



## Recognition of Prior Learning Policy

<b>Policy Owner</b>	Academic Director
<b>Contact Officer:</b>	Deputy Academic Director
<b>Policy Number:</b>	QTDPO002
<b>Approved by:</b>	Academic Director
<b>Date Approved:</b>	6 September, 2007
<b>Last Reviewed:</b>	May 2008
<b>Related Policies:</b>	Enrolment Policy

### 1. Overview

- 1.1. This policy outlines the procedures for granting 'Recognition of Prior Learning' (RPL) towards PIBT units.
- 1.2. This policy has been developed in line with requirements set out in AQTF (2007), the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (amendment effective July 2007) and The Education Services for Overseas Students (ESOS) Act 2000.

### 2. Organisational Scope

- 2.1. This policy applies to PIBT students who are intending to enrol in units of study or who are currently enrolled in units of study offered by PIBT.
- 2.2. Unit credit may be granted towards a PIBT course for assessable learning outcomes achieved through formal and /or informal learning, work related experience and/or life experience, to an extent that is consistent with maximising student progression while maintaining established academic standards.

### 3. Definitions

- 3.1. AQTF – Australian Quality Training Framework: The nationally agreed quality arrangements for the Vocational Training and Education (VTE) system, as agreed to by the Ministerial Council.
- 3.2. Exemption (see Unit Credit)
- 3.3. RPL – Recognition of Prior Learning: is a process which assesses the knowledge and skills a person has gained through previous learning (formal or informal), work experience, training, volunteering and/or life experience. A request for RPL may result in the applicant meeting the entry requirements for a PIBT course or being granted an Exemption for a unit within a PIBT course.
- 3.4. Unit – a discrete component of study within a course.
- 3.5. Credit Transfer: where formal studies undertaken at another accredited institution are assessed as equivalent to one or more unit requirements within a PIBT course. Credit Transfer may result in a student being granted Unit Credit for equivalent units at PIBT.
- 3.6. Unit Credit (also referred to as Exemptions) granted on the basis of prior learning (formal or informal) where that learning is assessed as equivalent to the learning outcomes or competencies of one or more PIBT units. Unit Credit releases a student from having to undertake one or more units within his/her course.

### Policy Principles

- 3.7. PIBT will recognise courses and units which are equivalent to a Certificate IV in University Foundation Studies gained from another AQTF registered provider.
- 3.8. PIBT and Edith Cowan University (ECU) will recognise prior learning in the form of:
- units completed towards a course at any Australian University, TAFE or Registered Training Organisation, or overseas equivalents of these and/or;
  - non-accredited or informal study/learning, professional/work experience, volunteering or life experience;
- where it is assessed as equivalent to the learning outcomes or competencies of a PIBT unit.
- 3.9. Where a request for RPL applies to a PIBT Diploma unit the request will be assessed by the relevant ECU department.

### 4. Policy Content

- 4.1. To be eligible for RPL, previous study must have been completed within 10 years prior to the year of application. A lower time-limit for eligibility may be set by ECU for disciplines where the state of knowledge changes more rapidly.
- 4.2. Students may apply for RPL where they have successfully completed units at a similar level and standard in previous studies. A near pass grade will not be considered successful completion of a unit
- 4.3. Students will be notified in writing of any Unit Credit granted.
- 4.4. All documentation including student's acceptance of the Unit Credit granted will be placed on the student file.
- 4.5. Where Unit Credits are granted prior to course enrolment, the actual course duration will be recorded on the CoE by PIBT Admissions staff.
- 4.6. Where Unit Credits are granted after enrolment, the change of course duration will be reported via PRISMS under Section 19 of the ESOS Act.
- 4.7. Where a PIBT student is approved to change his/her course prior to its completion but after completing one or more units, they may transfer unit credits to the new course where those units will count towards the requirements of the new course.

### 5. Administrative procedures

This policy and related documentation is accessible through the PIBT website at:  
<http://www.pibt.wa.edu.au>

- 5.1. Any recommendations for process improvement or policy change arising will be forwarded the Quality Committee for recording and consideration.
- 5.2. This policy and related procedures will be communicated to staff via email and ongoing staff information sessions. New staff will receive policy information during the induction process where it relates to their position.

### 6. Appendices

- 6.1. Application for Exemption form  
6.2. Recognition of Prior Learning (RPL) Application



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### 6.3. RPL Application – Notification Record