

## 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
<b>Applying for RPL</b>		
Apply for RPL	<ol style="list-style-type: none"> <li>1. <b>Prospective student</b> or channel partner, on their behalf, lodges an assessment request for RPL.</li> <li>2. <b>New / enrolled student</b>, or channel partner on their behalf, lodges an application for RPL no later than Wednesday, week 1 of teaching.</li> </ol> <p><i>Note: A student may only apply for a maximum of 1/3 of the total course.</i></p>	<p>Prospective student, or Channel Partner on behalf of prospective student</p> <p>New / enrolled student, channel partner</p>

Activity	Description	Responsible
<b>Validate RPL request and check for Precedents</b>		
Validate RPL Request Application	3. Check the request application: <ul style="list-style-type: none"> <li>• Validate that the application is fully completed and includes student details</li> <li>• Check that supporting documentation has been received</li> <li>• Forward application to Education Services</li> </ul>	Admissions Team
Check RPL precedents	4. Check for existing precedent: <ul style="list-style-type: none"> <li>• Check for an existing precedent against the Credit Transfer Register to award RPL</li> <li>• Forward application, supporting documentation, and evidence of any precedent found to PM</li> </ul>	Education Services
<b>Establish RPL</b>		
Review application	5. Assess the application and documentation to determine if credit should be applied, the amount of credit, and equivalent UTS College subject for exemption: <ul style="list-style-type: none"> <li>• Where an RPL precedent has been identified, PM/ confirms if is to be applied; or</li> <li>• Where a precedent has been identified, but PM/ does not agree that the precedent applies in this application, assesses the prior learning to determine the amount of credit (if any) to be applied and equivalent UTS College subject for exemption.</li> <li>• Where the PM considers the precedent to be no longer aligned to UTS college subjects, request the precedent to be deleted.</li> <li>• Where no precedent exists, the PM assesses the prior learning to determine the amount of credit (if any) to be applied and equivalent UTS College subject for exemption.</li> </ul> <p>This assessment will consider each of the following:</p> <ul style="list-style-type: none"> <li>• currency of knowledge:               <ul style="list-style-type: none"> <li>○ Two(2) years for Diploma and undergraduate students</li> <li>○ Five(5) years for Graduate certificate students</li> </ul> </li> <li>• relevance of the previous learning</li> <li>• learning outcomes</li> <li>• volume of learning</li> <li>• content of study, and</li> <li>• learning and assessment approaches of the previous learning.</li> </ul> <p>Advise Education Services of outcome</p>	Program Managers/LEM for Graduate Certificate student-centred learning

<b>Processing and Notification of Credit</b>		
Record RPL precedent	6. Record outcome of RPL outcome: <ul style="list-style-type: none"> <li>• Add the new precedent (if applicable) to the Credit Transfer Register or delete precedents that the PM advises no longer apply</li> <li>• Update StudentOne               <ul style="list-style-type: none"> <li>○ Apply credit to be awarded, reduce course duration</li> </ul> </li> <li>• Advise Admission / Enrolment Team</li> </ul>	Education Services
Process and Apply RPL	7. Process and Notify  <b>Prospective student</b> <ul style="list-style-type: none"> <li>• update Studylink and advise prospective student or channel partner, in writing.</li> <li>• apply the credit in Studylink and advise prospective student, in writing.</li> </ul> <b>New / enrolled student</b> Processes RPL, if applicable: <ul style="list-style-type: none"> <li>• Amend Confirmation of Enrolment and notify the Registrar.</li> <li>• Email Student/Channel Partner of RPL outcome</li> </ul>	Admissions Team

<b>Record Keeping</b>		
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

## DEFINITIONS

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"> <li>1. providing an acceptance form and</li> <li>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</li> <li>3. having this change of status recorded on the UTS College student database</li> </ol>
Channel Partner	An approved UTS College agent

CoE	Electronic Confirmation of Enrolment issued through the PRISMS system for visa application purposes
Credit Transfer 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:**

- RPL Policy
- The National Code 2018
- Education Services for Overseas Students Act 2000

**ADMIN USE ONLY**

APPROVAL	
Signature:	
Name: <b>Tim Laurence, Dean of Studies</b> Date: 7/07/22	
Procedure Title	Recognition of Prior Learning Procedure
Executive Manager	Tim Laurence Dean of Studies
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