

## **Application for Recognition of Prior Learning (RPL) and exemptions**

**RPL** – A student can apply for RPL if they feel they have adequate previous experience and qualifications. If approved the student will not have to complete the relevant subject and is given a subject credit due to prior learning in the specific subject area. The University charges no fees for a RPL approved subject. 12.5 units of credit (one subject) is the total RPL credit for which any one student can apply. RPL is applicable to core subjects only (Young People in Context, Professional Practice in Context, Socio-Environmental Context of Adolescents, Health Promotion and Young People).

**Exemption** – A student can apply for an exemption from a section of a particular subject, if they feel they have adequate previous experience or qualifications. If approved the student does not have to complete all the relevant subject criteria in consultation with the relevant subject coordinator and Academic Coordinator, however they would still be charged the University fees for the subject. An exemption maybe offered if RPL is not approved

In order to obtain RPL or an exemption from a section of a particular subject, the Student must be able to demonstrate their prior experience and learning applicable to the subject for which credit is being applied. This must have been undertaken within the past 5 years.

The following information will need to be sent to the Academic Coordinator, Andrea Krelle or handed to your Subject Coordinator for credit to be considered. This must be done within the first 2 weeks of the relevant subject commencing without incurring a loss of fees if the application is successful.

12.5 units of credit (one subject) is the total RPL credit for which any one student can apply.

***The following supporting documentation must be supplied for prior recognition or exemptions to be considered***

- **Letter** requesting RPL or an exemption form a section of a subject with
  - ❑ Subject that credit or exemption is being requested
  - ❑ When the previous experience was undertaken (year of previous study)
  - ❑ Justification for why subject should be credited or an exemption given including
    - ❑ Work experience
    - ❑ Tertiary qualification in the subject area
    - ❑ Other
- **Certified or original copies of the academic transcripts** of results applicable to the subject for which credit is being applied.
- **Outline of the subject** previously undertaken that is applicable to the subject for which credit is being applied.
- **Previous essay** of the subject previously undertaken that is applicable to the subject for which credit is being applied.

Once you have given the relevant information to the Academic Coordinator or Subject Coordinator, you will be contacted by the Academic Coordinator or Subject Coordinator in regard to the decision of your application. If RPL is approved by the Academic Coordinator, it will be passed on to the Faculty for approval.