Recognition of Prior Learning (RPL) Policy

Responsibility:	General Manager, Quality Assurance Coordinator, Programme Coordinator, Programme Manager, Registrar			
Approved by:	Academic Committee			
PTE applicable to:	Cornerstone Education LTD trading as: Business Management Programmes Aspire2 Health and Wellbeing.			
Policy Number: 5.1	Policy Version: 4	Date Created: April 2017	Review Date: August 2025	Next Review August 2026

Purpose

To ensure that Recognition of Prior Learning (RPL) is accessible to anyone with skills, knowledge and attitudes that can be validated.

To ensure that the processes used are fair, equitable, transparent and academically sound.

RPL is a method of assessment [leading to the award of a part or all of a qualification] that considers whether learners can demonstrate that they can meet the assessment requirements for a course through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

RPL enables recognition of achievement from a range of activities using any appropriate assessment methodology. Provided that the assessment requirements of a given unit/skills standard, course or qualification have been met, the use of RPL is acceptable for accrediting a unit/skill standard, units/skills standards, course, courses or a whole qualification. Partial unit/skill standard and/or course completion is not acceptable.

Evidence of learning must be:

- Fair
- Valid
- Consistent
- Appropriate.

Responsibility

- Quality Assurance Coordinators are responsible for receiving RPL applications and ensuring that RPL requirements are met.

- Programme Coordinators and Quality Assurance Coordinators are responsible for reporting any issues arising from RPL applications to the Academic Committee.
- The Academic Committee may set fees for handling RPL applications. Such fees will be made available to the student on the website.
- The Quality Assurance Coordinator is responsible for ensuring that timely advice and guidance is provided to academic staff on RPL and that the PTE continually strives for excellence.

Policy Statements

1 The RPL process will be transparent, fair and academically sound.

2 The availability of RPL toward any qualification is only limited by the regulations governing that qualification or external professional organisation or articulation agreement with another provider.

3 The availability of RPL toward any qualification can be up to 100% for the award of the PTE qualification except where specified in the Programme Regulations. Any approvals over 50% of a qualification must be ratified by the General Manager and/or where applicable the Academic Committee.

4 Students can gain RPL if there is a 80%+ match in content between the qualification being RPL to and previous qualifications or experience. It is reliant on the student applying for the RPL to provide evidence of their previous study and/or experience and the RPL evaluator to make a fair yet reasonable assessment of this information.

5 To qualify for RPL credit, prior formal learning must normally have been undertaken within ten years of the first date of enrolment into the programme for which credit is sought.

6 If a student transfers from one programme to another, the credit approved in the original programme will not be automatically transferred.

7 A successful application for RPL will result in an entry in the student's academic transcript as APL, CT, or CC against the course for which credit has been awarded, or EXP against the course if an exemption is granted.

Abbreviations and Definitions

Recognition of Prior Learning (RPL) - RPL refers to the practice of receiving applications for credit towards qualifications offered by the PTE for formal or informal learning obtained elsewhere, and determining the suitability of the evidence received to warrant the award of credit towards a qualification awarded by the PTE.

Cross Credits (CC) - towards one qualification of credit gained for another qualification at the **same** institution.

Related Documentation

Forms and Templates	Location where documentation is shared
RPL Application forms	Quality Management System.
Student Handbooks	Website Canvas Student Information Hub

Relevant Legislation

- Education and Training Act 2020
- Public Records Act 2005.