Recognition of Prior Learning (Coursework Programs) Procedure

Purpose

This procedure specifies the processes for recognising prior learning (RPL) for admission to a program, and/or for credit or an exemption toward a program of study. The procedure can be used as the basis for Faculty RPL procedures.

Scope

The procedure applies to all undergraduate and postgraduate coursework programs. It does not cover Higher Degree by Research (HDR) programs.

Principles and objectives

1. Types of prior learning which can be recognized

UNSW recognises prior learning for admission to a program, and/or for credit or an exemption toward a program

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RPL can only be granted for completed entire courses not part courses

RPL may be granted for courses completed whilst on approved leave or deferral where prior approval to undertake this study has been granted

A student taking courses whilst on suspension or exclusion from a program will breach the

I] Z˝\g̸ci˝c˝\˝d[˝X̸gZY↑˝VYkVcXZh˝V˝hij YZci h˝hiVcY˝c̸\˝˝c˝V˝egd̸\g̸Vb ˝id˝l̸] ˝X̸] ˝i] Zn˝] VkZ˝W̸ZZc˝VYb ↑iZY˝VcY˝ so expedites their progression through the program. Credit may be granted in the form of specified or unspecified credit. Block credit significantly advacXZh˝V˝hij YZci h˝hiVcY˝c̸\˝h˝XgZY↑˝h˝\g̸ciZY˝[dg̸l] d̸aZ˝ stages or components of a program.

: m̸Zb ei↗dch˝Yd˝cdi ˝ZmeZY↑Z˝V˝hij YZci h˝egd̸\g̸Zhh↗dc˝i] gdj \] ˝V˝egd̸\g̸Vb #Hij YZcih˝Vg̸Z˝Zm̸Zb eiZY˝[gdb ˝V˝ specified course, but they are not granted credit and are required to complete a course of the same credit value.

Substitution is a type of exemption where students are exempted from a specified core course, yet are still required to complete a specified equivalent course to the same unit of credit value. When determining the specified equivalent course the Faculty must ensure that the integrity of the program level learning outcomes are maintained.

Any credit or exemptions granted must be consistent with the rules governing progression within the program, and the maximum credit transfer permitted, which are operative at the time the application is determined.

General credit arrangements (including any limits on credit granted set by Program Authority) must be specified in the program rules when a program is proposed or formally revised, and maintained on the program record.

Specified credit and unspecified credit

Specified credit is granted when an exact or near exact equivalence to one or more courses studied either at UNSW or at another higher education provider, or through non-

3. Limitations on RPL

The following limitations on the recognition of prior learning apply. Faculties can specify stricter limits. This may be applicable in the case of rapidly changing disciplines or to comply with professional accreditation requirements. These limits must be included in the approved program rules and information regarding the limits made available to students.

3.1. Time limitations for recognition of prior learning

Prior learning will not be considered for credit or exemption from a course when more than 10 years has Zàveh ZY˚[gɖb ˚i] Z˚hj XXZhh[j áXdb eaZi˄dc˚d[˚i] Z˚Xdj ɡhZ˚ɬdgˇdi] ZgˇaˊVgɕˊc\ɬˇVcY˚i] Z˚hij YZci h˚ commencement in the program at UNSW.

3.2. Undergraduate single award programs

Students admitted to a single award undergraduate program, diploma or undergraduate embedded Honours program must complete a program of study deemed to be no less than that required of students in full-time attendance in the final year of the program concerned (48 units of credit). The limitations do not apply to credit or exemptions for internal transfer or incomplete UNSW program of study.

A student admitted to a single undergraduate degree program following completion of a first degree at UNSW, or equivalent completed elsewhere, will be required to complete the disciplinary core of the program. Students may also apply to receive additional credit for specific courses completed in the first degree. Credit for non-formal and informal / workplace learning towards an undergraduate single award requires the approval of the Program Authority. Program Authorities must have clear, documented eɡdXZhhZh˚[dgˇVhhZhh˄cˇ\ˇɬ[dgˇXɡˊZY˄ˊgɽZXd\cˊ˄ˊdcɬˇi] Z˚Zfj ˊkVaZcXZ˚d[˚Vˊhij YZci h˚cdc-formal and/or informal / workplace learning with the learning outcomes of the program.

No credit will be given for prior learning towards a separate (end-on) one year Honours program, Diploma or Certificate. The limitations do not apply to credit or exemptions for internal transfer or incomplete UNSW program of study.

3.3. Postgraduate coursework single award programs

Prior learning cannot be counted for credit towards more than 50% of a UNSW postgraduate coursework single award program to which the student is admitted.

Exceptions to the 50% credit limit are permitted where:

> Formal articulation arrangements are established; or
> Standardised block credit arrangements have been approved as part of formal admission requirements for the program, in which case the maximum credit that can be granted is 50% of the remaining program; or
> A student is completing an articulated sequence of programs as outlined in section 1.1.

Where a Masters program includes preliminary courses similar in content to undergraduate courses, students may be granted credit or an exemption on the basis of a completed undergraduate degree but must complete a program of study equivalent to one year of full-time study or 48 units of credit.

Non-formal and/or informal / workplace learning recognised for admission to a postgraduate program cannot also be used to obtain additional credit or exemptions. Non-formal and/or informal/workplace learning over and above the requirements for admission can be used for credit. When recognising this learning, the Program Authority must document how the learning has been assessed, what learning has been counted for admission and what learning is remaining which is being assessed for credit or exemptions.

3.4. Double degree award programs

Double degree award programs are combinations of single award programs. The limitations on credit

out pre-assessed and approved program credit, students do not need to formally apply for credit transfer. The credit approved by UNSW will be applied automatically to any student upon admission if they have successfully completed or partially completed the previous qualification and met other admission requirements (such as English language proficiency or visa requirements). Details of the
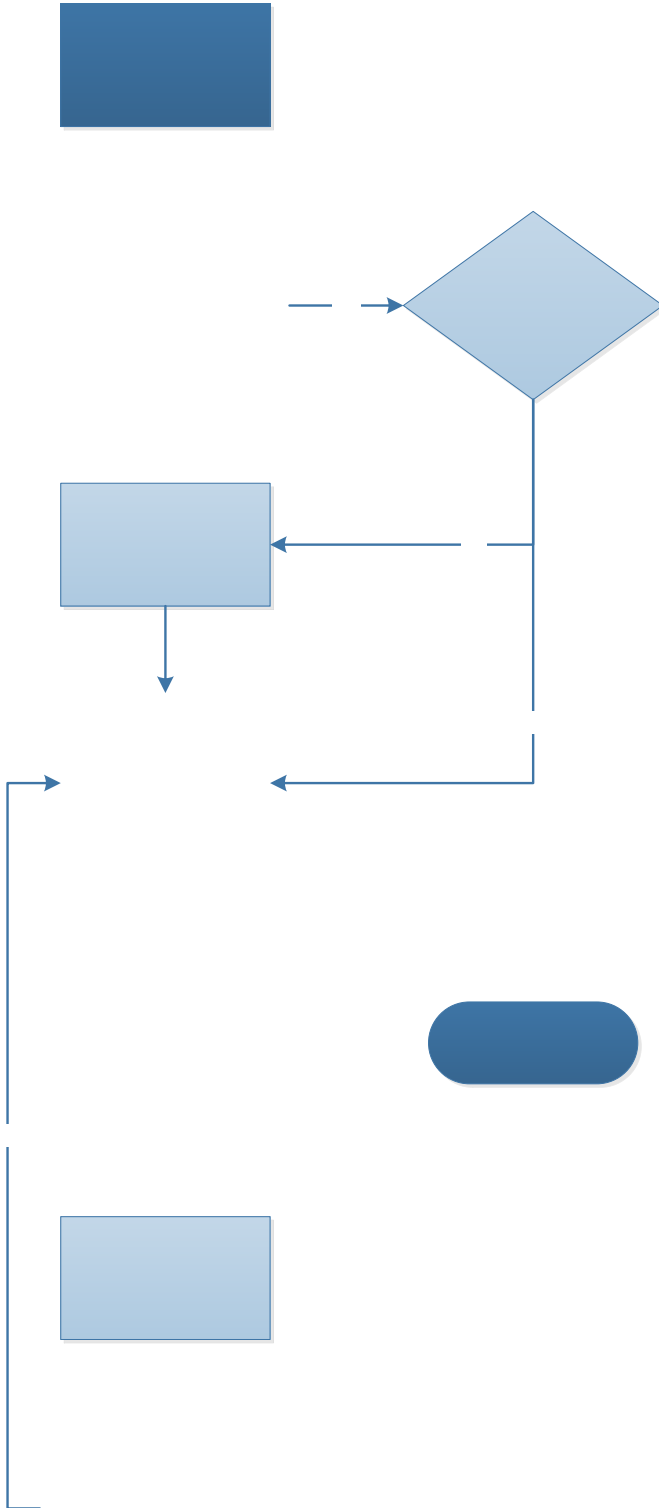
Appendix

Flowchart of the RPL process

Applicant applies for RPL

YES

NO

YES

End of Process

Related Documents

Academic Progression Procedure
Enrolment and Withdrawal Procedure

Version 2.1 approved by Head of Governance on 18 February 2016 effective 29 February 2016. Administrative update to senior team roles.

Version 2.2 approved by Deputy Vice-Chancellor Academic on 13 November 2018 effective 1 January 2019. Administrative update to Administrative update to update titles and align with new Program Design and Delivery Policy and Procedure. Section 3.2 updated to include content from Section 4.3 of the Structure of Undergraduate Programs Procedure.

Version 3.0 approved by Deputy Vice-Chancellor Academic & Student Life on 20 October 2021 effective 20 October 2021. Full review with minor change.

Version 3.1 approved by Director of Governance on 1 August 2024 effective 6 August 2024. Administrative update to outdated titles, links and policy references.