

# RECOGNITION OF PRIOR LEARNING (RPL) POLICY (Postgraduate Students)

## Document data

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**Responsibility for review:** Principal

## 1 Purpose

It is the policy of Top Education Institute to grant RPL (Recognised Prior Learning or Academic Credit) where it can be confirmed from:

- a. a private educational institution or similar organisation,
- b. a recognised higher education institution in Australia or overseas e.g. a university.

## 2 Scope

This policy applies to all applicants for postgraduate study at Top Education Institute.

Recognition of Prior Learning (RPL), for the purpose of advanced standing, is based on the following broad principles:

- Credit for prior learning is to be granted on a consistent basis, developed within Top Education Institute and be indicative of a student's chances of success in a course. A maximum credit of 50% will be granted.
- Credit for prior learning is not granted for units undertaken to meet the admission requirements except for approved articulations and nested awards as indicated in individual course rules.

## 3 Definitions

Applicant includes domestic (onshore) and international (offshore).

Recognition of Prior Learning (RPL) is, for the purposes of this policy, the assessment for credit of prior learning based on previously completed work or studies. RPL may enable a student to complete an award in reduced time.

## 4 Procedures

Students who wish to apply for RPL should firstly indicate this on the enrolment form, and provide evidence in terms of completed qualifications in order to proceed with application for RPL.

- 4.1 All applications for RPL should be completed before enrolment or at orientation.
- 4.2 Students must complete the Application for RPL form available which is available from the Administration Office.
- 4.3 Students will be informed of their advanced standing / credit entitlements within one week after enrolment and orientation.
- 4.4 The applicant will be advised in writing of the result of their application. If the applicant is an international student the following will occur:
  - 4.4.1 If the RPL is approved prior to the granting of the student visa and leads to a shortening of the student's course, the Confirmation of Enrolment will indicate the actual net course duration (as reduced by course credit) issued for that student for that course.
  - 4.4.2 At any time after a student has been granted a student visa, any change in course duration due to the granting of RPL must be reported via PRISMS under Section 19 of the ESOS Act. This must be done within 14 days after the event as specified by the Act.
- 4.5 Students should provide originals of qualifications and documents, including subject outlines, at Top Education when enrolling. Copies of RPL documentation will be made and stored in the student's file. If the documents are not original they must be certified as a true copy by a notary public and officially translated into English.
- 4.6 The RPL application is submitted to the Admission Office of Top Education and is approved by the Director of Studies.
- 4.7 Decisions are recorded in the Student Administrative Information System and include the outcome of the application indicating either the grant or rejection of the application, and, where appropriate, the reasons for refusal.

## **5 Internal Articulation Arrangements**

- 5.1 Students who complete the relevant Graduate Certificate with a credit average or better may articulate into the related Graduate Diploma or Masters program with one semester (4 units) of advanced standing.
- 5.2 Students who complete the Graduate Diploma in Accounting with a credit average or better may articulate into the Master of Professional Accounting with 1 year (2 semesters/ 8 units) of advanced standing.

## **6 Appeals**

An appeal must be lodged with the Administration Office within 10 working days of the dates of notification of the academic credit decision. The appeal must set out the grounds for the appeal. The Principal has the responsibility for assessment and makes the final decision.

## **7 Related Documents**

- i. Student Selection and Admissions Policy (Postgraduate Students)
- ii. Application for Academic Credit