# Rhodes Business School

# POLICY

| Policy Name: | **Recognition of Prior Learning** |
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| Document Number: | V9.8.01 |
| Approved by: | Academic Director |
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| Audience: | Rhodes Business School Staff, Students and Community |
| Contact Officer: | Academic Coordinator |
| Related Policies: | Complaints Handling and Appeals Policy |
| Related Documents: | V9.8.02 RPL Procedure |
| | V9.8.03 RPL Application Form |
| | V9.8.04 RPL Process Flowchart (Internal) |
| | V9.8.05 RPL Application Guide |
| | V9.8.06 RPL Action Plan |
| | V9.8.07 RPL Assessment Decision |
| | V9.8.08 RPL Professional Conversation |
| | V9.8.09 RPL Self-Assessment Tool |
| | V9.8.10 RPL Student Feedback |
| Legislation: | Standards for registered training Organisations (RTOs) 2015 |

## 1. Purpose and Objective

This Policy specifies Rhodes Business School 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 Rhodes Business School student award courses.

## 3. Definitions

Terms used in this policy and associated procedures are consistent with Rhodes Business School. 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 Rhodes Business School.

**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

Rhodes Business School 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 Rhodes Business School qualifications

## 5. Recognition of Prior Learning

5.1 RPL may be used for the purpose of:

I. gaining entry to an academic program at Rhodes Business School; and/or

II. gaining credit for units in a course.

Rhodes Business School 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 Rhodes Business School.

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 Rhodes Business School; 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 Rhodes Business School 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 Rhodes Business School 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 | | | | |
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