

Access to Higher Education Policies & Procedures

Last edited: 20th September 2022

Next review is due: December 2022

Policy Overview

The purpose of the recognition of prior learning policy is to set out TheWRD's commitment to ensuring that learners are able to claim equivalent achievement recognised towards their qualification where possible.

The policy aims to ensure that TheWRD:

Policy Statement

TheWRD may recognise your prior learning and any cross credits when it is relevant to your TheWRD programme of study.

Recognition of Prior Learning:

What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is when credits are granted towards your current programme of study at THE WRD from previous tertiary study or through relevant work experience. Your qualifications and/or experience need to:

- Have similar content
- Be at the same level as the assessment standard(s) that you are applying for
- Have similar number of credits
- Be current (i.e. have been completed in approximately the last five years)

How do I apply for Recognition of Prior Learning?

RPL is assessed on a case by case basis. Discuss your proposal with the Training Office, they will advise you as to whether or not you should pursue the Recognition of Prior Learning process.

How is RPL assessed?

There are three main ways of assessing RPL. These methods are:

- **ATTESTATION:**
An authoritative person(s) confirms your prior learning, usually at an interview.
- **CHALLENGE:**
Your prior learning is tested by means of a practical, oral or written test or a combination of these three.
- **PORTFOLIO:**
You prepare a collection of materials and information containing all the details and evidence for your prior learning.

Detailed Portfolio of Evidence

Candidates who wish to apply for RPL must produce a detailed portfolio of evidence. Candidates must locate evidence of their competency that relates to each Assessment Unit. Each item of evidence is to be numbered clearly. It is important that you organise your portfolio of evidence in a logical way that maps your evidence to the elements and performance criteria for each Unit of Competency applied for. Do not send original documentation, please ensure that all evidence is certified, signed and dated by a third party who can authenticate the original documents. Examples of appropriate evidence include:

- Resume/CV
- Formal qualifications
- Certificates, statements of attainment
- Performance review reports
- Professional development participation
- Third party evidence
- Personal statement
- Transcripts
- References
- Job description
- Life experience
- Videos of practical demonstrations
- Presentations
- Planning documents
- Completed assessments

It is the role of TheWRD tutor and support staff to assist you in putting your evidence materials.

Are there any costs involved with RPL?

Usually no. If the process takes longer than an initial 1-2 hours, then RPL costs are based on an administration charge plus the time it takes to assess your application. The Clearer you make your application – the quicker it will be able to be assessed.

Cross Credit

Cross Credit involves the use of credit already obtained from one programme/qualification from within the organisation towards a different programme/qualification offered by the same organisation.

- Applications by learners for the recognition and transfer of credit from other programmes/qualifications (from within the organisation and from programmes/qualifications of other providers) are considered on their own merit on a case-by-case basis.
- Learners are required to apply in writing, detailing their existing qualification/achievement and the proposed credit recognition and transfer. Learners must also provide the following evidence and supporting documentation: a certified copy of the qualification certificate and/or Provide Results Notice and an up-to-date CV. An application fee must also be paid on lodging the application.
- The Credit Recognition/Transfer Application is then considered and assessed by THE WRD by evaluating the currency and level of the knowledge, understanding and/or skills and the learning outcomes of the learners existing qualification against the proposed new qualification/programme.
- Learners will be advised in writing of the results and outcome of the Credit Recognition/Transfer within 20 working days of lodging the application. Learners are entitled to appeal the decision by lodging a formal appeal within seven working days of being advised of the decision.

Reference

[Course Handbook](#)