

Policy number	P23	Version	6
Approved by ABG on	13 August 2020	Scheduled review date	August 2023

## 1. Purpose

The policy aims to recognise previously unrecognised learning – both skills and knowledge - as credit towards an accredited degree whilst at all times maintaining the integrity and standards of the NIODA course of study.

## 2. Scope

This policy pertains to the candidate and student life cycle.

## 3. Policy Statement

Candidates/students and prospective candidates/students of NIODA have the opportunity to apply for recognition of prior learning (RPL) for learning outcomes they have achieved outside accredited education institutions within the last ten years. 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.*

Credit may be assigned in a block form or for individual components of the NIODA degree.

## 5. RPL Process

Approved RPL enables credit towards subjects in an accredited degree course or as entry into the course.

### 5.1. Entry into the course

Special entry into the Master of Leadership and Management (Organisation Dynamics) degree course may be granted to up to 10% of any Year one student cohort for those who have not completed a three year Bachelor degree or equivalent, but who have other tertiary qualifications and relevant work experience over the last ten years or who have extensive relevant work experience determined as equivalent to the

AQF 7 Graduate Criteria.

Discussion about RPL entry into the course takes place in the Application Interview. After this discussion an RPL application form (see Appendix 1) can be submitted by the candidate/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 candidate/student may also be required to submit a written piece of work as requested by the Academic Programs Lead 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 Credit Transfer and Recognition of Prior Learning Panel, a sub-committee of the Education Committee, decides on the application based on:

- (i) the veracity of the contents of the application
- (ii) the equivalency of the combined qualifications and work experience to AQF Level 7 learning outcomes
- (iii) the discussion with the applicant and the Academic Programs Lead about the material they have submitted.

## **5.2. For credit towards subjects**

### **5.2.1. Credit Limit**

A maximum of two thirds of total course credit points is allowable for recognition of prior learning credit towards subjects e.g 96 of 144 credit points in the Master of Leadership and Management (Organisation Dynamics).

### **5.2.2. Application Procedure**

After discussion with the Academic Programs Lead, an RPL application form should be submitted by the candidate/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 prior to the census date of the subject/s in which RPL is being requested.

The Credit Transfer and Recognition of Prior Learning Panel, a sub-committee of the Education Committee, decides on the application based on:

- (i) the veracity of the contents of the application
- (ii) the equivalency of the combined qualifications and work experience to the individual subject outcomes
- (iii) the outcomes of the discussion with the applicant by the Academic Programs Lead about the material they have submitted.

### **6. Responsibilities**

The Academic Programs Lead advises the student/candidate of the outcome of their application within two weeks of receiving it.

The Academic Programs Lead records RPL decisions with reasons for decisions taken and reports to the Academic Board of Governance on all RPL applications and outcomes.

Recognition of Prior Learning forms are available on the NIODA website ([www.nioda.org.au/policies](http://www.nioda.org.au/policies)).

### **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 ([www.nioda.org.au/policies](http://www.nioda.org.au/policies)).

### **8. Related Documents**

LM(OD) Eligibility, Admissions and Enrolment Policy

PhD Eligibility, Admissions and Enrolment Policy

Credit Transfer Policy

RPL application form

Credit Transfer application form

Credit Transfer and Recognition of Prior Learning Panel ToR



## 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 Academic Programs Lead

For recognition of formal study, please refer to the *credit transfer application* form.

### SECTION 1: Personal information

Family name \_\_\_\_\_ Given name/s \_\_\_\_\_

Candidate/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

<p><b>Summary</b></p> <p>Graduates at this level will have broad and coherent knowledge and skills for professional work and/or further learning</p>
<p><b>Knowledge</b></p> <p>Graduates at this level will have broad and coherent theoretical and technical knowledge with depth in one or more disciplines or areas of practice</p>
<p><b>Skills</b></p> <p>Graduates at this level will have well-developed cognitive, technical and communication skills to select and apply methods and technologies to:</p> <ul style="list-style-type: none"><li>● analyse and evaluate information to complete a range of activities</li><li>● analyse, generate and transmit solutions to unpredictable and sometimes complex problems</li></ul>

- transmit knowledge, skills and ideas to others.

**Application of Knowledge and Skills**

Graduates at this level will apply knowledge and skills to demonstrate autonomy, well-developed judgement and responsibility:

- in contexts that require self-directed work and learning
- within broad parameters to provide specialist advice and functions

**For individual subject credit requests** - you must evidence the equivalency of the combination of your qualifications and work experience to the learning outcomes for the subject for which you are seeking credit.

Subject name and code for which RPL is sought. If RPL is sought for more than one subject, please fill out a separate form for each subject.

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Learning outcomes of the subject. (Refer to relevant subject outline.)

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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?

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

school.

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

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**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**

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

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Signature. \_\_\_\_\_



**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)

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.....  
Decision

.....  
.....  
Additional information required (details)

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.....  
Date additional information received \_\_\_\_\_

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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