

UQ College (UQC)

# Policy and Procedure

<b>Reference:</b>	VT8.3.01
<b>Title:</b>	VET Programs - Recognition of Prior Learning (RPL) Policy and Procedure
<b>Custodian:</b>	CEO
<b>Reviewer:</b>	Senior Manager Academic Pathways
<b>Date Approved:</b>	22 July 2024
<b>Review Date:</b>	22 July 2026
<b>Audience:</b>	UQ College VET Program students/trainees All UQC staff involved in academic and student administration
<b>Associated Policies:</b>	SS1.1.06 UQC Complaints and Appeals Policy and Procedure VT1.4.01 UQC VET Programs - Credit Transfer Policy
<b>Version:</b>	6.0

## Purpose

This policy specifies UQ College (UQC or the College) requirements for the granting of credit to students for their prior learning (RPL).

## Scope

This policy applies to all:

- i. Students enrolled in a VET program of study at UQC.
- ii. Applicants seeking to be admitted to study at UQC.

## Definitions

For the purposes of this policy and procedure, 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 UQC.

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

**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 due to 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.

## 1. Policy

UQC supports an approach which values all learning through an open and transparent approach to the assessment of that learning. The College 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:

- opportunities for formal, non-formal and informal learning to be recognised for the purpose of granting credit towards a program;
- recognition of diverse and inclusive pathways to lifelong learning;
- assuring the quality, integrity and standing of UQC qualifications.

RPL may be used for the purpose of gaining credit for a unit/s in a program of study.

The Course Coordinator VET Programs can provide applicants with advice and guidance on how to apply for RPL.

The assessment of applications for RPL will be conducted by a panel of three, namely:

1. Course Coordinator, VET Programs
2. Senior Academic Manager, Academic Pathways
3. Subject Matter Expert in the relevant training package

The cost to the applicant for processing an application for RPL for credit will be equivalent to the cost of the corresponding unit of competency.

## 2. Principles for assessing applications for RPL

Assessing for RPL will:

- be evidence and outcome-based;
- be equitable, transparent and accountable; and
- be subject to quality assurance comparable to the relevant assessment practices and standards at UQC.

The processes for assessing RPL are designed to:

- match an applicant's skills, knowledge and experiences to the specific unit of competency learning criteria and competency outcomes; and
- assess an applicant's attainments against those criteria and outcomes.

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

- consistent standards are maintained within programs across UQC; and
- discipline requirements are maintained, including the requirements of accreditation/registration bodies.

## 3. Credit

The maximum credit limit which may be granted towards any unit at UQC will be determined by the Course Coordinator, VET Programs.

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

## 4. Application for review or appeal

If a student is not satisfied with the outcome of the RPL process, the student may appeal the decision by following the SS1.1.06 UQ College Complaints and Appeals Policy and Procedure.

Version	Summary of Changes	Author	Action Date
6.0	Minor updates to terminology and nomenclature	S Leisemann	22 July 2024