



## Recognition of Prior Learning Policy and Procedures

Policy Id	T002
Original version	19 June 2013
Current version	Approved by Academic Board, 8 November 2016
Scheduled review date	November 2019
Threshold Standard	1.2, 7.2.2
Responsible person/s	CEO
Appendix A	List of amendments

### 1. INTRODUCTION

This policy describes the responsibilities of the Heads of Departments, Lecturers, and Academic Administration Manager in considering, on a case by case basis, applications by students for recognition of prior learning on account of prior knowledge gained from formal, informal, and non-formal learning.

### 2. PURPOSE

The purpose of this policy is to describe how the School will grant recognition of prior learning in the form of credit toward the award of the Associate Degree of Visual Art (ADVA) or the Bachelor of Visual Art (BVA) on the basis of prior learning.

### 3. SCOPE

This policy applies to all applications for recognition of prior learning for the ADVA and BVA submitted to the Adelaide Central School of Art.

### 4. DEFINITIONS

- 4.1 **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).
- 4.2 **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.
- 4.3 **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.
- 4.4 **Informal learning** is learning gained through work, social, family, hobby or leisure activities and experiences.
- 4.5 **Non-formal learning** is learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
- 4.6 **Recognition of prior learning (RPL)** is an assessment process that involves 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.
- 4.7 **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.
- 4.8 **Total point value:** The minimum number of points needed to fulfil the requirements of an award, eg, 48 points per year (full time study).
- 4.9 **Unspecified credit** is credit granted towards elective components of a qualification or program of learning.

## **5. POLICY**

- 5.1 The Adelaide Central School of Art will consider applications for recognition of prior learning in accordance with this policy and in compliance with requirements of the Australian Qualifications Framework *AQF Qualifications Pathways Policy*.
- 5.2 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.
- 5.3 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
- 5.4 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.
- 5.5 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.
- 5.6 As a general rule the maximum amount of credit granted cannot exceed the equivalent of one year of full time study.
- 5.7 Limits on maximum credit may be waived only with the approval of the Academic Board.

## **6. RESPONSIBILITIES**

- 6.1 The Academic Board is responsible for ensuring credit arrangements conform with requirements set out in the Australian Standards Framework (*AQF Qualifications Pathways Policy*).
- 6.2 The Academic Committee is responsible for monitoring the overall standard in relation to the granting of credit.
- 6.3 The Academic Administration Manager is responsible for the application of this policy.
- 6.4 The Academic Administration Manager must report outcomes of RPL applications to the Academic Committee.

## **7. PROCEDURES**

- 7.1 Applications for RPL must be:
  - made on the RPL form
  - 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
- 7.2 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.
  - 7.1 Following the interview, the interview panel will determine the outcome of the application. In granting credit, consideration will be given to:
    - the academic standards of the School
    - equity principles
    - promptness in processing applications and
    - consistency of application of the policy between Departments
  - 7.2 The Academic Administration Manager will notify the applicant in writing of outcome of their application.
  - 7.3 The Academic Administration Manager is responsible for:
    - maintaining a record of RPL applications and outcomes
    - recording the outcome of each application on the student's file

- 7.4 Credit granted will be recorded in the student's file upon enrolment in a course and payment of the required RPL administration fee.
- 7.5 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.

## **8. APPEALING A DECISION**

- 8.1 A student or prospective student may appeal a decision regarding the assessment of an RPL application. Grounds for an appeal are limited to procedural error or breach of procedural fairness.
- 8.2 To appeal a decision, the student/prospective student will need to submit their request in writing to the Academic Administration Manager within 7 days of being notified of the outcome of their RPL application.
- 8.3 The appeal will be considered by the Academic Committee at the next scheduled monthly meeting. The Academic Administration Manager will notify the student/prospective student of the Academic Committee's determination within four weeks of receiving the appeal.
- 8.4 If not satisfied, the student/prospective student may contact the Office of the Training Advocate SA

### **The Office of the Training Advocate**

Ground Floor West, 55 Currie Street, Adelaide

Office hours: Monday to Friday 8.30am – 5.30pm

Phone: (toll free) 1800 006 488 Outside Australia call (country calling code)

+ 61 + 8 + 8226 4242

Fax: 8226 4278

Email [trainingadvocate@sa.gov.au](mailto:trainingadvocate@sa.gov.au)

Post: GPO Box 320 Adelaide SA 5001

## **RELATED DOCUMENTS**

- AQF Qualifications Pathways Policy

## **APPENDIX 1: Policy Amendments**

1. Version 1: Approved by the Academic Board on 19 June 2013
2. Version 2: Major amendments: removal of block credit, provision that all applications require portfolio interview, maximum amount of RPL awarded set at one year, policy updated to align with current AQF Qualifications Pathways Policy. Approved by the Academic Board on 8 November 2016.
3. Minor amendments in accordance with new policy template: 3 January 2018. Approval not required.