

## Section C: Programmes of Education and Training

### 3.7 Recognition of Prior Learning Procedure

#### 3.7.1 Objectives

- To indicate the information which should be made known to recognition of prior learning applicants prior to application.
- To set out the college's recognition of prior learning procedure.

#### 3.7.2 Scope

This procedure applies to the Recognition of Prior Learning at undergraduate and postgraduate level. This procedure may be varied under the terms of an Institutional Agreement where a programme of study is delivered as a collaborative initiative with a partner institution or in accordance with a policy amendment on the part of a validating body.

#### 3.7.3 Responsibility for Implementation

##### Admissions Officer/Marketing Officer

- Receives the intention to have prior accredited learning, prior experiential learning or a combination thereof, considered for recognition at time of application
- Receives the portfolio of evidence from the applicant and refers to Programme Director or delegated Faculty member
- Receives application for exempt form from PD and informs to the applicant if they have been successful

##### Applicant

- Indicates intention to have accredited learning, prior experiential learning or a combination thereof, considered to Admissions Officer /Marketing Officer
- Provide evidence of prior experiential learning on which the claim for recognition is assessed
- Submits the exempt form or any other information needed for the process

##### Programme Director

- Is available or delegates a faculty member to advise applicants about possible ground for accreditation
- Assesses the accredited learning of the application against a set of relevant Learning Outcomes
- Assesses the experiential learning of the application via an APEL matrix which shows evidence of how the applicant's experience shows attainment of the relevant set of Learning Outcomes
- Assesses the portfolio and completes the exemptions form

##### Head of Academic Programmes

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- Convenes the Approved Prior Experiential Learning (APEL) Subcommittee  
Chairs the Assessment Subcommittee

### APEL Sub-Committee

- Made up of Head of Academic Programmes as Chair, and two academics from different faculties as a standing committee (membership reviewed annually)
- Considers all applications referred to it for approval
- Communicates outcomes to Faculty and Admissions Officer/Marketing Officer

### 3.7.4 Provision of Information to RPL Applicants

Applicants should be made aware (through the college website) of the college's RPL guidelines, specifically:

- The need to apply for RPL at the time of application
- Any fees applicable to RPL applications
- How and when to make an RPL application - portfolio compilation/documentation required etc.
- Any specific rules with reference to credit minimum/maximum thresholds, and extent to which the assessment criteria must be met for an exemption to be awarded (the formal assessment of the knowledge, skill, and competence previously acquired by learners) etc.
- Procedures governing appeals against RPL decisions
- Any implications of entry with advanced standing for progression/transfer/interim awards/recognition of any professional, regulatory or statutory body associated with the programme
- That exempted modules will not be calculated as part of their GPA or final award classification and may constrain the range of award classifications available to them
- How RPL will be represented on their official transcripts
- Entitlements for the reuse of RPL against further awards

### 3.7.5 Procedures for the Recognition of Prior Learning

#### Recognition of Prior Accredited Learning

- a) The Marketing Department/International Office will normally require an applicant who wishes to have their prior accredited learning considered for recognition, to indicate their intention to do so at the time of application on the requisite application form. An applicant will be required to support their application with relevant documentation in the form of a portfolio of evidence within an agreed time limit.
- b) In the majority of cases, it is expected that the Marketing Department/International Office will submit the portfolio to the relevant Programme Director who will decide on the award of credit.

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- c) The Programme Director or a delegated Faculty member will complete the application for exemptions form and send it to the Admissions Officer/International Office Manager who will in turn inform the applicant.
- d) In more complex cases surrounding experiential learning, the Programme Director may consult other faculties before deciding to approve or not.
- e) Having reviewed the case, the Head of Academic Programmes will inform the Admissions Officer/International Office Manager of the outcome of the Assessment Sub-Committee's review. The Admissions Officer/International Office Manager will in turn inform the applicant.
- f) An applicant wishing to appeal against the decision not to grant the approval of prior learning may do so by invoking the [College Appeal Procedure in Section F \(Document 6.2\)](#)

### Recognition of Prior Experiential Learning

- a) The Marketing Department/International Office will normally require an applicant who wishes to have their prior experiential learning considered for recognition, to indicate their intention to do so at the time of application on the requisite application form.
- b) Due to the difficult nature of compiling and assessing evidence of experiential learning, it is important that the applicant first discuss their prior experiential learning with the Programme Director or delegated Faculty member at the time of application, to advise whether or not there are possible grounds for accreditation.
- c) Where there are possible grounds for recognition, the applicant will be required to provide evidence, of their prior experiential learning on which the claim for recognition will be assessed. This would normally be in the form of an APEL Matrix that maps experience to relevant Learning Outcomes, a portfolio of evidence, and/or summative assessment and/or interview, which demonstrates the successful achievement of learning outcomes relevant to the module(s) for which they are seeking exemption(s).
- d) When the portfolio of evidence has been received, the Admissions Officer/ International Office Manager will refer the case to the Programme Director for assessment. The relevant module leader may also be referred to for evaluation of summative assessment. The Programme Director will inform the Admissions Officer/International Office Manager of the outcome by completing the application for exemptions form. The Admissions Officer/International Office Manager will in turn inform the applicant.
- e) The Director of Academic Programmes will inform the Admissions Officer/International Office Manager of the outcome of the Assessment Sub-Committee's review. The Admissions Officer/International Office Manager will in turn inform the applicant.

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- f) An applicant wishing to appeal against the decision of the Admissions Sub-Committee may do so by invoking the College Appeals Procedure in Section F (Document 6.2).

### 3.7.6 Procedure on the Systematic Transfer of Groups of Learners from Potential Partner Institutions

Proposals for an Articulation Agreement encompassing the transfer of learners from a potential partner institution to a college programme must be endorsed by the College Management Board in consultation with the relevant faculty.

Agreements to engage in such partnerships can only be entered into after the review by Head of Academic Programmes in consultation with the College Management Board and the Academic and Professional Council. All such articulation agreements must be signed by the College President or a nominee of the President.

A record of all articulation agreements existing, and in development, must be maintained by the office of the Head of Academic Programmes.

Guidelines for developing Articulation Agreements are available in [Appendix 15](#).

- a) Step 1: A Memorandum of Understanding (MOU) is the first stage in developing a formal contract. It commits the parties to work together to a common purpose. The MOU should be completed using the Memorandum of Understanding template QAE Appendix 16.

An MOU between GC and a potential partner institution can be initiated through the Marketing Department, International Department, or Faculty and must be signed by the College President, or a nominee of the President.

Where potential partners have their own MOU template which they are required to use, that can be used as long as it does not commit GC to some activity that cannot be delivered and does not contravene the QAE procedures of Griffith College.

The MOU must be forwarded to the Head of Academic Programmes, and to the relevant Heads of Faculty.

- b) Step 2: The Faculty concerned will appoint an academic to engage in an academic analysis and mapping of learning to see if an articulation from the identified programme to the Griffith College programme is feasible.
- c) Step 3: The Faculty, in consultation with the proposer, will examine the business case for the articulation agreement with a view to identifying any extra resource requirements or other overheads that the articulation agreement gives rise to. If the initial academic and

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business case analysis suggests that an articulation agreement is desirable, then a formal proposal to investigate further should be submitted to the QAE Office by the Faculty.

- d) Step 4: On receipt of a proposal, the QAE Office will create, update and retain a copy of the Articulation Agreement Control Sheet.
  - e) Step 5: The QAE Office working with a senior academic must carry out a due diligence analysis of the proposed partner using the Due Diligence Report template QAE Appendix 13 and 14. Where an existing articulation agreement already exists with the partner college, the due diligence report will not be needed, but the academic analysis of the programme involved must be carried out by the faculty and signed off by the Head of Faculty.
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