



Recognition of Prior Learning Application Form

1. What is Recognition of Prior Learning (RPL)?

RPL is a process that involves the assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Students who seek recognition for their previously acquired skill, knowledge or experience must provide evidence of meeting key learning outcomes of units of study for which recognition is sought.

Students may be asked to provide all or some of the following evidence:

- an endorsed statement or academic record
- course outlines from previous study
- portfolio of work.

2. Other Definitions

Award: An associate degree, bachelor degree or honours degree of the School granted at the completion of a course of study or other award of another tertiary institution such as described in the Australian Qualifications Framework (AQF).

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification.

Formal learning is learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

Informal learning is learning gained through work, social, family, hobby or leisure activities and experiences.

Non-formal learning is learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Specified credit is granted for work completed that is of similar content and standard as required for a passing grade in a unit of study.

Unspecified credit is credit granted towards elective components of a qualification or program of learning.

3. Policy Guidelines

The Adelaide Central School of Art will consider applications for recognition of prior learning in compliance with requirements of the Australian Qualifications Framework: *AQF Qualifications Pathways Policy*.

Credit for prior learning is granted only where the prior study or experience is assessed as equivalent in content and level to the course for which the credit is being sought.

Credit granted will ensure:

- the integrity of the School's award qualification and
- the relevance and currency of the prior learning to the academic requirements of the School's award

Specified or unspecified credit may be granted to a student on account of formal, informal or non-formal learning undertaken elsewhere in order to fulfil partially the requirements of the ADVA or BVA.

Credit will not normally be granted for courses completed more than 10 years before application unless there is evidence of substantial relevant experience during the intervening period.

As a general rule the maximum amount of credit granted cannot exceed the equivalent of one year of full time study.

Limits on maximum credit may be waived only with the approval of the Academic Board.

4. Application Procedures

Applicants are strongly encouraged to consult with the Student Liaison Officer prior to submitting an application.

Applications for RPL must be:

- made on the RPL form, which can be obtained from the School's website or Administration
- accompanied by a copy of an academic transcript (if applicable) and details of all courses undertaken and/or professional experience of relevance to the application for credit evidenced in a portfolio
- submitted 21 days prior to semester start

Applicants will be required to attend an interview where they will be asked to present a portfolio of their work. The interview panel will consist of two academic staff members and the Academic Administration Manager.

Following the interview, the interview panel will determine the outcome of the application. The Academic Administration Manager will notify the applicant in writing of outcome of their application.

Credit granted will be recorded in the student's file upon enrolment in a course and payment of the specified RPL fees (refer to page 7).

An enrolled student may appeal the outcome of their RPL application on the grounds that the amount or type of credit granted towards an award contravenes this policy. Appeals of decisions relating to the granting of credit must be submitted in writing to the Academic Administration Manager and addressed to the Academic Committee for review.

For further information on the RPL policy, procedures or appeal process, please refer to the RPL Policy and Procedures available on the School's website or contact Administration.



RECOGNITION FOR PRIOR LEARNING (RPL) APPLICATION FORM

(Applicant to fill out and return to the Administration)

1. Personal Details

First name Last Name

Address

.....Postcode.....

Phone (Home) (Mobile).....

Email Date of Birth.....

2. Course Unit Details

Please list the course units you are seeking recognition for (eg. General Drawing 1:1):

1.
2.
3.
4.
5.
6.
7.
8.

3. Support Details

Formal Qualifications

List of any formal courses you have completed. If possible, attach copies of certificates and details of course outline and content (with dates).

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Informal Study Programs

List any informal courses you have completed. If possible, attach certificates and details of course outline and content (with dates).

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Relevant Work Experience

List any relevant work you have performed. Give details of your employer, including a telephone number and contact person if possible. Include details of dates and duration of employment.

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Relevant Life Experience

List any personal interests, hobbies or skills that may support your application.

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Personal Verification

Please indicate the name and contact address or telephone number(s) of a person or persons who can substantiate your application.

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Attachments

Please list the attachments in support of this application.

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Course units for which you are seeking recognition (as per Page 1) (eg. General Drawing 1:1):	Provide details here of the evidence that supports your application, including any documentation attached to this application.*
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

* Evidence presented in support of an RPL application may include a portfolio of artwork, qualifications, academic transcripts, CV, job descriptions, work experience, work samples/documents, referral letters)

Declaration of authenticity

The information I have provided to support this application is true and correct. I authorise the assessors to make any enquiries necessary to assist in the assessment and verification of my recognition application and to use any information supplied in this application for this purpose.

Signed (applicant): Dated:

OFFICE USE ONLY
Recognition of Prior Learning Assessment

Applicant's Name:

Interview Conducted NO

YES Date:

Course units for which applicant seeks recognition (as per Page 1)	RPL granted by Assessors Yes or No	Assessors Initials	Notes
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

ASSESSOR'S ADDITIONAL COMMENTS (if required):

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Signed:

ASSESSOR 1: NAME:

ASSESSOR 2: NAME:

DATE:

Please return this completed form to the Academic Administrator after the RPL assessment.

ACTION	Initials	Date
RPL Application Fee \$40 is received		
RPL Confirmation Letter sent to Applicant		
RPL Fee \$100/subject is received		
RPL outcome entered into RPL spreadsheet		
RPL Confirmation copy attached to application form OR copy in student file		
RPL Confirmation copy in RPL file		