

Version	Approved by	Approval date	Effective date	Next review
1.0	The Dean, Arts & Social Sciences	5 June 2017	5 June 2017	June 2019
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Procedure Statement				
Purpose	The Procedure supports the implementation of the UNSW Recognition of Prior Learning (Coursework Programs) Policy and Procedure within the Faculty of Arts and Social Sciences. It promotes consistent and coherent decision making in the recognition of prior learning.			
Scope	The Procedure applies to all coursework programs administered by the Faculty of Arts and Social Sciences.			
Are Local Documents on this subject permitted?	<input checked="" type="checkbox"/> Yes, subject to areas specifically restricted within this Procedure.		<input type="checkbox"/> No	
Procedure Processes and Actions				

Contents

1.	Types of prior learning which can be recognised	1
2.	Recognition of prior learning (RPL) for admission or credit/exemptions	1
3.	Limitations on RPL	2
3.1.	Time limitation.....	2
3.2.	Volume of learning	2
4.	Recognition of non-formal and informal / workplace learning	2
5.	Requirements.....	3
5.1.	Documentation and recordkeeping	3
5.2.	Assessment of RPL.....	3
6.	Application and approval of RPL	4
7.	Appeals	4
8.	Administrative support	4
9.	Workflow.....	5

1. Types of prior learning which can be recognised

The types of prior learning which can be recognised are:

- Formal learning;
- Non-formal learning;
- Informal / workplace based learning.

2. Recognition of prior learning (RPL) for admission or credit/exemptions

Prior learning may be recognised for the purpose of:

- Admission to a program by demonstrating that the program entry requirements have been met;

- Granting credit to advance a student's standing (expediting their progression through the program);
- Granting an exemption (requires a student to complete course(s) to the equivalent UoC value).

3. Limitations on RPL

3.1. Time limitation

RPL will not be considered when more than 10 years have elapsed since the successful completion of the prior learning at the time of the student's application for RPL.

3.2. Volume of learning

As stipulated by the University RPL Procedure, unless formal articulation arrangements are established, the minimum volume of learning (or the maximum amount of RPL) for coursework programs are as follows:

- Undergraduate programs
 - Single award program

The student must complete a program of study deemed to be no less than that required of students in full-time attendance in the final year of the program concerned, which is 48 Units of Credit. The limitations do not apply to credit or exemptions for internal transfer or incomplete UNSW program of study.
 - Dual award programs

Dual award programs are combinations of single award programs. The limitations on credit will be the same as for each individual award component of the dual award program.
- Postgraduate programs
 - Non-formal and/or informal / workplace learning recognised for admission to a postgraduate program cannot also be used to obtain additional credit or exemptions. Non-formal and/or informal/workplace learning over and above the requirements for admission can be used for credit. When recognising this learning, the Program Authority must document how the learning has been assessed, what learning has been counted for admission and what learning is remaining which is being assessed for credit or exemptions.
 - Masters program: Where standardised block credit arrangements have been approved as part of formal admission requirements for the program, the maximum credit that can be granted is 50% of the remaining program
 - Where a Masters program includes preliminary courses similar in content to undergraduate courses, students may be granted credit or an exemption on the basis of a completed undergraduate degree but must complete a program of study equivalent to one year of fulltime study or 48 units of credit.

3.3. Other general limitations

While undergraduate studies may be recognised for the purpose of admission to a postgraduate program, applications for credit towards postgraduate programs based on a student's undergraduate studies will not be accepted.

4. Recognition of non-formal and informal / workplace learning

Students may be eligible for RPL towards an Arts & Social Science Program on the basis of non-formal and informal / workplace learning.

Where no RPL criteria or precedent has been established for the Program, the Program Convenor should make an initial assessment of the feasibility of RPL for the Program. In consideration of whether to establish criteria and/or precedent for RPL for a Program, the Program Convenor should consider whether the nature and volume of non-formal and informal / workplace learning asserted as substantiated by relevant evidence would likely lead to equivalence of learning outcomes for specified credit.

As stipulated by the University RPL Procedure, where the Faculty recognises non-formal and informal / workplace learning it must:

- Develop, and make publically available, procedures and criteria for the recognition of non-formal and informal / workplace learning;
- Specify the arrangements for recognising non-formal and informal / workplace learning in the Program Rules as a part of a Program proposal or revision;
- Assess prior non-formal and informal / workplace learning for equivalence to the learning outcomes of the qualification specified as a requirement for admission to the program or the course or courses in the program for which credit or an exemption is being sought.

Staff must also adhere to this procedure in the application, assessment, and determination of granting credit, exemption or substitution.

5. Requirements

5.1. Documentation and recordkeeping

General credit arrangements (including any limits on credit granted set by Program Authority) must be specified in the program rules when a program is proposed or formally revised, and maintained on the program record.

There is no prescribed format for RPL application forms but all forms should include a student declaration that the information supplied in application is accurate and that the application is bound by the relevant legislation and UNSW policies and procedures.

Assessment of RPL must be clearly documented and submitted in the program revision process. Application for RPL and assessment of applications must conform to the approved RPL process.

5.2. Assessment of RPL

Program Convenors must have clear, documented processes for assessing the equivalence of a student's prior learning with the outcomes of the program.

Assessment of RPL requires judgement about:

- The type of RPL granted (i.e. admission, credit, exemption)
- Whether the prior learning meets the admission criteria specified for the program;
- How accurately the prior learning demonstrated in the application matches the learning outcomes of the UNSW program or courses;

This may involve assessment of:

- Course requirements;
- Course learning outcomes
- Content;
- Assessment;
- Contact hours;
- Professional placements hours.

Assessment will be based on:

- Precedence: approved, administered and recorded by the Faculty subject to relevant University policies and procedures;
- Individual assessment of record of prior study or portfolio of evidence.

RPL assessment methods should:

- Address the specific evidence required to demonstrate prior achievement of the learning outcomes and assessment requirements of the particular qualification for which credit is sought; and
- Provide a range of ways for individuals to demonstrate that they have met the required outcomes; and
- Be in accordance with the framework set by existing UNSW policies and procedures.

Standard templates are provided in the appendices as a model for the documentation and assessment of RPL for non-formal and informal/workplace learning.

6. Application and approval of RPL

As stipulated by the University RPL Procedure, a student must formally apply for RPL to be granted unless:

- Formal articulation arrangements have been established; or
- Standardised credit arrangements have been approved as part of the admission requirements for Master Coursework programs; or
- The student is transferring internally between UNSW programs.

Typically, Schools should endeavour to assess applications within ten working days.

7. Appeals

As stipulated by the University RPL Procedure, to have RPL, a successful applicant or enrolled UNSW student may appeal the decision of the Program Authority by forwarding a written notice of appeal to the Dean or nominee, normally within ten working days of receiving the decision. The notice of appeal must state the grounds on which the applicant or student is seeking the appeal. An appeal will normally be based on the following grounds:

- Procedural irregularity; and/or
- New evidence.

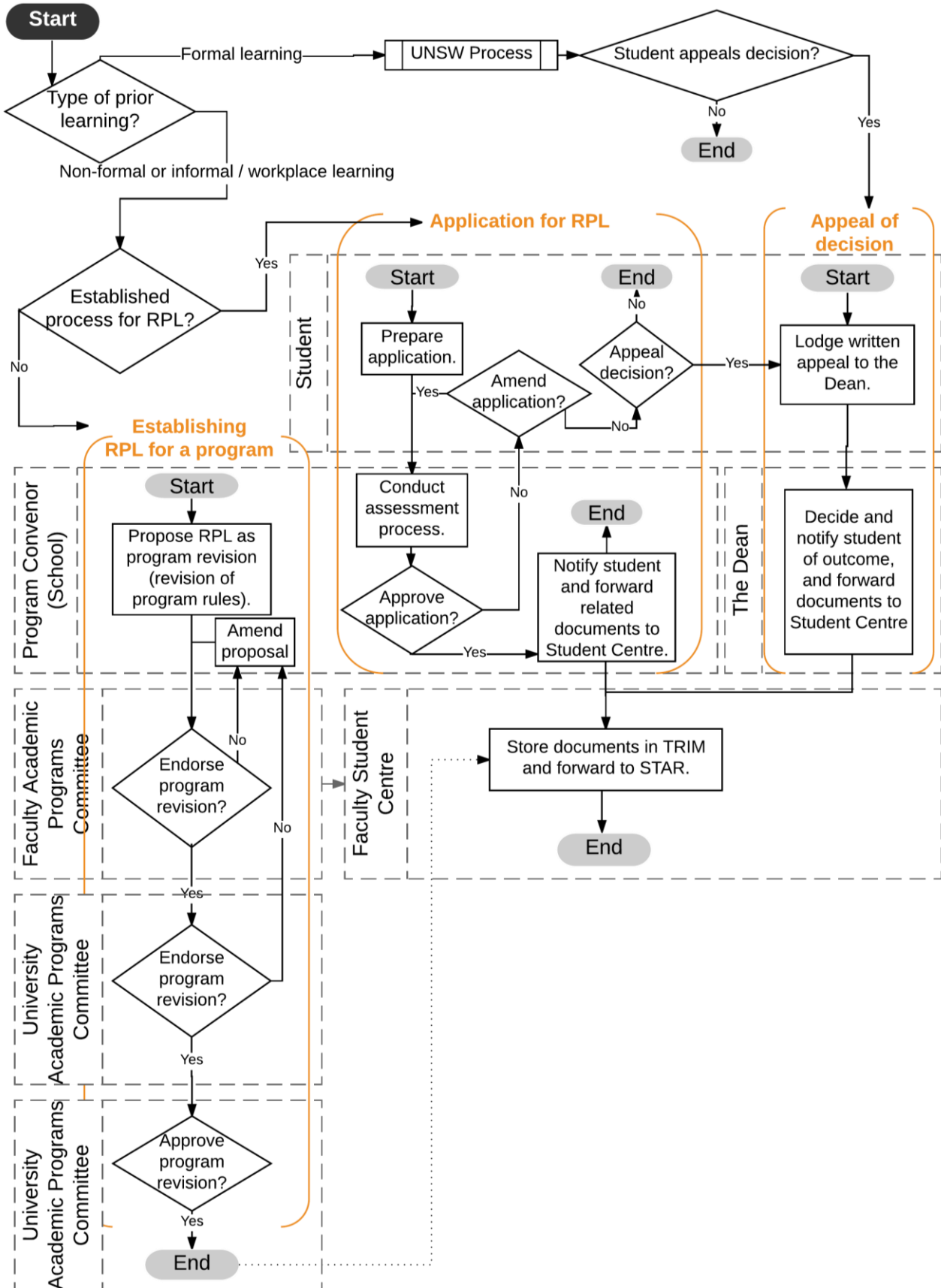
The Dean (or nominee) will consider the appeal and may consult with any relevant academic staff. The appellant may also be consulted. The normal timeframe for assessing an appeal will be within ten working days of the receipt of the appeal.

8. Administrative support

As stipulated by the University RPL Procedure:

- The Admissions Office (at time of admission) and Student Administration (following admission) are responsible for recording and applying RPL decisions by Program Authorities.
- Faculty Program Authorities are responsible for providing the Admissions Office with any particular requirements and for providing applicants with specific guidelines, where these are additional to those stated in the Admissions Policy, Admission to Coursework Programs Procedure, the RPL Policy and RPL Procedure.
- Where a precedent, rule or an articulation or credit transfer agreement has been approved, Faculties may delegate the assessment and processing of RPL for formal learning for credit to the Admissions Office (at admission) or to Student Records (post-admission). Under such an arrangement, cases requiring individual academic judgment will be referred to the Program Authority.

9. Workflow



Accountabilities	
Responsible Officer	Associate Dean (Education)
Contact Officer	Manager, Learning & Teaching Support
Supporting Information	
Legislative Compliance	<p>This Procedure supports the University's compliance with the following legislation:</p> <p><i>Tertiary Education Quality and Standards Agency Act 2011 (Cth)</i> https://www.legislation.gov.au/Series/C2011A00073</p> <p>Higher Education Standards Framework (Threshold Standards) 2015 https://www.legislation.gov.au/Series/F2015L01639</p>
Parent Document (Policy Procedure)	<p><i>Recognition of Prior Learning (Coursework Programs) Policy</i> https://www.gs.unsw.edu.au/policy/rplpolicy.html</p> <p><i>Recognition of Prior Learning (Coursework Programs) Procedure</i> https://www.gs.unsw.edu.au/policy/rplprocedure.html</p>
Supporting Documents	Nil
Related Documents	Nil
Superseded Documents	Nil
File Number	
Definitions and Acronyms	

Block credit	<p>Block credit is awarded as a unit of credit value on the basis of studies judged to be comparable to stage or component of a given program.</p> <p>Block credit is most often granted under articulation arrangements where an approved agreement exists, or where standardised block credit arrangements have been approved as part of the admission requirements for Master Coursework programs.</p> <p>Block credit can be specified or unspecified</p>
Course learning outcomes (CLOs)	The knowledge, attitudes, skills and practices that students are expected to acquire and demonstrate in completing a specific course. CLOs are assessed through course assessment. CLOs articulate with PLOs.
Credit	The value assigned for the recognition of equivalence in content, volume of learning, and learning outcomes between different types of learning and/ or qualifications. This value may be expressed in terms of units of credit or prescribed courses.
Dual award program	The concurrent or sequential study of two (or more) awards under one integrated and coherent program leading to two (or more) awards and two (or more) testamurs (one for each award). Dual Award programs can be within a career or cross-career.
Exemption	The waiver of a requirement to complete a specified course. Students are not granted credit and are required to complete an alternative course of the same credit value.
Formal learning	Learning that takes place through a structured program of study that is delivered by education or training providers, and which leads to the full or partial achievement of an officially accredited qualification.
Informal / workplace learning	Learning that takes place through life and work experience. Unlike formal or non-formal learning, it is not organised or externally structured in terms of objectives, time or learning support.
Learning outcomes	Refer to Program Learning Outcomes and Course Learning Outcomes.
Non-formal learning	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
Program learning outcomes (PLOs)	The knowledge, attitudes, skills and practices that students are expected to acquire and demonstrate in completing a program of study.
Program rules	The formally approved program requirements that students must follow in order to successfully progress through and graduate from a program.
Recognition of prior learning (RPL)	<p>The process of assessing an individual's relevant prior learning (including formal, non-formal learning and informal / workplace learning) for equivalence to:</p> <ul style="list-style-type: none"> • the learning outcomes of the qualification specified as a requirement for admission to the program, or • courses in the program to which a student has been admitted to determine the credit value to be granted as advanced standing or exemptions.
Specified credit	Credit granted when an exact or near exact equivalence to one or more courses studied either at UNSW or at another higher education provider, or through non-formal or informal / workplace prior learning, can be demonstrated. Once agreed, this recognition becomes a precedent for other students.
Unspecified credit	Credit granted when an exact or near exact course equivalence cannot be demonstrated.
Volume of learning	The notional duration of all activities required for the achievement of the learning outcomes specified for a program, expressed in units of credit.

Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	The Dean, Arts & Social Sciences	5 June 2017	5 June 2017	Creation.

Further Information	
This section is not published on the final PDF document. It is for website purposes only	
Keywords for search engine	-
FAQs and answers	-

Appendix A – Recognition of Prior Learning Application Form

This application is to be used for the recognition of non-formal learning or informal / workplace learning.

zID	
Give Name	Surname
Contact number	
Course Name and Code for RPL	
Document Checklist (Applications will not be processed until all of the following are submitted)	
<input type="checkbox"/> RPL Self-Assessment Form	
<input type="checkbox"/> Portfolio of evidence (may include CV, references, work products, certificates, etc.)	
I acknowledge that my application for recognition of prior learning is subject to the following policies and procedures:	
<ul style="list-style-type: none">• UNSW Recognition of Prior Learning (Coursework Programs) Policy• UNSW Recognition of Prior Learning (Coursework Programs) Procedure• UNSW Student Complain Procedure• UNSW Student Code Policy• UNSW Student Misconduct Procedure• Arts & Social Sciences Recognition of Prior Learning (Coursework Programs) Procedure	
I understand I can access the above procedures online from the UNSW website.	
I give permission for the University to make contact with the relevant persons/organisations to verify the information provided in this application.	
Signature	Date

Appendix B – Self-Assessment

Rating	Descriptor
N/A	Unable to assess
NC	Not competent
C	Competent

STAR	
Situation or Task	Describe the situation or the task. E.g. What was the context? What was required?
Action	Describe your actions. What did you do? E.g. How did you do it?
Result	Describe the outcomes resulting from your action. E.g. What did you learn and/or accomplish?

Course Learning Outcomes	Assessment Criteria (aligned with Course Learning Outcome)	Rating	Explain how you have demonstrated the Assessment Criteria using the STAR method	Evidence (reference to appendices)
1 [To be provided by Program Convenor]	[To be provided by Program Convenor]			
	[To be provided by Program Convenor]			
	[To be provided by Program Convenor]			
	[To be provided by Program Convenor]			
2 [To be provided by Program Convenor]	[To be provided by Program Convenor]			
	[To be provided by Program Convenor]			
	[To be provided by Program Convenor]			
	[To be provided by Program Convenor]			
3 [To be provided by Program Convenor]	[To be provided by Program Convenor]			
	[To be provided by Program			

		Convenor]			
		[To be provided by Program Convenor]			
		[To be provided by Program Convenor]			
4	[To be provided by Program Convenor]]	[To be provided by Program Convenor]			
		[To be provided by Program Convenor]			
		[To be provided by Program Convenor]			
		[To be provided by Program Convenor]			

Appendix C – RPL Assessment

Rating	Descriptor	Applicant	
N/A	Unable to assess	Course Code and Name	
NC	Not competent	Program Convenor	
C	Competent	Assessor (If not Program Convenor)	

	Course Learning Outcomes	Assessment Criteria (aligned with Course Learning Outcome)	Rating	Evidence (reference to appendices)	Comment (provide reasons for determination of N/A or NC)	Further evidence required? (specify)
1	[To be provided by Program Convenor]	[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				
2	[To be provided by Program Convenor]	[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				
3	[To be provided by Program]	[To be provided by Program Convenor]				

	Convenor]					
		[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				
4	[To be provided by Program Convenor]]	[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				
		[To be provided by Program Convenor]				

I have assessed the application and the relevant evidence.

My assessment is that:

- RPL for the course is to be granted.
- RPL for the course cannot be granted.
- Further information and/or evidence is required.

Assessor: _____

Date: _____

Program Convenor: _____

Date: _____