

RECOGNITION OF PRIOR LEARNING (RPL) PROCEDURE

Section 1 - Purpose and Scope

Purpose and Scope

- (1) This Procedure sets out:
 - a. the process for any student or prospective student ("applicant") seeking to make an RPL application; and
 - b. the key responsibilities in the RPL assessment process, specifically Student Enrolment Advisors, the Registry Office and Heads of Department.

Section 2 – Definitions

- (2) In addition to the definitions set out in the Recognition of Prior Learning Policy, the following definitions apply:
 - a. **Academic Transcript** is a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation. In Australia this may be called a 'transcript of results', 'academic transcript', 'record of achievement' or 'statement of results'.
 - b. **Census date** means the official count of the student population for each study period. It is the date by which a student's enrolment in a unit is finalised and is the last day that a student can vary or withdraw from the unit or units without incurring an academic penalty and/or financial liability. The census date for each teaching period is published on the ACPE's student calendar.

Section 3 – Procedures

Timeframe for Applications

- (3) Applications for RPL must be lodged **at least 20 days prior to the census date** of the relevant unit's teaching period to permit processing, decision making and communicating the result to the applicant prior to finalising enrolment.
 - a. In general, applicants are advised to make an application for RPL as part of their admissions process. See also the Admissions Policy and associated Procedure.

Outcomes of Applications

- (4) The College will advise applicants in writing of the outcome of their application:
 - a. Successful applicants will have 'RPL' applied to the relevant unit/s on their academic transcript on receipt of a signed acceptance of the outcome.
 - b. Where an application for credit is not approved, the Registrar will provide the applicant with a written response stating the grounds on which RPL was not approved.

- (5) Applicants whose request for assessment or reassessment of RPL is not approved may appeal through the College's Academic Appeals process. Refer to the *Grievances, Complaints and Appeals Policy*.

Process for Assessment or Reassessment of RPL Applications

Student / Prospective student

- (6) Prospective and currently enrolled students (applicants) may apply for Recognition of Prior Learning either:
- as part of an Application for Admission; or
 - during their Course candidature.
- (7) Applicants must submit the *Application for Recognition of Prior Learning Form* (RPL Application Form) and supply evidence to support the application.
- Evidence of the applicant's Formal, Informal or Non-formal Learning must demonstrate attainment of Learning Outcomes required for admission to the specified ACPE degree program and/or achievement of the specific Learning Outcomes of the unit(s) for which credit is sought.

Submitting the application form

- (8) Currently enrolled students should submit their RPL Application (with the required evidence) either:
- in person at the ACPE Front Desk; or
 - via email to registry@acpe.edu.au
- (9) Prospective students should submit their RPL Application (with the required evidence) to the Student Enrolment Advisor who is their contact person for their admissions application.
- (10) **Student Enrolment Advisors** who receive a complete application for RPL (with the required evidence) as part of the admission application should:
- Check the application against the unit precedents recorded in the Credit Transfer Register (saved in the shared drive) or the arrangements recorded in the Articulations Register and note this on the appropriate section in the *RPL Application Form*.
 - Forward the complete application form to the Registrar's Office for processing.

Registrar's Office

- (11) On receipt of RPL applications, the Registrar's Office will:
- record the details of the application in the RPL Applications Register; and
 - conduct an initial assessment of evidence as meeting the minimum documentation requirements (certified copies of academic transcript, unit outlines of units completed at other institutions, etc).
- (12) The Registrar's Office will assess overseas qualifications will be assessed by the Registrar's office using the NOOSR database (or similar) to identify the equivalent Australian AQF level.

- (13) The Registrar's Office:
- a. forwards **complete applications** and evidence to the appropriate Head of Department for assessment against the appropriate ACPE units / Courses; or
 - b. where the documentation provided is **incomplete**, informs the applicant that the evidence provided is insufficient for RPL consideration.
- (14) If credit is approved by the appropriate Head of Department as assessor, the Registrar's Office :
- a. Determines the applicant's total eligible credit is in accordance with the RPL Policy and the Minimum Requirements.
 - b. Where a precedent is approved, records the outcome in the relevant registers or schedules.
 - c. Informs the applicant of the outcome and on receipt of the signed acceptance, enter the credit for the relevant unit/s on the applicant's record.
 - d. If the successful applicant is a (prospective or current) international student, and the credit reduces the length of the course:
 - i. Where this occurs before the visa is granted, the actual course duration must be indicated in the Confirmation of Enrolment (COE).
 - ii. If this occurs after the visa grant, the change in course duration is reported via the Provider Registration and International Student Management System (PRISMS).

[Section 19 Education Services for Overseas Students (ESOS) Act 2000 (Cth)]
- (15) If credit is not approved by the Head of Department, the Registrar's Office notifies the applicant of the outcome and the reason the request was not approved, and any specific advice provided by the assessor.

Heads of Department / Academic Department

- (16) The Head of Department is responsible for assessing the application and evidence against the course and / or unit Learning Outcomes.
- (17) When approving a unit equivalency, the Academic Department / HoD may consider that the approved equivalency should be recorded as a precedent and published on the Credit Transfer Register to enable it to be applied to other applicants seeking the same credit.
- a. A recommendation for publishing on the Credit Transfer Register will be referred to the Learning and Teaching Committee for its determination
- (18) Approval of Block Credit is by the Academic Department that teaches the program for which the applicant is seeking RPL. The process of defining Block Credit requires that the Academic Department/ College:
- a. Consider how the applicant's Prior Learning has contributed to achievement of the Learning Outcomes of the ACPE course.
 - b. Determine what portion of the ACPE course is required to allow the student to build upon the Prior Learning to meet the ACPE course Learning Outcomes taking into account the credit limitations and minimum requirements as set out in the RPL Policy.

(19) Heads of Department are required to provide an outcome of the application to the Registrar's Office within 10 business days on receipt of the application and which clearly provides the reasons for any approval and/or rejection of an application.

Related documents

This Procedure should be read in conjunction with but is not limited to:

- Recognition of Prior Learning (RPL) Policy
- Admissions Policy and associated Procedure
- Fees Policy
- Grievances, Complaints and Appeals Policy and associated Procedure
- Application for Recognition of Prior Learning (RPL) Form

Related Legislation:

- Higher Education Standards Framework (Threshold Standards) 2021 (HESF)
- Tertiary Education Quality and Standards Agency Act 2011
- Australian Qualifications Framework (AQF) January 2013 (2nd Edition)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)

Document Administration

Procedure Name	Recognition of Prior Learning (RPL) Procedure
Procedure Owner	Dean
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Next Review #	Three years from the Approval Date
Amendment history	
Version 2:	RPL Policy and Procedure first developed and implemented March 2019 (new template and content reviewed to ensure compliance with HESF 2015, AQF and National Code). 2019 version archived, but content was revised and updated to reflect current practices and separate it into policy and procedure.

Unless otherwise indicated, this Procedure will still apply beyond the Review date.