

RECOGNITION OF PRIOR LEARNING POLICY

Policy number	32	Version	4
Approved by ABG on	9 November 2017	Scheduled review date	November 2019

1 Purpose

The policy aims to recognise previously unrecognised learning – both skills and knowledge - as credit towards the NIODA Master of Leadership and Management (Organisation Dynamics) degree whilst at all times maintaining the integrity and standards of the NIODA course of study.

2 Scope

This policy pertains to the student life cycle.

3 Policy Statement

Students and prospective students of NIODA have the opportunity to apply for recognition of prior learning (RPL) for learning outcomes they have achieved outside accredited education institutions. Activities might include employer-based training and development, work and other life experience.

The assessment of any application for recognition of prior learning must ensure that the integrity and standards of the NIODA course of study are maintained.

4 Definitions

Recognition of prior learning is defined in the Australian Qualifications Framework (AQF) as follows:

Recognition of Prior Learning 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.

The AQF definition of credit is as follows:

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 and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

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5 RPL process

Approved RPL enables credit towards individual subjects in the Master's course or as entry into the course.

Entry into the course

Special entry into the MLM (OD) course may be granted to up to 10% of any Year 1 student cohort for those who have not completed a 3 year Bachelor degree or equivalent, but who have other tertiary qualifications and relevant work experience or who have extensive relevant work experience determined as equivalent to Level 7 AQF Graduate Criteria.

Discussion about RPL entry into the course will take place in the Application Interview. After this discussion an RPL application form (see Appendix 1) can be submitted by the student with attachments detailing and evidencing prior learning and outcomes that form the basis for the RPL request, i.e. other qualifications in formal education and training settings, courses provided by professional bodies, significant and relevant learning that has taken place in employer-based training and development, work and other life experience. To ensure writing proficiency, the student will also be required to submit a written piece of work as requested by the Director of Academic Programs as an attachment to the RPL application form.

Evidence should take the form of any certificates that indicate learning outcomes, third party reports and/or other documentation such as articles, reports, project material, papers, testimonials, referrals or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component.

Applications should be submitted at least four weeks prior to the beginning of the first year in which RPL is being requested.

The Director of Academic Programs, in consultation with the Education Committee, will decide on the application based on:

1. the veracity of the contents of the application
2. the equivalency of the combined qualifications and work experience to AQF Level 7 learning outcomes
3. the discussion with the applicant about the material they have submitted.

For credit towards individual subjects

After discussion with the Director of Academic Programs, an RPL application form should be submitted by the student with attachments detailing and evidencing prior learning and outcomes that form the basis for the RPL request, i.e. other qualifications in formal education and training settings, courses provided by professional bodies, significant and relevant learning that has taken place in employer-based training and development, work and other life experience.

Evidence should take the form of any certificates that indicate learning outcomes, third party reports and/or other documentation such as articles, reports, project material, papers, testimonials, referrals or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component.

Applications should be submitted at least four weeks prior to the beginning of the semester in which RPL is being requested.

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The Director of Academic Programs, in consultation with the Education Committee, will decide on the application based on:

1. the veracity of the contents of the application
2. the equivalency of the combined qualifications and work experience to AQF Level 7 learning outcomes
3. the discussion with the applicant about the material they have submitted.

6 Responsibilities

The Director of Academic Programs will advise the student of the outcome of their application within two weeks of receiving it.

The Director of Academic Programs will record RPL decisions with reasons for decisions taken and report to the Academic Board of Governance on all RPL applications and outcomes.

Recognition of Prior Learning forms are available in Appendix 1 (below).

7 Grievances

Grievances relating to RPL processes and outcomes should be taken up as per the NIODA Grievance policy. The policy is available on the NIODA website <https://www.nioda.org.au/policies>.

8 Publication

This policy is publicly available on the NIODA website <https://www.nioda.org.au/policies>.

9 Related Documents

Eligibility, Admissions and Enrolment Policy

Credit Transfer Policy

RPL application form

Credit Transfer application form

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Appendix 1



Application for recognition of prior learning (RPL)

NIODA provides recognition of prior learning (RPL) in NIODA programs for skills and knowledge acquired through study towards formally recognised qualifications, courses provided by professional bodies, work, and other forms of practical and life experience.

The purpose of this assessment document is to enable you to provide information and evidence to support your application for recognition of prior learning. NIODA require the information you provide in this document to assess your eligibility for RPL.

Please complete and submit this document to the Director of Academic Programs

For recognition of formal study, please refer to the *credit transfer application* form. Student forms are available at (insert url)

SECTION 1: Personal information

Family name _____ Given name/s _____

Student ID _____ Date of birth _____

SECTION 2: Course/subject details

Course name _____

For RPL entry into the course – you must provide evidence of the equivalency of the combination of your qualifications and work experience to AQF Level 7 graduate criteria, as below

Learning outcomes for Level 7 AQF Graduate Criteria

Summary

Graduates at this level will have broad and coherent knowledge and skills for professional work and/or further learning

Knowledge

Graduates at this level will have broad and coherent theoretical and technical knowledge with depth in one or more disciplines or areas of practice

Skills

Graduates at this level will have well-developed cognitive, technical and communication skills to select and apply methods and technologies to:

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SECTION 3: Applicant profile/background

You are required to provide documentary evidence to support your statements. This evidence should demonstrate how you have met the published learning outcomes of the course or subject for which you are seeking RPL.

In your opinion, what skills do you already have that relate to this course/subject?

2. List any programs/training/study relevant to this application that you have undertaken since leaving school.

3. Relevant to this application, what experience have you had working with groups (e.g. clubs, organisations, committees, bands, etc.)?

SECTION 4: Statement of relationship between the course/subject and your prior learning/experiences

Match your experience against the published learning outcomes of the course/subject for which you are seeking RPL.

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SECTION 5: Referees (two people who can support your statements) and their contact details

Please list all attachments to this document. For those requesting RPL entry into the course this includes a written a written piece of work as requested by the Director of Academic Programs.

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Signature

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NIODA RPL ASSESSMENT RECORD

(Copy to be retained by RPL assessor)

Family name _____

Given name/s _____

Course for which RPL is sought _____

Course code _____

Subject for which RPL is sought (if relevant) _____

Evidence provided

Time and date of assessment _____

Panel (if applicable)

Decision

Additional information required (details)

Date additional information received _____

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Names (please print) and signature/s of panel member/s (if applicable). Please sign and date.

(i) Name	Signature	Date
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(ii) Name	Signature	Date
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(iii) Name	Signature	Date
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