

Overview

This document is a faculty guide for the local application of the UNSW [Recognition of Prior Learning \(Coursework Programs\) Procedure](#). The UNSW procedure is to be referred to for guidance in the first instance. This document lays out faculty specific conditions for the RPL process.

1. Applying for Recognised Prior Learning (RPL)

Students may apply for RPL for:

- Entry into programs where they do not hold relevant qualifications or qualifications are older than 10 years.
- Credit or exemption from courses in a program (specific or unspecified).
- Credit for Work Integrated Learning (WIL) courses based upon professional experience.

Applications may be made on the basis of previous formal learning, informal learning, workplace learning, or industry experience¹.

1.1 Entry into programs

RPL is typically considered for entry into Art & Design programs where the program rules allow. Applicants must have at least 5 years industry experience in a cognate discipline, and must submit a digital portfolio (PDF, website, etc.) with their application containing the following:

1. A CV detailing at least 5 years industry experience.
2. 5-10 examples of work or professional achievements relevant to the program (examples of work, one-page descriptions of initiatives led, patents, awards, etc.)
3. A two-page statement explaining:
 - a) Specific strengths and achievements in the field
 - b) Motivations for wishing to join the program, and an explanation of how the program will enhance their career.

1.2 Course credit or exemption

Students currently enrolled in an Art & Design program may apply for RPL to gain credit for or exemption from courses in a program (up to the maximum allowable). Students may apply prior to commencing the program, or prior to completing 48 UOC in the program.

¹ Refer to 1.2 Recognition of Prior Learning (Coursework Programs) Procedure V2.2, bit.ly/RPLprocedure

1.3 Work Integrated Learning (WIL)

Students who have worked or had a professional experience in a professional context in a relevant discipline within the last 3 years for more than 150 hours may request a review for credit for 1 WIL course. A completed RPL form and a letter from the mentor/employer explaining the number of hours engaged and the nature of the role must be presented to Director, Professional Experience & Engagement Projects for assessment.

1.4 Application process

Students can apply for RPL when applying for entry into a program, during an internal program transfer (IPT), through an articulation agreement, or during their study prior to completing 48 UOC.

Students applying for course credit or exemption (except for applications as part of an articulation agreement) must complete an application form and declare whether they are applying for unspecified credit, specified credit, exemption, or block credit².

If applying for specified credit or exemption (i.e. credit for a specific course in the program), students must demonstrate how their prior learning satisfactorily addresses the course learning outcomes. If applying for unspecified credit (credit not aligned to a specific course), students must demonstrate that their prior learning is aligned with the learning outcomes of the program they are enrolled in.

1.5 Articulation agreements with other institutions

Art & Design has articulation agreements with several international institutions that enables their students to transfer into our undergraduate programs after one year of study. Students transferring to Art & Design under these agreements automatically receive 48 UOC specified credit given for all level 1 courses in a program with no additional assessment of RPL required (bit.ly/articulationagreements).

In cases where UNSW courses have a prerequisite (such as Core Studios, Disciplinary Studios, etc.) students are assumed to have met prerequisite requirements for enrolment into subsequent courses. From this point, students will be subject to the standard prerequisite rules.

1.5 Internal program transfer (IPT)

Students undertaking an IPT into an Art & Design programs from cognate programs may be considered for block credit up to 48 UOC of the program they are transferring into (i.e. the first year of the program). Courses with prerequisites in the second stage of the program would be handled as above.

Students undertaking an IPT into an Art & Design program from a non-cognate program must apply for course credit or exemption as described above in 1.2.

² Refer to, 2. Recognising prior learning for admission or credit/exemptions, Recognition of Prior Learning (Coursework Programs) Procedure V2.2, bit.ly/RPLprocedure

2. Assessing RPL

RPL applications for program entry, course cred and exemption etc., will be assessed by the Deputy Head of School for the program in question or their nominee (reviewer). In the case of RPL for course credit or exemption, the onus is on the student to demonstrate via the application form, that their prior learning is equivalent to the learning outcomes of the course or program in question.

The reviewer is responsible for ensuring that any RPL awarded satisfies the course learning outcomes for specified course credit or exemption, and the program learning outcomes for unspecified or block credit.

RPL for articulation agreements is automatic, and RPL for IPT needs to be assessed for block credit with the reviewer to allocate specified credit.

In unique or disputed cases, the Deputy Head of School will have the final decision on if and how RPL will be granted.

Restrictions

There are a number of restrictions on the RPL process at Art & Design in addition to those in the UNSW Procedure as follows:

- Core courses in Art & Design programs may not be claimed as RPL unless part of an IPT or articulation agreement.
- If a student declines or relinquishes the option for credit or exemption granted through RPL, they cannot apply subsequently.
- Undergraduate courses cannot be claimed as RPL in a postgraduate program.

Where RPL is applied to gain entry into a program, the same prior learning cannot be used to gain credits or exemptions for courses.

It is recognised that in some instances there may be exceptional circumstances surrounding claims for RPL. The application of these restrictions in these instances may be at the discretion of the reviewer.