher education institutions.

Uncredentialed prior learning – informal learning from work experience, life experience or courses taken outside the tertiary education system.

4.2. Form of Recognition

Exemption – the process of releasing a student from undertaking an individual subject and for the granting of equivalent academic credit.

Substitution – releasing a student from undertaking a subject and specifying alternative subject(s) of equivalent credit point value which must be completed in order to achieve equivalent academic credit.

Credit transfer – recognition that a block or group of subjects and their associated equivalent academic credit, that have been completed at different institutions, are being recognised as a valid component of a student's enrolled Campion College course.

4.3. Components of the Course that are Recognised

Specified credit – equivalent to a subject exemption. Credit is granted where there is one-to-one, equivalent-level correspondence between the applicant's prior learning (credentialed or uncredentialed) and Campion College subject outcomes. Only full subject credit can be granted, up to the limit allowable for the course.

Unspecified credit – credit granted where the prior learning (credentialed or uncredentialed) of the applicant is judged to be relevant to the course at the appropriate level but may not directly correspond to specific subjects within the course. Unspecified credit is usually granted towards meeting any elective requirements of a program.

Block credit – credit granted under pre-determined arrangements for study at TAFE, VET providers or other tertiary providers. Block credit normally refers to the exemption from a period of study, usually expressed in credit points, as recognition of successfully completed periods of equivalent study. Block credit can consist of either specified or unspecified credit, or a combination of both.

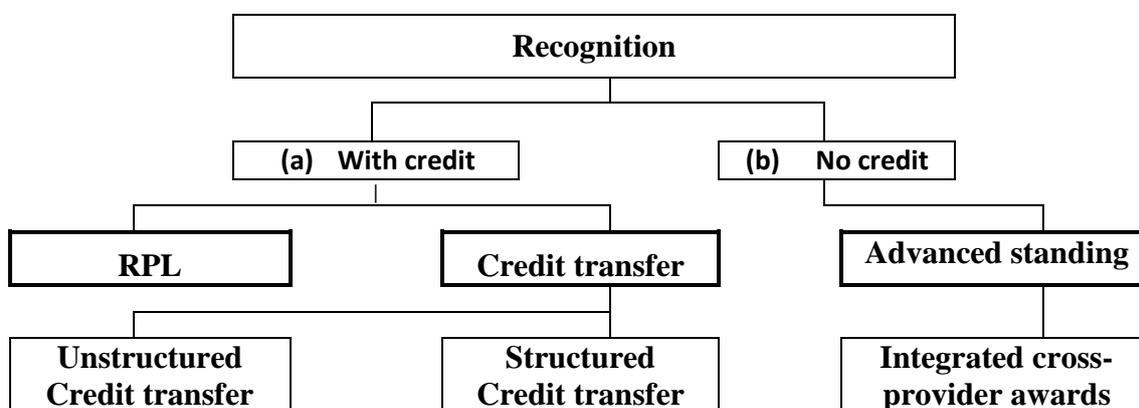
5. Policy Provisions

Recognition of Prior Learning (RPL) for the purposes of this policy is the process of recognising for credit, in the form of specified or unspecified credit, what an individual knows or can do, wherever and however they may have acquired the knowledge and/or skills.

5.1.

Campion College recognises two types of prior learning:

- (a) credentialed prior learning; and
- (b) uncredentialed prior learning.



5.2.

Applicants for RPL on the basis of uncredentialed prior learning may

- (a) be required to demonstrate their learning through the completion of some type of assessment or activity such as testing or compiling a portfolio of learning and/or experience,
- (b) unless they are or have been bona fide students at another higher education provider with which Campion has a formal articulation or exchange arrangement.

5.3.

Applicants who have relevant prior learning may apply for recognition of this prior learning and, if their application is successful, they are granted either exemptions or substitutions from either specified or unspecified components of their Campion College course.

5.4.

Eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

5.5.

Applicants for RPL may be granted any combination of recognition as described above subject to the provision that, except with the approval of the Academic Board, no student will receive credit that totals more than:

- (a) one-third of a course of three years or less full-time duration, or
- (b) one-quarter of a course of more than three years full-time duration.

5.6.

Regardless of the nature or amount of recognition granted, any specific requirements of an award must be fulfilled, including any conditions associated with the professional recognition of the award.

5.7.

Applications for RPL will normally only be considered at the time of admission. Where this is not possible, or where circumstances change, a second or later application will be considered only prior to final re-enrolment in the Campion College award course for which RPL is being sought. A second or later application for RPL must be made in writing to the Dean of Studies, must make full disclosure of the initial application and must set the circumstances which prevented an initial application or the changed circumstances which justify a second application.

5.8.

This does not preclude a student's right at any time to cancel exemptions or substitutions that have been granted previously. (It should be noted that cancellation of exemptions or substitutions often has fee implications for students.)

5.9.

Students wishing to cancel previously approved credit must do so prior to their final (re-) enrolment.

5.10.

In determining whether credit may be granted, the College must be confident of the currency of the applicant's knowledge. Applications for RPL will be considered on a course by course basis, where currency of learning can be demonstrated to the satisfaction of the faculty.

5.11.

Undergraduate subjects will only be accepted for credit towards postgraduate courses in the following cases:

- (a) for existing courses, through approval by Academic Board of the conditions either for individual courses or for groups of courses; and
- (b) for new courses, in the course accreditation proposals either by explicit definition or by reference to existing approved conditions, as per (a).

5.12.

Previously acquired credentialed or uncredentialed learning may only be counted once as approved RPL exemptions for any course offered by the College.

5.13.

Where students do not meet College standard on grade requirements, any relevant applications for RPL will be rejected automatically. Where TAFE courses do not provide a grade, or where grade criteria have not been set, applications will be directed to the Dean of Studies for individual consideration.

5.14.

Students accepted under this policy may be required to complete a bridging program.

5.15.

The normal Campion College grievance procedures should be followed for students appealing against unsuccessful applications for RPL, or disputing any decisions made in respect of approved credit.

5.16.

Wherever possible, NOOSR guidelines should be used for assessing applications for RPL on the basis of overseas study.

6. Responsibilities

The Dean of Studies will be responsible for the application of this policy.

In recognising prior learning, due regard will be had for the academic standards of the College, equity principles, promptness in processing applications and consistency of application of the policy between subjects and courses.

7. Communications

This policy will be published in the Student Handbook.