

Recognition of Prior Learning Policy and Procedure

Version number	5
Approved by	Academic Board
Date of approval	23/10/2023

Purpose

This Policy and Procedure provides the principles and process for Sydney Institute of Higher Education (SIHE) to apply a consistent, equitable, and transparent approach to recognising Recognition of Prior Learning (RPL).

Prior learning may be used to meet the prerequisites of a program and thus be eligible for admission for and/or meet selected progression requirements of a program and thus gain credit for the program, where SIHE has deemed the learning to be aligned with the program learning outcomes.

Scope

This policy applies to students applying for entry to all Programs at SIHE, and all positions and bodies at SIHE involved in admissions and assessment of RPL applications.

Principles

SIHE Programs are developed as cumulative programs of study, where specific courses combine to fulfill the graduate attributes of each Program. The Recognition of Prior Learning and granting of credit must support this educational objective.

SIHE recognises that prior learning may have been achieved through formal or informal contexts. All RPL applications must be submitted prior to the Program commencement date. Credit will be applied, and program duration and fee will be adjusted based on the outcome of the RPL assessment.

SIHE reserves the right not to recognise part or all of a student's prior learning where it is not deemed equivalent, or where the transfer is prohibited by degree accreditation rules.

All SIHE Programs will comply with the quality and integrity standards of the *Higher Education Standards Framework (Threshold Standards) 2021*. Recognition of Prior Learning (RPL) will occur through a transparent, fair and accountable process.

Procedures

Recognition of Prior Learning applications should demonstrate prior study in a relevant field. The prior study must be from an accredited Australian Higher education institution, or a foreign institution listed in the AEI NOOSR Country Education Profiles.

Applications

All applications for RPL must be submitted using the SIHE RPL Form. Applications received after the offer close date for each semester will not be considered.

Requests for RPL must include certified copies of academic transcripts and any additional documents, as outlined below. All supporting documents must be in English and be certified copies unless SIHE sights the original. Evidence must be certified in accordance with *SIHE's Certification Guidelines*.

- an AQF qualification testamur issued by an accredited institution, or
- an official academic transcript issued by an accredited institution, or
- a statement of attainment issued by an accredited institution, or
- an AQF qualification testamur issued by an accredited institution, or
- an official academic transcript issued by an accredited institution, or
- a statement of attainment issued by an accredited institution, or
 - an overseas qualification issued by an institution listed in the AEI NOOSR Country Education Profiles, and
 - a syllabus copy detailing the topics, learning outcomes and assessments of the unit(s) undertaken

SIHE will not consider requests for credit that do not include the required information and documentation. Evidence will be stored on the student record.

Limits to Credit granted

- Credit will only be awarded for whole units.
- When credit is being granted on the basis of formal learning, the value of credit granted cannot exceed the total credit value of the original unit(s).
- Credit will only be granted where the prior learning has been completed within the previous five (5) years.
- Credit will not be granted for more than half the program.
- The Dean may approve advanced standing beyond the limit prescribed here, providing there is an academic rationale consistent with the principles of this Policy. This includes instances where another provider ceases to deliver a qualification and SIHE agrees to teach those students to completion.

Assessing RPL applications

The *Student Academic Success Committee* will assess the application using the information provided in the application. Students will be advised, in writing, of the outcome of their application within 10 working days of their application.

Credit will be awarded based on equivalency of successfully completed prior formal learning to one or more units within a qualification. Credit can be used to meet pre-requisite requirements in other units of study. When approved, the credit will be transferred to specified units within the qualification and recorded as AS-Advanced Standing. The end date on the offer letter and the Confirmation of Enrolment (CoE) will be adjusted to accurately reflect the Program duration.

If an application is rejected, either entirely or in part, the notification to the student will include the reasons for not awarding credit and the avenues they may take to review or appeal the decision.

The final decision will be recorded and stored in accordance with the *Data and Records Integrity Policy*.

Rescinding Credit

Credit granted to a student may be rescinded:

- At the request of the student
- Where an error has been made in assessing the application
- Where the documentation provided by the applicant has been shown to be incomplete, misleading or invalid (in which case the relevant *Misconduct Policy* may apply)

Appeals

Students may appeal the decision made regarding their application for RPL in accordance with the *Complaints and Appeals Policy*.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Program Director/s, working with the *Student Academic Success Committee*.

Decisions regarding RPL will be periodically reviewed. General reviews will assess whether decisions do not academically disadvantage students, that they meet the intended aims of this Policy, and remain current. The specific review will include tracking the progress of students granted credit to assess whether their progress is comparable to other students. These reviews will be presented to the *Academic Board* on a yearly basis.

Based on these monitoring activities, the *Academic Board* will include RPL decisions in their annual report to the *Corporate Governance Board* and ensure that findings are taken into account in monitoring all student admissions process, and with planning, quality assurance and improvement processes overall.

Review Schedule

This policy will be reviewed by the Academic Board every three years.

Version History















Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	25/10/2017		
2	Academic Board	16/09/2019	Changes to RPL procedures	16/09/2022
3	Academic Board	25/01/2022	Change to recognition period	25/01/2025
4	Academic Board	04/05/22	Minor adjustments	25/01/2025
5	Academic Board	23/10/23	Revised in consultation with Program Directors and admissions staff. Adjustments to accurately reflect procedure. Changed the name to 'Policy and Procedure'. Action item 12.d. of Academic Board meeting.	23/10/26

End of document: "Recognition of Prior Learning Policy and Procedure"

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Related Documents

		Academic Integrity and Conduct Policy
		Academic Standards Policy
		Admissions Policy
		Data and Records Integrity Policy
		Complaints and Appeals Policy
		Certification Guidelines
		Admissions Committee - Terms of Reference