# UTS Insearch
UNIVERSITY OF TECHNOLOGY SYDNEY

## Recognition of Prior Learning (RPL) Policy

| POLICY PURPOSE |
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| UTS Insearch provides the opportunity for students to apply to have prior learning considered for credit towards a UTS Insearch postsecondary course where the outcomes of the prior learning are related to assessable components of the course.<br><br>The purpose of this policy is to:<br>▪ Recognise and support the legitimate interests of students in obtaining credit for prior learning;<br>▪ Ensure a consistent and equitable approach to the granting of credit for prior learning;<br>▪ ensure that students granted RPL are not disadvantaged in achieving the expected learning outcomes for the course; and<br>▪ ensure that the integrity of the course and the qualification are maintained. |

## SCOPE

This policy applies to:

- All admitted students
- Education Management staff.
- UTS Insearch Staff and Affiliates involved in the processes of admission and enrolment of students to postsecondary courses, both onshore and transnationally.

**DEFINITIONS** are set out at the end of this policy.

## POLICY PRINCIPLES

| Principle | Responsible |
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| **APPLYING AND ELIGIBILITY** | |
| 1. UTS Insearch recognises prior knowledge and skills that meet course learning outcomes. | Education Management |
| 2. UTS Insearch aims to facilitate student progress, completion and mobility. | Program Managers |

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| Principle | Responsible |
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| 3. The UTS Insearch policy and procedure for recognition of prior learning are publicly available and easily accessible to all prospective and existing students. | Education Services |
| **ASSESSING** | |
| 4. Credit awarded for previous studies or skills is consistent with the Australian Higher Education Qualification Standards and preserves the integrity of the higher education award to which it applies. | Program Managers |
| 5. Education Management take into account the relevance, currency and equivalence of the learning outcomes, volume of learning, program of study including content, and learning and assessment approaches in 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. | Program Managers |
| 6. Granting of credit is based on a consistent, transparent and equitable approach. | Program Managers |
| 7. Applications for RPL are decided in a timely way within 5 working days and decisions are promptly notified to students. | Program Managers, Admissions, Student Centre |
| 8. Students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study. | Program Managers |

## DEFINITIONS

| 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 |
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| Admitted student | The status of a student in UTS Insearch'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 Insearch or its transnational partners. |
| Affiliates | Insearch Limited Board members, honorary appointees, contractors, labour hire personnel, volunteers, agency staff and any other person appointed or engaged by UTS Insearch to perform work or functions for UTS Insearch. |

| Course | The accredited study plan to which a student has been admitted. In this document course refers to a one of the postsecondary award courses offered at UTS Insearch. |
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| Credentialed prior learning | Forms of prior learning include formal, non-formal and informal learning. |
| 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. |
| Credit Points | UTS Insearch courses comply with the Australian Qualifications Framework (AQF) and the terminology used. UTS Insearch Diplomas have a credit point value of 48, Graduate Certificates have a credit value of 24. |
| Exemption | The process of releasing a student from undertaking an individual subject and for the granting of equivalent academic credit |
| Formal Learning | Learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree). |
| Informal Learning | Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support. |
| Learning Outcomes | Statements written from the students 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 |
| Non-formal learning | Learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment. |
| Program | See 'Course'. |
| Recognition of Prior Learning (RPL) | The assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit |
| Specified credit | (also known as subject exemption): Specified credit is credit granted towards particular or specific components of a qualification or program of learning. |
| 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 Insearch. |
| Unspecified credit | Unspecified credit is credit granted towards elective components of a qualification or program of learning |
| UTS Insearch | Insearch Limited, its representative offices and its controlled entities. |

## SUPPORTING DOCUMENTS

Include the title of supporting documents such as legislation, associated policies, related procedures and other UTS Insearch resources.

- Student Application, Admission and Enrolment Policy
- Recognition of Prior Learning (RPL) Procedure
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

## ADMIN USE ONLY

| APPROVAL | | |
|---|---|---|
| Signature:<br>Position title: | **Chair of the Academic Board** | Date: 20/01/2020 |
| Policy Title | Recognition of Prior Learning (RPL) Policy | |
| Senior Leader | Dean of Studies | |
| Manager | Associate Dean of Studies | |
| Policy ID | PO/EDUC/04/19 | |
| Effective Date | 20/01/2020 | |
| **Endorsed by** | **Executive** | **Date   12/11/2019** |
| **Approved by** | **Academic Board** | **Date   21/11/2019** |