La Trobe Melbourne

RECOGNITION OF PRIOR LEARNING POLICY

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Navitas Bundoora Pty Ltd, trading as La Trobe Melbourne
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1.0 Introduction

The La Trobe Melbourne Recognition of Prior Learning Policy establishes the grounds on which credit would be considered and the process for doing so.

Prior learning refers to recognition of various types of prior learning undertaken outside the formal education training system, both nationally and internationally, for example:

- courses provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and/or
- demonstrable expertise and relevant experience gained via work or other life experiences.

2.0 Scope

The guidelines in this policy apply to all applications for RPL which do not come under the scope of the Credit Transfer Policy. The Credit Transfer Policy encompasses credit for formal study at other institutions in Australia and overseas.

3.0 Principles and Aims

La Trobe Melbourne will maintain the integrity of its courses and protect the academic standards and reputation of its awards. Credit for prior learning will be granted only within the constraints of this principle.

The aim of the recognition of prior learning policy is to:

- Assist students to progress through award courses with maximum efficiency by recognising that students may attain the objectives of components of a course by means other than formal study and assessment in the course;
- Assist in the efficient use of educational resources.

4.0 Admission

Admission to La Trobe Melbourne is based on Academic and English entry requirements as published in La Trobe Melbourne's prospectus and on the website.

Applicants will only be granted credit towards the award course at La Trobe Melbourne once they have gained admission to the relevant course of study. Applicants may also seek specific advice from La Trobe Melbourne prior to admission in relation to possible recognition of prior learning.

5.0 Amount of Credit

Applicants, or students of La Trobe Melbourne, may be awarded credit for a maximum of 50% of a course of study to be undertaken at La Trobe Melbourne.

This limit for credit does not apply to applicants undertaking formalised reverse articulation arrangements from La Trobe University.

6.0 Application for Recognition of Prior Learning

All RPL applications are to be lodged formally in writing using the prescribed form. Students will need to gather evidence to demonstrate satisfactory achievement of the required learning outcomes of a course of study. Once submitted, the evidence will be assessed by the relevant La Trobe Melbourne Academic Coordinator in conjunction with a subject expert for Foundation Studies and Diploma courses. Applications requiring additional evidence will be notified in writing. An applicant may be required to attend an interview to discuss their application.

Applicants will be notified of the outcome of the application within 10 days of assessment.

7.0 Appeals

7.1 Diploma level and Foundation Studies courses

Applicants who are dissatisfied with the outcome of recognition of prior learning application may request a review of the decision.

Applicants for recognition of prior learning towards the Foundation Studies course who are dissatisfied with the outcome of their credit application may request a review of the decision. Such a review request must be lodged with the La Trobe Melbourne Academic Director and be accompanied by a full statement concerning the basis for the review and in accordance with the La Trobe Melbourne Student Grievance Policy.

8.0 Reporting of Approved Credit

La Trobe Melbourne is obliged, under section 32 of the ESOS Act (2000), to notify the Australian Government via PRISMS if an overseas student has been or will be granted credit towards Foundation Studies or Diploma level course offered by La Trobe Melbourne which leads to a shortening of the student's course of study.

8.1 Credit Approved before Visa Granted

Under section 32 of the ESOS Act (2000), La Trobe Melbourne is obliged to notify the Australian Government via PRISMS of the reduced course duration in the eCoE issued to an overseas student who has been awarded credit towards their intended course of study.

8.2 Credit Approved after Visa Granted

Under sections 32 and 19 of the ESOS Act (2000), La Trobe Melbourne is obliged to notify the Australian Government of the change of course duration via PRISMS, if an overseas student has been awarded credit towards their intended course of study.

Policy Title	Recognition of Prior Learning	
Policy Owners	Director Quality and Services	
Contact Persons	Jacqueline Tulk	
Key Stakeholders	Admissions Staff Students	
Approval Body	Joint Management Committee	**Agenda item 5** **Approved on the 7 September 2010**
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Related Guidelines		
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