

## RECOGNITION OF PRIOR LEARNING POLICY

Recognition of Prior Learning is a form of assessment, which matches students' skills and knowledge with the outcomes of courses or units of courses in an accredited program. The skills and knowledge may have been obtained through education, work experience or life experience.

Applicants are responsible for demonstrating that the skills and knowledge they have obtained through work or life experience, match the outcomes of the units in the accredited program. The Sydney College of Divinity makes a judgment about the extent to which the applicant has so demonstrated.

In reaching a decision on Prior Learning, the following criteria are considered:

- *Authenticity* – can the applicant provide the documentary evidence of the experiences on which their claim rests?
- *Currency* – are the skills, knowledge current?
- *Quality* – is the standard at least equal to that which meets the learning outcomes of the accredited unit(s)?
- *Validity* – can the applicant demonstrate the knowledge and skills he/she has acquired relevant to the learning outcomes.
- *Disadvantage* – in granting such credit students will not be disadvantaged in achieving the expected learning outcomes for the course of study or qualification.
- *Integrity* – the integrity of the course of study and qualification are maintained.

### How to Apply for RPL

Applicants prepare a submission /portfolio of their prior learning. The portfolio should contain:

- evidence that authenticates the previous learning experience.
- a statement which links the learning experiences with the specific learning outcomes of the appropriate SCD subjects or units.

The SCD provides three RPL forms to help document the above requirements. On completion, they are submitted with the supporting portfolio.

### Who Processes the RPL Application

In the first instance, the Member Institution would receive and process the RPL application. As part of the portfolio deals with achieving the learning outcomes of SCD units, a faculty / academic staff member from the relevant subject area (normally the lecturer of the unit) would have to be involved in assessing whether a student had achieved these outcomes.

The MI then forwards the portfolio and its recommendations to the SCD Student Support and Administration Committee (SSAC) who in turn evaluates the application and makes a determination.

The SCD SSAC informs the MI of the outcome who then communicates with the student in a timely manner

## Results of RPL

The SCD Student Support and Administration Committee may:

- award the number of credit points sought
- award more than the number of credit points sought
- award less than the number of credit points sought
- decline to award points in which case reasons must be given to the applicant.
- require further bridging work to be done to fill the gaps in the learning outcomes

## Appeals

A student may appeal to the SCD Academic Board against the outcome of an RPL application.

- In the first instance, the student may dialogue informally with the Dean about the outcome. If there is further supporting evidence the student should table this information during these discussions.
- If the student believes there are grounds for an appeal, this should be submitted in writing to the Dean within ten working days of receipt of the determination of the RPL application.
- The written submission will be considered by the Academic Board.
- The decision of the Academic Board is final.

<b>Author(s), Latest (Role) and Previous</b>	Les Gainer (Academic Registrar), Student Support and Administration Committee
<b>Last Approval (Date)</b>	Academic Board (Nov 2016)
<b>Date for Review</b>	Nov 2021
<b>Previous Approval(s)</b>	Academic Board SC (Jun 2015), Academic Board (Sep 2012)
<b>Minor Amendments from 1 January 2017</b>	

## Recognised Prior Learning: Application for Credit

### ***Basic Information:***

RPL credit is potentially available for skills and knowledge obtained through either non-accredited study or life experiences. To be eligible for RPL credit, students will need to provide evidence that the skills and knowledge they have acquired satisfies the outcomes for specific units of study within accredited Sydney College of Divinity (SCD) programs.

Applications for RPL credit should be made directly to the SCD member institution with whom you intend to enrol. In addition to supplying documentary evidence, your application may involve an interview with academic staff, to further assess your skills and knowledge against SCD outcomes.

The final decision on RPL credit will be made by the SCD Student Support and Administration Committee.

In conjunction with the Registrar of your enrolling institution, please fill in the details requested below:

### **1. Personal Details**

Title & first name \_\_\_\_\_ Surname/Family name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone (work): \_\_\_\_\_ Telephone (home): \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **2. Checklist of information required:**

- subject by subject credit application to be completed (refer over page)
- relevant copies of transcripts for non-accredited studies - as well as documentation on the academic standards of the particular institution. If possible, also include copies of course unit outlines / descriptions of previous study etc.
- detailed resume of life and ministry experience, particularly in relation to areas in which credit is being sought. Include references or testimonials in relation to this experience.
- details of any relevant publications, or any teaching materials you have produced

### **3. Summary conclusion:**

Academic staff from the member institution (normally the lecturer of the unit in question) should include a summary of the merits or otherwise of the application. This should, amongst other things, highlight the extent to which you believe the applicant has satisfied the required skill and knowledge outcomes of the unit(s) seeking credit for, or possible extra work that might be needed to fill the gaps in fulfilling the learning outcomes. Also, a comment might be made as to the perceived gaps in the applicant's informal education and you may wish to recommend areas in which the student should focus their subsequent study.

Academic Staff Name: \_\_\_\_\_

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Applicant's signature: \_\_\_\_\_

Academic Staff signature: \_\_\_\_\_



## Recognised Prior Learning (RPL) Application for Credit

### Subject by Subject Credit Summary

Student Name: \_\_\_\_\_ SCD Student Number: \_\_\_\_\_

<i>To be completed by applicant and member institution:</i>				<i>To be completed by SSAC:</i>			
SCD Subject Code	Subject Name	Evidence Template Attached? Yes / No	Credit Points Sought	Credit Points Granted	Reasons if not Granted, or recommended additional work	SCD Assessment	
						Date	Signed

## RPL Application for Credit: Evidence Template

Recognition of Prior Learning (RPL) is given to students who demonstrate that they have satisfied the educational requirements and learning outcomes of particular units of study. The level of competence attained within a particular subject is demonstrated by providing evidence of such competence. The evidence must be attached to any application for RPL. The following template has been designed to assist you in matching the relevant unit outcomes with your evidence of competency. Please note that in the “Evidence” column you should refer to your attached evidence in note form only.

Student Name: \_\_\_\_\_ Subject Name (and code): \_\_\_\_\_

Unit outcomes *	Evidence of competency in the outcome	Provided?

*\* Provided by the MI Registrar from the official SCD Course Unit Outline*

Student Name: \_\_\_\_\_ Subject Name (and code): \_\_\_\_\_

Unit outcomes *	Evidence of competency in the outcome	Provided?

*\* Provided by the MI Registrar from the official SCD Course Unit Outline*