Recognition of Prior Learning Procedure

Procedure Statement
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).

SCOPE

The scope of this procedure is:

- for UTS College to grant course credit to students with suitable prior learning.
- to keep students aware of the course credit that has been granted by providing a copy of the course credit for their records
- for UTS College to adjust the duration of study if required

as per the National Code 2018. This procedure applies to staff in the Student Centre and Student Admissions and Program Managers who approve RPL.

DEFINITIONS

Admitted Student	A student who accepts an offer, or provisional offer to an UTS College course or package of courses, by: 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 (includes UTS College sponsorships as well as scholarships from foreign government bodies) and 3. having this change of status recorded on the UTS College student database.
CoE	Electronic Confirmation of Enrolment issued through the PRISMS system for visa application purposes
Credit Transfer Register	A register held by the Associate Dean of Studies noting any approved credit towards UTS College diplomas. Agreements with other institutions regarding specified block credit are also noted here.
New Student	These students are enrolled at UTS College, currently studying or about to commence their first semester.
NOOSR	National Office of Overseas Skills Recognition

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Partner	An approved UTS College agent
PRISMS	Provider Registration and International Students Management System
Program Manager (PM)	The Academic in charge of a particular area of study eg Program Manager for Business, Program Manager for I.T. Program Manager for Foundation Studies etc
Prospective or Offered Student	These students are not admitted at UTS College. Students may ask what RPL they might be given before deciding whether to accept our offer.
RPL	Recognition of Prior Learning

STEPS

Action	Description	Responsible
Apply for RPL	Applications for RPL, whether by prospective or new students, are lodged at the Student Centre or through Student Admissions. Applications must be lodged no later than Wednesday week 1 of teaching. RPL Applications for RPL consist of: • an RPL application form • relevant certified transcripts (must be from a higher education institution) and an official explanation of the grading system. • relevant documents giving evidence of a students' prior learning including appropriate sections from the handbook, official subject outlines, or syllabus (including topics covered, class hours, type of assessment, textbooks) for the year in which the relevant subjects were passed, describing in detail the subjects studied at the previous institution that are being used to apply for credit recognition. Certification of these documents is not required NB: Applications for RPL received via prospective students or via partners typically do not include an RPL application form.	Prospective or new student (maybe via a partner)

Action	Description	Responsible
Passing application to Education staff for consideration	After receiving an RPL application, Student Centre or Student Admissions staff photocopy the application form and supporting documentation before sending it to the relevant Program Manager The staff member must clearly indicate which staff member is providing the application to the Program manager (PM), and whether from Student Centre or Student Admissions, so the Program Manager knows who to contact if any further documentation is required and who to respond to.	Student Centre or Student Admissions staff
Ensure maximum RPL is not exceeded	Ensure that the maximum number of exemptions (1/3) is not exceeded (see RPL policy).	Relevant Program Manager
Check the institution of prior learning	The academic standing of the institution of prior learning is crucial to the assessment of the students' application. This can be checked through NOOSR.	Relevant Program Manager
Decision is made	The relevant program manager consults the RPL Policy and all supporting documentation, to reach a decision on the application.	Relevant Program Manager
Communicating the decision	A letter to the student is prepared and printed on UTS College letterhead: the original of this is for the student or their partner. A copy is for the student's file. The letter is signed in the authority of the Dean of Studies. All documents including the RPL application form and letters are sent to Student Centre or Student Admissions (depending on who initially forwarded the RPL request) for filing and mailing.	Relevant Program Manager

Action	Description	Responsible
Forwarding the letter	The original letter prepared by the relevant program manager is emailed to the student (or their partner). The student is asked to consider what RPL has been approved and the impact of accepting this on their student visa (in the case of international students).	Student Centre or Student Admissions staff
Accepting the RPL	If the student agrees to the RPL the student must sign and return the RPL letter to UTS College Regsitrar@UTS College.edu.au so that this can be processed and kept on the student's file.	Student
Receiving the student's response	The signed letter, when returned to UTS College, is scanned to the students i-record file. Details of any RPL accepted by the student, are forwarded to the relevant program manager	Student Centre or Student Admissions staff
Adding approved agreed RPL to student's record	Notes approved agreed RPL on the student's record in Ci (through the Advanced Standing Facility).	Relevant Program Manager or Executive Assistant education
Reducing the duration of the course and amending CoE	Course credit may reduce the length of a student's course. If this occurs before visa grant, the actual course duration is noted on the confirmation of enrolment (CoE) issued for that student for that course (International students only). If the course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS).	Student Centre or Student Admissions staff
Enrolment	Refer to RPL approved by Program Manager and accepted by Student when enrolling students so that student is enrolled in the correct units and agreed RPL	Student Administration staff

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SUPPORTING DOCUMENTS

- RPL Policy
- RPL Template
- The National Code 2018
- Education Services for Overseas Students Act 2000
- NOOSR Country Education Profiles
  https://internationaleducation.gov.au/cep/Pages/default.aspx

ADMIN USE ONLY

APPROVAL		
Signature:		
Name:	**Tim Laurence, Dean of Studies**	Date:
Policy Title:	Recognition of Prior Learning Procedure	
Policy Owner:	Associate Dean of Studies	
Policy ID:	PR/EDU/01/16	
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