

Recognition of Prior Learning Policy

1. Introduction

The purpose of this policy is to confirm that all learners, potential or actual, of ABP's qualification courses are provided with full recognition of their current skills and knowledge.

The Recognition of Prior Learning (RPL) process conducted by us is an assessment process, which provides acknowledgement of all skills and knowledge gained through the life experiences, work experience, previous training and formal and informal education of applicants.

Our RPL process examines the evidence within the following key principles:

- Adopting a focus on the competencies held rather than on how, when or where the learning occurred;
- Demonstrated commitment to recognising the prior learning of adults;
- Providing access to the RPL process for all potential students of courses;
- Undertaking RPL processes which are fair to all those involved; and,
- Providing adequate support for all potential RPL applicants.

2. Sources of RPL

RPL can come from previous study, employment, voluntary work and training courses.

3. Types of RPL

3.1 There are 3 types of RPL that a learner can put towards a qualification:

3.1.1.1 **Credit transfer:** Credit transfer is when a learner puts credits from a previous higher education (university-level) qualification towards a new qualification. We can accept credits from qualifications that a learner has completed in the last 5 years.

3.1.1.2 **Prior certificated learning:** Prior certificated learning is university-level learning that didn't result in a higher education qualification or credits. This can include professional development and employment-based awards as well as certificates awarded by a higher education institution.

3.1.1.3 **Prior Experiential Learning:** Prior experiential learning relates to knowledge and skills a learner has gained through experience, e.g. through employment or voluntary work.

4. Applying for RPL

4.1 A learner applies for RPL using the ABP-prescribed RPL form that is available with its Admissions team and on its website.

4.2 The deadline for an RPL application depends on what the learner wants to use it for:

4.2.1 Using RPL to start a higher level of course: The learner must submit his/her RPL application prior to the first class of the course chosen;

4.2.2 If a learner wants to use RPL to claim some but not all credits on a level of the course (for example, to avoid completing a module that covers knowledge that he/she may already have), must apply within 30 working days of the first day of classes of the course chosen.