

# RECOGNITION OF PRIOR LEARNING APPLICATION GUIDELINES

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## UTS HEALTH

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### Due Dates and Submission

All applications for undergraduate and postgraduate Recognition of Prior Learning (RPL) can be made at the time of course enrolment, or prior to subject enrolment. *\*NB for fully online courses, applications must be submitted five days prior to the commencement of the session.* Outcomes of RPL applications will then be conveyed to the student on or shortly after enrolment. Applications received after the census date in each session for subjects within that session will not be considered. A student cannot apply for RPL under any circumstances after final re-enrolment (i.e. in the final session of your study)

**Failure to submit your application by the required date will result in enrolment difficulties.**

You can submit your RPL application:

1. Electronically, students with a My eEquals link may submit their applications through AskUTS; or
2. Via post; or
3. In person; to

**Building 10 Student Centre Foyer, Level 2, Building 10, 235 Jones Street Ultimo, NSW 2007**

Further information and support with submitting RPL applications can be obtained through Student Centre 1300 ASKUTS

**International Students seeking RPL should contact apply at the point of applying for their UTS course. Please contact UTS: International for further information**

### Purpose of the document

Welcome to Recognition of Prior Learning (RPL) in the Faculty of Health. These guidelines are to assist you in understanding our requirements for RPL and to assist you in making an application.

### Definitions

RPL is only granted when applicants meet the University of Technology, Sydney (UTS) policy (<http://www.gsu.uts.edu.au/policies/admissions-recognition-prior-learning-policy.html>) and the Faculty of Health requirements. These guidelines accord with the Australian Qualification Framework 2013 (<http://www.aqf.edu.au/>).

**Articulation** – where there is a formally approved arrangement that enables students to progress from one qualification completed at UTS or another institution to a particular UTS course with a specified amount of credit.

**Recognition of Prior Learning (RPL)** – where there is an assessment of the individual's relevant prior learning to determine any credit towards a UTS qualification (the most common form of credit recognition in the faculty)

## Faculty of Health Requirements

The following points outline the requirements that need to be met for an application for RPL in the Faculty of Health to be approved. Please note the following:

1. RPL is only approved for subjects completed within a course of study or work experience that has **an assessment component equivalent** to the subjects for which credit is sought.
2. RPL will usually only be approved for a previously completed course of study that is **equivalent to the level of the course** for which credit is sought;
  - a. That is, if RPL is being sought at a degree level, then only previous degree-level studies are eligible
  - b. In some instances approved credentialed pathways (for example Enrolled Nurses Courses) will be recognised
  - c. Only in exceptional circumstances will undergraduate subjects be considered for credit for postgraduate awards.
3. RPL is usually only granted for **whole subjects** in a course of study within the Faculty of Health (in other words no partial subject exemptions will be approved).
4. RPL is only granted where the previous study completed **matches 80%** of the content for which credit is sought.
5. RPL can only be granted when a **complete original (or certified copy) document** set is supplied describing the unit of study for which credit is sought, even if the previous study was completed at UTS, except where the RPL is based on articulation or credit transfer. *(The Check List at the end of this document provides all the required information relevant to the type of RPL for which application is sought.).*

RPL is generally only granted for study completed **within 5 years** of the session for which RPL is sought.

- a. If the application is for RPL against subjects in the **Bachelor of Nursing, Bachelor of Midwifery or Graduate Diploma in Midwifery course** previous studies must be **no older than 5 years** after course completion.
- b. **Application for RPL for postgraduate nursing or midwifery subjects.**  
If the RPL application is for any course of postgraduate nursing or midwifery study based on courses or subjects undertaken longer than 5 years ago you will need to demonstrate currency of knowledge and skills. This may be demonstrated by a portfolio where you present for example your CV, work experience, ongoing professional engagement, and publications and research for assessment. In this case, a statement from employers that includes the length of service and a position statement is required to demonstrate that the knowledge and skills attained have been maintained as current.
- c. **Application for RPL for palliative care courses**  
RPL may be granted for courses or subjects undertaken within the previous 10 years (i.e. the 5-year rule may be waived). These applications will be assessed on an individual basis.
- d. **Application for RPL for Health subjects within the Graduate School of Health courses**  
RPL applications for subjects within these courses will be assessed on an individual basis.

6. RPL can only be given for study at **institutions outside Australia** where the institution is deemed to be equivalent by the National Office of Overseas Skills Recognition (NOOSR) Assessment to an Australian qualification. *(NB. It is the responsibility of the applicant to have equivalence determined: that is it is not the responsibility of the Faculty of Health. Students should contact the UTS International Office for advice about this process.)*
7. RPL can only be **used once** for a previous unit of study and not for multiple exemptions within the Faculty of Health course of study.
8. RPL will not be considered for units of study that were awarded a **conceded pass or fail** (less than 50%).
9. Students in UTS award courses must complete a minimum period of study at UTS as prescribed by the relevant Faculty Board, but this should not be less than one-third of the total credit point requirements of the course. In other words, the maximum RPL will be two-thirds of the required credit points
10. Students may request a review of the RPL decision per Student and Related Rule 6.3.
11. Students who receive block credit in the Bachelor of Nursing Accelerated programs (Graduate Entry, Enrolled Nurse Certificate Entry and Enrolled Nurse Certificate or Diploma Entry 2) are not eligible for any further RPL against their course of study.

#### **RPL into Postgraduate Nursing Courses (CAP and external Graduate Certificates):**

The Faculty of Health approves RPL under pre-determined credentialing arrangements or for study completed in specific postgraduate nursing courses. The following points explain these approved arrangements which only apply to units of study undertaken with specified education providers:

1. Graduate Certificate in nursing courses that appear on our [precedent list](#). These courses attract up to 24 credit points of unspecified credit (electives).
2. Other Graduate Certificate nursing courses completed with a recognised higher education provider will be considered on a case-by-case basis and may attract up to 24 credit points of unspecified credit.
3. Postgraduate nursing qualifications and subjects that do not appear on the precedent list may be credited as unspecified credit towards your elective choices or as specific subjects - if the subject completed matches 80% of the content and assessments of the subject for which credit is sought.
4. Clinical Accreditation Programs (CAPs) are educational programs offered by public and private hospitals, local health districts and other agencies that have had their programs accredited and awarded credit by the university.

## HOW TO PUT TOGETHER A RECOGNITION OF PRIOR LEARNING APPLICATION

### Step 1: Decide what type of credit you are applying for:

- a. If you are applying for RPL of a CAP program or a Graduate Certificate from another higher education provider:
  - i. Complete a Recognition of Prior Learning Application form
  - ii. Upload or attach all documentation related to the course which shows completion of course requirements (there is no need to give subject outlines unless applying for specific subjects)
- b. If you are applying for RPL for subjects based on prior formal learning you will need to put together an application which demonstrates how the subjects undertaken match the intended Faculty of Health subjects and proceed to Step 2 below

### Step 2: Consult the [Faculty Handbook](#)

The online Handbook provides both a short outline of each subject offered and a detailed description. Before an application is submitted a comparison must be made to ensure there is a match between the completed units of study and subjects offered within the UTS course. The detailed subject description, which includes learning objectives and content, can be accessed by clicking on the link "Detailed subject description" within each subject

If necessary contact the relevant Director of Studies to discuss your case and to obtain any details that are not available from the Faculty handbook. You may at this time make an appointment with the appropriate Director if necessary.

If the query is an administrative related matter, please refer enquiry to the Student Centre.

### Step 3: Download the Application for Recognition of Prior Learning form

This form is available from the UTS website at <https://www.uts.edu.au/current-students/managing-your-course/your-enrolment/recognition-prior-learning>.

### Step 4: Complete a comparison table to accompany RPL applications for subjects previously completed

This table (an example is provided below) compares the details of the completed unit of study with the details of the subject for which RPL is being sought. **This is an example** of how to create a match between the completed units of study and the UTS subject for which RPL is being sought. For the application to be approved there must be a clear match on 80% of the details

The UTS subject name and number for which you are seeking RPL	University, subject name and number from the previous study
List of subject objectives	List of matching objectives not necessarily in the same order as the subject you have taken
Subject content	Match the relevant subject content
Assessment	Match your Assessment items and show how they are similar
Clinical hours and objectives (if relevant)	Matching clinical hours and objectives (if relevant)

### Step 5: Attach documentation to the application

For the application to be successful it must be accompanied by the appropriate documentation. It is the responsibility of the applicant to source the required documents and compile the document set. Only a complete document set will be accepted and must include all of the following:

- A brief cover letter explaining your request
- A completed UTS recognition of prior learning form indicating the amount of credit sought as well as naming the subject(s) and the program in which RPL is sought. This will also include the student's full name, (if there has been any name change this will need to be supported), student number and signature.
- A certified copy of the student's and academic transcript indicating the qualification previously awarded and the year in which they were awarded. These copies must indicate the grading system that was used in the previous study.

*[For more information about providing certified documents to UTS:*

<https://www.uts.edu.au/about/uts-governance/privacy-uts/your-privacy-uts/providing-certified-documents-uts>

*Alternatively, you may also provide a verifiable myEquals link of your academic transcript.]*

- The Subject Outline from the completed unit of study, against which RPL is sought. Subject outlines must correspond with the year and session of study on your official transcript and include:
  - learning objectives
  - details of topics covered
  - hours of study – theoretical and clinical hours must be stated
  - types of assessment
  - any textbooks used
- Ensure that official translations of all material are included if your documentation is in a language other than English, these must all be officially certified
- Sign all required forms in the appropriate place
- Applicants must include a written comparison table which shows how your previous course of study is related to the learning outcomes, type of assessment or content of the subject for which you seek RPL. Please present this in a table as demonstrated in Step 4.

### Step 6: Submit the application either online, to the Student Centre, or to UTS: International

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**NB:** If you receive Recognition of Prior Learning you must keep a copy of the outcome and the complete document set used for presentation to the Australian Health Practitioners Regulation Authority (AHPRA) when you seek registration or authorisation at the completion of your course of study.

## **Application Checklist**

**Check against this list before you submit your document set.**

- ☐ A cover letter explaining your request
- ☐ The completed UTS Recognition of Prior Learning form
- ☐ A certified copy of your academic transcript from prior study (including details of the grading system)
- ☐ The Subject Outline from your previous course of study (from the year the session completed)
- ☐ The Subject Outline from the UTS subject for which you seek RPL
- ☐ A subject-to-subject comparison table between the previous course of study and the Faculty of Health subject
- ☐ That all documents are in English
- ☐ Make a photocopy of your document set before you submit it for consideration