

Higher Education

Student guidelines: Recognition of Prior Learning (RPL) application

Section 1: Definitions

Recognition of Prior Learning (RPL) means that a student is granted credit towards a qualification in recognition of the skills and knowledge gained through work experience, life experience and/or formal training. This effectively means the student will be exempt from completing certain units within a course.

Note: there are minimum study requirements for each level of a higher education course, hence RPL cannot be used as a basis for a complete qualification (in accordance with Academic Courses Regulations 2013 Chapter 3: www.swinburne.edu.au/policies/regulations/courses.html).

RPL applies where a student believes they already have the skills and knowledge matching the learning outcomes of a particular unit.

A student can apply for RPL as a result of:

- Credentialed learning, including that offered by private training institutes or professional bodies.
- Informal workplace training.
- Formal non-credentialed learning taken outside of universities or TAFE institutes.
- Work or life experiences that is relevant to the course.

Section 2: Applying for RPL

1. Students must apply according to the timelines below:
 - International students must indicate if they wish to apply for RPL at the time of making their application to the University.
 - Australian domestic students are expected to apply for RPL at the time of enrolment, or at least five (5) working days prior to the commencement of study.

If the unit for which RPL is applied for is required to be completed in the first semester of study or current teaching period, students will need to enrol into the unit of study.

2. Students must complete and submit the following forms:
 - [Apply for Advanced Standing Credits or Higher Education Recognition of Prior Learning](#) online form; and
 - **Portfolio of Prior Learning** (see Section 3).
3. A Faculty Academic Assessor will assess the RPL application and a decision to grant or refuse the application will be made within 10 working days of receipt of the application (provided no additional information is required).

Students will be informed in writing of the decision, and in some cases, the student may be requested to supply additional information or attend an interview or test.

The policy regarding Academic Credit (which covers RPL) may be found on the Swinburne University Policies and Regulations website: www.swinburne.edu.au/policies/academic/credit.html.

Section 3: Preparing a Portfolio of Prior Learning

The Portfolio of Prior Learning should contain all information that will be used by the Academic Assessor to determine whether RPL should be provided.

The portfolio should contain:

- (a) An accurate and up-to-date Resume.
- (b) Evidence of prior learning experiences.

In the case of credentialed or non-credentialed learning, applications might contain:

- A certified copy of a statement of satisfactory completion of a course offered by a professional body, private education institution or other provider recognised by the University.
 - Documentation stating the objectives, learning outcomes and content of the course.
 - Details of the contact hours of the course (timetable or other supporting documentation required).
 - Details of the presenter or teacher.
 - A letter of support from an appropriate person/organisation who can verify these details.
- (c) A completed **Learning Outcomes Audit Form** (see Appendix A) that documents the link between the prior learning experiences and the accredited learning outcomes of each unit of study in which the student is seeking RPL.
- The first column of the **Learning Outcomes Audit Form** lists the learning outcomes covered by the unit.
 - Details of learning outcomes for each subject may be found on the Swinburne Course Search website for the unit (<https://www.swinburne.edu.au/study/options/find/units/>)
 - The list of learning outcomes are found under 'Aims and Objectives' preceded by a statement similar to the following: "After successfully completing this unit, you will be able to:".
 - The second column asks you to list your relevant prior experiences you have that match each learning outcome. This list may include credentialed and non-credentialed learning and work or life experiences.
 - The third column asks you to note down the evidence you are able to provide to support your claim that you have achieved the particular learning outcome. The actual evidence referred to should be attached to the application.
 - A separate form should be used for each unit that RPL is being requested for.

