

Policy Name:	<b>Recognition of Prior Learning</b>
Document Number:	V9.8.01
Approved by:	Academic Director
Last Approval Date:	May 2022
Review Date:	May 2024
Audience:	Charlton Brown Staff, Students and Community
Contact Officer:	Academic Coordinator
Related Policies:	Complaints Handling and Appeals Policy
Related Documents:	V9.8.02 PRO RPL Procedure V9.8.03 RPL Student Guidelines V9.8.04 RPL Process flowchart (Internal) V9.8.05 RPL Application Form V9.8.06 RPL Action Plan V9.8.07 RPL Portfolio V9.8.08 RPL Professional Conversation V9.8.09 RPL Assessment Decision V9.8.10 RPL Student Feedback
Legislation:	<a href="#">Standards for registered training Organisations (RTOs) 2015</a>

### 1. Purpose and Objective

This Policy specifies Charlton Brown requirements for the granting of credit to students for their prior learning, including the types of learning that may be recognised, the procedures for recognition and the types of credit that may be granted.

### 2. Policy Scope/Coverage

This policy applies to all Charlton Brown student award courses.

### 3. Definitions

Terms used in this policy and associated procedures are consistent with Charlton Brown. The following specific definitions also apply:

**Formal Learning:** The learning that takes place through a structured program of learning undertaken at an accredited education provider that leads to the full or partial achievement of an Australian Qualification Framework (AQF) qualification, or other officially accredited qualification recognised by Charlton Brown.

**Informal Learning:** The learning gained through work, social, family, hobby or leisure activities and experiences. Unlike *formal* and *non-formal learning*, informal learning is not organised or externally structured in terms of objectives, time or learning support.

**Learning or competency outcomes:** A learning or competency outcome that a learner should know and/or be able to do because of being involved in a learning process. The learning should indicate a conceptual as well as a practical grasp of the knowledge or competency required and should be applicable outside the environment in which it was acquired.

**Non-Formal learning:** The learning that takes place though a structured program of learning, but which does not lead to an officially accredited qualification.

### 4. Principles

Charlton Brown supports an approach which values all learning through an open and transparent approach to the assessment of that learning. It acknowledges that learning may be achieved through formal, non-formal or informal pathways, and that provision should exist for recognition of these. Accordingly, this policy provides for:

- I. opportunities for formal, non-formal and informal learning to be recognised for purposes of entry to a course or obtaining credit towards an undergraduate or postgraduate award.
- II. recognition of diverse and inclusive pathways to lifelong learning.
- III. assuring the quality, integrity and standing of Charlton Brown qualifications

## 5. Recognition of Prior Learning

5.1 RPL may be used for the purpose of:

- I. gaining entry to an academic program at Charlton Brown; and/or
- II. gaining credit for units in a course.

Charlton Brown will appoint member(s) of academic staff, such as a Faculty Directors/Coordinator or an RPL Assessor(s) to provide applicants with advice on RPL processes and the formulation of their application and the assessment and approval of applications for credit, consistent with the Procedure for Recognition of Prior Learning.

5.2 Principles for assessing applications for RPL

5.2.1 Assessing for RPL will:

- I. be evidence and outcome based.
- II. be equitable, transparent and accountable; and
- III. be subject to quality assurance comparable to the relevant assessment practices and standards at Charlton Brown.

5.2.2 The processes for assessing RPL are designed to:

- I. match an applicant's skills, knowledge and experiences to specific admissions requirements, professional requirements and/or unit or course learning and competency outcomes; and
- II. assess an applicant's attainments against those requirements and outcomes.

5.2.3 The criteria employed when assessing prior non-formal or informal learning will ensure that:

- I. consistent standards are maintained within courses across Charlton Brown; and
- II. discipline requirements are maintained, including the requirements of accreditation/registration bodies.

## 6. Entry

6.1 Where eligibility for entry to a course on the basis of RPL is approved, the approval will relate to that specific course only and will not automatically be transferable to any other course.

6.2 Eligibility for credit does not guarantee a place in any course for which credit may be granted.

## 7. Credit

7.1 If credit is granted based on RPL, it may take the form of specified credit, block credit or unspecified credit.

### 7.1.1 Specified Credit:

- I. is credit granted for one or more units of a program.
- II. may only be granted if the learning outcomes are a minimum 80 per cent match with the learning outcomes of the unit(s) for which credit is sought.

### 7.1.2 Block Credit:

- I. is credit granted for complete sections of the program, equivalent to at least one semester.
- II. will be applied automatically to students with the agreed completed qualification in an articulation pathway; and
- III. must be granted against a combination of specified and unspecified (elective) units of programs.

### 7.1.3 Unspecified Credit:

- I. is credit granted for elective components of programs where previous study does not correspond precisely with components of the program; and
- II. cannot be granted in programs which do not contain electives.

7.2 The maximum credit limit which may be granted towards any course or program at Charlton Brown will be determined by Academic Coordinator or Faculty Director relating to the specific course..

7.3 Credit granted on the basis of formal, non-formal or informal learning will be subject to the time limit as defined in the Charlton Brown Process Flowchart (internal).

7.4 Where credit towards a course on the basis of RPL is approved, the approval will relate to that specific course only and will not automatically be transferable to any other unit or course.

## 8. Application for review or appeal against a decision

Any student wishing to apply for review of or a decision relating to RPL, or the granting of credit, must do so in accordance with the Student Appeals Policy.

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1	Academic Director			Drafted New Policy
Academic Director		July 2022	July 2022	Policy approved