Introduction

Growing numbers of courses required for Career Advancement Series in the University Staff Development Program have prompted staff to request credit for prior learning for specific courses. These guidelines have been prepared to assist Staff Development Coordinators when considering such requests.

Definition

Recognition of Prior Learning (RPL) is the acknowledgement of skills and knowledge already acquired by a person from work and/or practical experience or from previous study. This prior learning may include:

- courses provided by professional bodies, voluntary associations, enterprises, private educational institutions, trade unions, government agencies and/or other providers recognised by the university; or
- work or other forms of practical experience.

RPL provides a basis for entry and/or credit in a recognised course or training program.

Procedure

An applicant for RPL submits a request for RPL demonstrating the depth and range of appropriate skills and knowledge held (including verification). It is the responsibility of the applicant to document and verify their claim. The request for RPL is submitted to the relevant Course Coordinator for consideration.

In consultation with the course presenter, the Course Coordinator measures the claim against the learning outcomes specified for the particular course. RPL is granted when the applicant can satisfactorily demonstrate that the applicant has already gained the specific knowledge and skills provided by the course.

The Course Coordinator documents the decision made and reasons for the decision, signs the document and provides a copy to the applicant, a copy to the Staff Development Officer, and sends the original to Staff Registry, Records Management Services, Academic Policy Unit, for the applicant’s staff file.

The Staff Development Officer annotates the applicant’s training record in Aurion to show that the applicant has acquired RPL for that specific course.