



Procedure Document for the Recognition of Prior Learning (RPL) process for Carey Baptist College

Recognition of Prior Learning (RPL) Procedure

Purpose

To outline the process by which prospective or current students may apply for Recognition of Prior Learning (RPL) to gain credit towards course-level learning outcomes.

Scope

This procedure applies to all students seeking RPL for full courses (15 or 30 credits) based on prior formal, informal, or experiential learning.

Procedure Steps

1. Expression of Interest

- A prospective student indicates interest in RPL during the application/inquiry process
OR
- A current student indicates interest during enrolment (enrolment checkbox)

2. Initial Contact by Academic Registrar

- The Academic Registrar contacts the student to:
 - Clarify the nature of the RPL inquiry.
 - Explain the RPL process and associated fees.
 - Refer the student to the Academic Director for further discussion.

3. Academic Director Consultation

- The Academic Director meets with the student to:
 - Discuss the student's background and learning experiences.
 - Identify which course(s) may be eligible for RPL.

- Clarify that RPL is awarded only for entire courses (15 or 30 credits) and must align with course learning outcomes.

4. Provision of Evidence Portfolio Template

- The Academic Director provides the student with an **Evidence Portfolio Template** to guide the documentation of prior learning.

5. Portfolio Development

- The student completes the Evidence Portfolio.
- The student may submit a **draft** to the Academic Director for **formative feedback** before final submission.

6. Portfolio Submission and Evaluation

- The student submits the final Evidence Portfolio to the Academic Director.
- The Academic Director evaluates the portfolio and may consult relevant academic staff for input.

7. Evaluation Outcome

- **If Approved:** The Academic Director notifies the Academic Registrar of the successful RPL outcome.
- **If Not Approved:** The Academic Director provides the student with specific feedback and an opportunity to revise and resubmit the portfolio.

8. Invoicing

- The Academic Registrar informs the Finance team to issue an invoice for the RPL assessment fee.

9. Official Notification

- Upon confirmation of payment, the student receives an **official outcome letter** confirming the RPL decision.

10. Academic Record Update

- The student's academic record is updated in the **Student Management System (EBS)** to reflect the awarded credits.

11. Appeals

- If the outcome of the credit recognition application is contested, the student may lodge an appeal to the Carey Academic Director in writing.
- The appeal will be considered by a Head of the Carey Graduate School and/or the Dean of Faculty.
- The outcome of the appeal will be communicated to the student within five working days.