



# SYDNEY COLLEGE OF DIVINITY

**Excellence in theological education**

## RECOGNITION OF PRIOR LEARNING POLICY

1. In reaching a decision on Prior Learning, the following criteria should be considered:
  - a) *Authenticity* – can the applicant provide the documentary evidence of the experiences on which their claim rests?
  - b) *Currency* – are the skills, knowledge current?
  - c) *Quality* – is the standard at least equal to that which meets the learning outcomes of the accredited unit(s)?
  - d) *Validity* – can the applicant demonstrate the knowledge and skills he/she has acquired relevant to the learning outcomes.
2. To apply for Recognised Prior Learning applicants prepare a submission/portfolio that should contain:
  - a) evidence that authenticates the previous learning experience;
  - b) a statement that links the learning experiences with the specific learning outcomes of the College;
  - c) a document that addresses the quality and validity criteria (e.g. an essay) set by a faculty/academic staff member from the relevant subject area.
3. The Recognised Prior Learning application shall be processed in the following way:
  - a) the Member Institution will receive and process the application;
  - b) a faculty member from the relevant subject area(s) will be involved in assessing item 6(b, c) above;
  - c) the Member Institution will forward the recommendation and portfolio to the appropriate College committees.
4. The appropriate committees will evaluate the application and make a recommendation to the College Academic Board.
5. The College Academic Board will respond to the appropriate committees which will then inform the Member Institution of the outcome.
6. The College may:
  - a) award the number of credit points sought;
  - b) award more than the number of credit points sought;
  - c) award less than the number of credit points sought;
  - d) decline to award credit points in which case reasons must be given to the applicant;
  - e) require further bridging work to be done to fill the gaps in the learning outcomes.
7. A student may appeal to the College Academic Board against the outcome of a Recognition of Prior Learning application:

- a) 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;
  - b) 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 Recognition of Prior Learning application;
  - c) the written submission will be considered by the Academic Board;
  - d) the decision of the Academic Board will be final.
8. Each Recognition of Prior Learning application will attract the following fees:
- a) each Member Institution will charge a fee for the processing of the application, this charge being set at a level the Institute deems as appropriate;
  - b) if the application is successful then the normal credit point fee applies for the credit points granted in the application. This is payable to the College.
9. If an overseas student makes a successful application for Recognition of Prior Learning prior to the granting of a visa the Member Institution where that student intends to study shall advise the student:
- a) that the application has been successful;
  - b) of the total number of credit points gained towards the course in which he/she is enrolled;
  - c) that the student will be required to sign a document that validates the granting of credit and that this document will be placed in the student's record;
  - d) that the granting of credit will have an effect on the duration of the course being studied and this is to be reflected in the eCoE;
  - e) that the student will still need to be enrolled full-time;
  - f) of the options available if the credit gained means that the student does not have a full-time load necessary to complete;
10. If an overseas student makes a successful application for Recognition of Prior Learning after the granting of a visa the Member Institution where that student intends to study shall advise the student:
- a) that the application has been successful;
  - b) of the total number of credit points gained towards the course in which he/she is enrolled;
  - c) that the student will be required to sign a document that validates the granting of credit and that this document will be placed in the student's record;
  - d) that the granting of credit will have an effect on the duration of the course being studied;
  - e) that the student will still need to be enrolled full-time;
  - f) of the options available if the credit gained means that the student does not have a full-time load necessary to complete.
11. Where RPL is granted and leads to a shortening of the course the College shall ensure that:
- a) the eCoE provided by the Member Institution where the student intends to study indicates the actual net course duration when the RPL is granted before the visa;
  - b) the change of course duration is reported via PRISMS when the RPL is granted after the visa;
  - c) the student is advised that it is a condition of their visa to be enrolled in full-time study.