Recognition of Prior Learning Policy

Policy number	P13	Version	7
Approved by ABG on	1 February 2024	Scheduled review date	February 2029

1. Purpose

The policy aims to recognise previously unrecognised learning – both skills and knowledge - as credit towards an accredited degree whilst at all times maintaining the integrity and standards of the National Institute of Organisation Dynamics Australia (NIODA) courses of study.

2. Scope

This policy pertains to candidates and students upon entry to the course of study.

3. Policy Statement

Candidates/students and prospective candidates/students of NIODA have the opportunity to apply for recognition of prior learning (RPL) for learning outcomes they have achieved outside accredited education institutions within the last ten years. Activities might include employer-based training and development, work and other life experience.

The assessment of any application for recognition of prior learning must ensure that the integrity and standards of the NIODA course of study are maintained.

4. Definitions

Recognition of prior learning is defined in the Australian Qualifications Framework (AQF) as follows:

> **Recognition of Prior Learning** *is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.*

The AQF definition of credit is as follows:

> **Credit** *is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.*

Credit may be assigned in a block form or for individual components of the NIODA degree.

5. RPL Process

Approved RPL enables credit towards subjects in an accredited degree course or as entry into the course.

5.1. Entry into the courses

Discussion about RPL entry into either the master's degree and nested courses or the PhD degree takes place in the Application Interview. After this discussion an RPL application form (https://form.jotform.com/233378583780872) can be submitted by the candidate/student with attachments detailing and evidencing prior learning and outcomes that form the basis for the RPL request, i.e. other qualifications in formal education and training settings, courses provided by

professional bodies, significant and relevant learning that has taken place in employer-based training and development, work and other life experience. To ensure writing proficiency, the candidate/student may also be required to submit a written piece of work as requested by the respective course lead as an attachment to the RPL application form.

Evidence should take the form of any certificates that indicate learning outcomes, third party reports and/or other documentation such as articles, reports, project material, papers, testimonials, referrals or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component.

Applications should be submitted at least four weeks prior to the beginning of the first year in which RPL is being requested.

Master's (and nested) course RPL applications are assessed by the Master's Leadership Team and PhD RPL applications by the PhD Course Committee. Decisions about applications are made and include the extent of credit to be assigned between the matched components of the qualifications based on:

> (i) the veracity of the contents of the application

> (ii) the equivalency of the combined formal, informal and non-formal learning to the relevant AQF Level learning outcomes

> (iii) the discussion with the applicant and the team/committee about the material submitted

The Master's Leadership Team or PhD Course Committee advises the student/candidate of the outcome of their application within two weeks of receiving it.

The Master's Leadership Team or PhD Course Committee records RPL decisions with reasons for decisions taken and reports on all RPL applications and outcomes in the Teaching and Learning Report to the Academic Board of Governance.

5.2. For credit towards subjects

5.2.1. Credit Limit

A maximum of two thirds of total course credit points is allowable for recognition of prior learning credit towards subjects e.g 96 of 144 credit points in the Master of Leadership and Management (Organisation Dynamics) and nested degrees.

RPL for the PhD degree is subject to the particular application. Decisions about credit for RPL are made on the progression a prospective candidate has made in research towards a thesis undertaken outside usual accredited institutions. Regardless, a prospective candidate is required to submit a research proposal for approval by the Confirmation Panel and have ethics approval before they can commence their research at NIODA.

6. Application Process

The Recognition of Prior Learning Policy, including the link to the application form, is available on the NIODA website (www.nioda.org.au/policies).

After discussion with the respective course lead, an RPL application form should be submitted by the candidate/student with attachments detailing and evidencing prior learning and outcomes that form the basis for the RPL request, i.e. other qualifications in formal education and training settings, courses provided by professional bodies, significant and relevant learning that has taken place in employer-based

training and development, work and other life experience.

Applications should be submitted at least four weeks prior to the beginning of the first year in which RPL is being requested.

Application for Recognition of Prior Learning form is: https://form.jotform.com/233378583780872.

For recognition of formal study, please refer to the *Credit Transfer Application Policy on the NIODA website (www.nioda.org.au/policies)*.

7.   Grievances

Grievances relating to recognition of prior learning should be taken up as per the Grievance Policy. The Grievance Policy is published on the NIODA website (www.nioda.org.au/policies).

8.   Related Documents

LM(OD) Eligibility, Admissions and Enrolment Policy

PhD Eligibility, Admissions and Enrolment Policy

Credit Transfer Policy

Credit Transfer and Recognition of Prior Learning Panel ToR

Verification of Academic Credentials Policy

Grievance Policy