

Recognition of Prior Learning (RPL) Policy

Version	Approved by	Approval date	Review date
01.1	Board of Directors	24 October 2025	September 2026

Administering entity	Dean, Assistant Dean(s), Head of Admissions, Registrar
Purpose	The RPL Policy provides a fair and transparent framework for assessing and granting credit based on applicants' prior learning and work experience. It recognizes and values their knowledge, skills, and competencies, allowing eligible applicants to earn credit towards the nested degree programs. The policy aligns with academic standards, program requirements, and regulatory guidelines.
Scope	- This policy applies to all prospective applicants seeking admission to ISGL programs. It governs the assessment and recognition of prior learning for the purpose of granting credit towards the completion of these programs. - The RPL Policy acknowledges that applicants may have acquired knowledge, skills, and competencies through formal education, work experience, professional development, or other learning experiences. The policy outlines the criteria, procedures, and evidence requirements for assessing and granting credit based on the recognition of prior learning. - Applicants with a bachelor honours degree (AQF 8 level) or higher in a related discipline may apply for up to 48 credit points of RPL (Recognition of Prior Learning) towards the program.

Principles:

The principles outlined in the Australian Qualifications Framework (AQF) Pathways Policy are seamlessly integrated into the Recognition of Prior Learning (RPL) Policy, and they underpin the entirety of the RPL process as follows:

Recognition of Prior Learning (RPL) Process

- Eligibility for RPL Assessment
 - Applicants who wish to be considered for RPL must formally apply during the admissions process and provide supporting evidence of their prior learning. This evidence may include, but is not limited to:
 - Certified copies of academic transcripts, certificates, diplomas or qualifications.
 - Portfolio showcasing work samples, projects, or practical achievements relevant to the field of study.
 - Letters of recommendation from employers, supervisors, or industry professionals attesting to the applicant's competencies.
 - Documentation of professional certifications, licenses, or memberships related to the field of study.
 - Unit outlines from the curricula of prior courses
 - Written statements or reflective essays discussing how prior experiences align with the program's learning outcomes.
 - The prior learning should be relevant to the learning outcomes and content of the programs offered at ISGL.
- RPL Assessment
 - The RPL assessment is conducted by the Dean / Assistant Dean of the respective course.
 - The RPL assessment will include the examination of evidence provided by the applicant, considering the alignment of their prior learning with the learning outcomes of the relevant units or subjects.
 - The assessment may involve a review of documents, portfolios, work samples, certifications, or other evidence as deemed appropriate by the assessors.

- iv. The RPL assessment will include the evaluation of quality, currency, relevance, and level of the applicant's prior learning in relation to the specific course requirements.
- c. Credit Determination
 - i. Based on the RPL assessment, a determination on the amount of credit to be granted will be made within 10 working days taking into account the learning outcomes and credit value of the relevant courses or subjects.
 - ii. The granted credit will be recorded in the applicant's academic transcript and will count towards the completion of the programs at ISGL.
 - iii. The amount of credit granted will be communicated to the applicant within 10 working days along with any additional course requirements or conditions that need to be fulfilled.
 - iv. ISGL will give a written record of the decision to the student for the student to accept and retain. ISGL will retain written records of acceptance of prior learning or credit decisions until two years after the student ceases to be an accepted student.
 - v. The maximum credit that can be granted through RPL is typically limited to 50% of the degree's credit requirements.
 - vi. For cognate based undergraduate qualification, the maximum credit that can be granted through RPL is typically limited to 25% of the degree's credit requirements.
 - vii. Prior learning for credit consideration should generally be from studies completed within the last 5 years, ensuring its relevance and currency.
 - viii. Applicants may also have to participate in an interview or challenge test as part of the RPL process.
- d. Appeals and Review
 - i. Applicants have the right to appeal the RPL assessment decision if they believe it was unfair, inconsistent, or based on incorrect procedures within 7 working days from the date of communication.
 - ii. The appeals process, including the submission of appeals and the review of decisions, will follow ISGL's Student Grievance and Mediation Policy and Procedures. In accordance with this policy and procedure, an appeals decision will be made within 15 working days of the appeal submission.
- e. Communication and Documentation
 - i. The RPL Policy will be made available to all prospective applicants, and information regarding the RPL process will be provided during the admissions process.
 - ii. Applicants will be informed of the RPL assessment outcomes, including the credit granted and any additional requirements or conditions as described in 'c' above.
 - iii. All RPL assessments and decisions will be appropriately documented, recorded, and securely stored in accordance with ISGL's data protection and privacy policies.
 - iv. RPL decisions may impact the duration of a course. Where a CoE has been issued to an international student and the subsequent award of credit reduces the duration of the course as indicated on the Confirmation of Enrolment, a new CoE will be issued to the student for the reduced duration via PRISMS. If a student visa has been granted based on the initial CoE, ISGL will report the change to the Department of Home Affairs through PRISMS which may result in changes to the student visa expiry date.
- f. Policy Review
 - i. This RPL Policy will be reviewed periodically to ensure its effectiveness, compliance with regulatory requirements, and alignment with the institution's strategic goals and program requirements.
 - ii. Any necessary revisions or updates to the policy will be made in consultation with relevant stakeholders and in accordance with ISGL's established policies and procedures.

Related Documents

- a. Postgraduate Admissions Policy and Procedure
- b. Student Grievance and Mediation Policy and Procedures

Version	Approved Date	Approved By	Changes Made
01.1	24 October 2025	Board of Directors	– Updated item iv in Credit Determination and included item iv in Communication and Documentation section