

# RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE



# Recognition Of Prior Learning (RPL) Policy And Procedure

## Purpose

The purpose of this policy is to provide a framework for the recognition of prior learning (RPL) at IBT College in accordance with the PNG National Qualification Framework (NQF). This policy aims to facilitate the recognition of the skills, knowledge, and competencies acquired through formal, non-formal, and informal learning experiences, including those gained through diploma programs at other institutions.

## Scope

This policy applies to all students enrolled in diploma programs at IBT College who wish to have their prior learning recognized for credit towards their current course of study.

## Policy and Objective

IBT College is committed to recognizing and valuing the skills, knowledge, and competencies acquired through prior learning.

The objectives of this policy are to:

- 1) Provide a fair, transparent, and consistent process for assessing and awarding credit for prior learning.
- 2) Enable students to progress more quickly through their studies by recognizing their prior learning.
- 3) Enhance the flexibility and accessibility of education and training at IBT College.
- 4) Ensure that the assessment of prior learning is valid, reliable, and meets the requirements of the PNGNQF.

## Prior learning Recognition

Prior learning may be classified as **formal** or **informal**. Formal prior learning is assessed through the Credit Transfer application process. Informal prior learning is assessed through the RPL application process.

- a) **Formal** prior learning Formal prior learning is acquired through formal processes such as the successful completion or partial completion of a diploma course at a recognized educational institution. A recognised institution may be a tertiary institution in PNG or at a recognised international institution.
- b) **Informal** prior learning Informal prior learning is acquired through informal processes such as employer/workplace training, and through relevant work/life experience.

## Procedures and Guidelines

Applications may be made for Credit Transfer for formal prior learning or RPL for informal prior learning. Students should enroll in the degree course and attend classes until a decision regarding credit has been

made. Student enrolment may be amended based on the outcome of the Credit Transfer and RPL assessment.

- **Application for Credit**

- a) All applications should be made using the *Credit Transfer Application Form* for formal prior learning and *RPL Application Form* for informal prior learning available on the IBT College website.
- b) Enrollment fee of K1, 500.00 must be paid with the application together with the Acceptance letter.
- c) Documentation must be submitted to support claims of prior learning, and the form should be submitted to College Registrar staff.
- d) Applications should be submitted at least 2 weeks before the intake schedule. RPL requests submitted by the deadline are normally completed within 7 working days, but during peak periods, it can take up to 15 working days.
- e) Some requests may take longer due to the complex nature of RPL assessment. Later applications may be accepted but may not be processed in time for credit to be granted before the withdrawal date.
- f) Credit is granted only if the student provides evidence proving that they have obtained the skills and knowledge necessary to meet the outcomes of the diploma course, ensuring the integrity of the course.

- **Format Prior Learning Evidence**

Students seeking credit for formal prior learning are required to fill out the *Credit Transfer Application Form* and attach certified evidence demonstrating successful completion of the unit/s of study or award. Successful completion means that a grade of 'pass' or higher must have been achieved for the unit of study.

Appropriate evidence includes, but is not limited to, certified copies of:

- a) Official academic transcripts
- b) Official academic records
- c) Official award qualification
- d) Assessment marks confirmed by the institute
- e) Institutional handbooks/diploma course guides for the units under application that include details of the *unit's content, learning outcomes, and assessment details*.

- **Informal prior learning evidence**

For informal prior learning, students must complete the RPL Application Form and submit certified evidence showing they've acquired the relevant learning. Students are responsible for providing suitable evidence.

Appropriate evidence includes, but is not limited to:

- a) Reflective documents, journals or portfolios including course work produced, that relate past learning to the learning outcomes of the diploma course under application
- b) Resumes and referee reports that have been verified by referees
- c) Examples of the student's work drawn from the workplace, social, community or other setting
- d) Testimonials/letters regarding relevant skills or knowledge
- e) Interviews or direct observation of demonstration of relevant skills or knowledge by interview
- f) Successful completion of assessment or demonstration of capabilities relevant to IBT college course through a challenge test
- g) Any combination of the above

### **Articulation**

IBT College recognizes the importance of articulation between different education and training sectors. Students who have completed relevant qualifications at other institutions may be eligible for credit transfer or advanced standing at IBT College.

### **Application Process**

Students seeking recognition of prior learning must submit an application form to the RPL coordinator at IBT College. The application must include evidence of the prior learning, such as transcripts, certificates, or work samples.

The application should be submitted at least two(2) weeks before the next month intake as per the Acceptance Letter.

### **Application Limits**

There are no limits to the amount of credit that may be awarded through the RPL process. However, students must demonstrate that their prior learning is relevant to the current course of study and meets the learning outcomes of the program.

### **Decision of Application**

The decision to grant credit for prior learning rests with the Director Academic at IBT College. The Director will assess the application based on the evidence provided and may request additional information if necessary.

The decision will be communicated to the student in writing, along with any conditions or limitations on the credit granted.

### **Review**

This policy and procedure will be reviewed annually by the Governing Council to ensure its effectiveness and compliance with relevant legislation and best practices.