


	POLICY AND PROCEDURE		 Academic		 	
	RECOGNITION OF PRIOR LEARNING		Version number	9a	Responsibility	Executive responsible for Academic
			Approval date	1 May-2023	Approved by	Academic Director
			Next review	May 2026	Resolution number	AD/01/05/2023

1. PURPOSE






- 1.1 To provide a framework for the assessment and evaluation of prior learning and credit recognition and transfer.
- 1.2 To ensure all Recognition of Prior Learning (RPL) applications are evaluated in a fair, valid and consistent manner.

2. APPLICATION

- 2.1 This policy and procedure applies to all courses and standards offered by WITT.

3. DEFINITIONS

[Abbreviations and Definitions](#)

 Academic	 Academic Policies	 Academic Procedures	 Forms or templates	 Guidance documents
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Recognition of Prior Learning (RPL)

RPL refers to the practice of receiving applications for credit towards qualifications offered by WITT for formal or informal learning obtained elsewhere, and determining the suitability of the evidence received to warrant the award of credit towards a qualification awarded by WITT.

RPL may take the following forms:

- **Assessment of Prior Learning (APL)**

Formally acknowledges the value of a student's prior learning, whether formal or informal, by assessing that prior learning for the purpose of considering the granting of credit for a standard or course for the programme in which a student wishes to enrol.

- **Credit Transfer (CT) – including Achieved at Another Provider (AAP)**

Credit for a course where the exact same course has been completed at another provider. The course may be a local course or a NQF standard. Formal evidence must be provided by the student to indicate that they hold the relevant result. NB: If the other provider's course outcomes do not exactly match the WITT course learning outcomes, the application is to be treated as an Assessment of Prior Learning.

- **Cross Credit (CC)**

Application towards one qualification of credit gained for another qualification at the same institution.

Evidence of Prior Learning

Evidence procedure to support the application for APL. This evidence may include but is not exclusive to:

- Official Transcripts
- Course prescription (including learning outcomes and levels)
- Assessed Work
- Challenge Test set by the School (i.e. demonstration of skill or examination of knowledge.
- Evidence of current competency

4. POLICY



- 4.1 RPL is accessible to anyone with skills, knowledge and attitudes that can be validated.
- 4.2 Students may apply for RPL based on experience, independent study, or credit obtained at the same or other teaching institutions.
- 4.3 RPL will be granted only to students who demonstrate that they have met the required learning outcomes established for the course.
- 4.4 Students should apply to the School for RPL prior to course commencement; however, applications may be accepted up to two weeks following course commencement depending on the duration of the course.
- 4.5 The scope of the RPL application will be determined in an initial discussion between the applicant and the Director of School or delegate.
- 4.6 In assessing the evidence supplied to support an application for RPL the assessor will take cognisance of the currency of the evidence.
- 4.7 The application will be reviewed to ensure all learning outcomes have been satisfactorily evidenced.
- 4.8 If appropriate, assessment methods may be used to determine prior learning (i.e. challenge tests). Assessments will be prepared and administered by an academic staff member authorised by the relevant Director of School or delegate. Any challenge assessment will be subject to moderation.
- 4.9 A successful application for RPL may result in:
- The award of credits for specified courses or units
 - The award of unspecified credits
- 4.10 The awarding of RPL will be approved by the Teaching and Learning Committee.
- Note: Teaching and Learning Committee approval is not required for credit already achieved for unit standards i.e. AAP grade (see Policy and Procedure [Reporting and Certification](#)).
- 4.11 The availability of RPL toward any qualification is limited by the regulations governing that qualification or the regulations established by an Industry Training Organisation, external professional organisation or articulation agreement with another provider.
- 4.12 There is no limit on the availability of credits towards any qualification gained by CC.
- 4.13 A successful application for RPL will result in an entry in the student's academic transcript as APL, CT, or CC against the course for which credit has been awarded . Refer to Policy and Procedure Reporting and Certification.
- 4.14 Approved fees for RPL are as per the schedule below:

ASSESSMENT OF PRIOR LEARNING or CREDIT TRANSFER

Application **per credit**
To a maximum of \$450 per course unless otherwise approved by Director of School \$10.00

CROSS CREDITS/AAP No fee



4.15 Candidates have the right to appeal against the result of their application for the award of RPL. Refer to Policy and Procedure Academic Appeals.

5. PROCEDURE



5.1 Recognition of Prior Learning (flowchart) [see page 5]

6. RELATED FORMS AND GUIDANCE DOCUMENTS

Forms and Templates 	Guidelines 
<ul style="list-style-type: none"> RPL application form Supporting evidence for RPL form 	<ul style="list-style-type: none"> Recognition of Prior Learning (RPL) Guidelines for Students

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time	Disposal action
RPL Exception approval or appeal summary sheet	School Administrator	iWITT Programme File	7 years after last date of action	Destroy
RPL application form and supporting evidence	School Administrator	Artena Student File	7 years after last date of action	Destroy

8. REVISION HISTORY

Version	Description of Change	Effective Date
05	Biennial review. Addition of Clause 4.3 re application timeline. Review of flowchart to clarify which forms are used, define responsibilities and include references to Clause 4.3 and fee reduction assessment.	16/05/06
06	Extend review date to three years Delete Clause 2.2 Amend wording in Fees table for clarification Amend title of Operational Responsibility Amend clause 4.8 to change approval body to BoS (rather than Academic Board) Amend flowchart to reflect new approval process	27/06/07
07	Policy reviewed at the request of the ASC [08/ASC10/11]. Name changed to "Recognition of Prior Learning" with "Assessment of Prior Learning" being one form of RPL. This is in line with the terminology used throughout the sector.	01/01/10

	Process clarified and more direction given to matching learning outcomes with evidence provided to ensure academic rigour when awarding RPL. Fees for RPL have also been revised after researching other fees charged throughout the sector.	
07(a)	Academic Board has reassigned and approved (Res. No. 14/AB09/4) roles and responsibilities previously held by the Academic Director in the QMS.	15/08/14
08	Updated with current title and processes	25/09/15
08(a)	Flowchart updated with reference from CC to CT where appropriate. Replaced Committee name and hyperlinked guidelines and forms	11/11/16
08(b)	Removal of Academic Advisor in process and WITT RPL form. Updated Record Management and Committee.	21/11/17
08(c)	Amended review cycle to 3 years as per Academic Board approval on 11 April 2018 – Res no. 18/AB02/10.	11/04/18
09	3-yearly review	11/05/21
09a	Updated Flowchart to reflect current process	01/05/23

5.1

RECOGNITION OF PRIOR LEARNING

