

# Recognition of Prior Learning (RPL) transcript

From Enrolment Days session by Division of Student Administration  
19 January 2021

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Christina: Alright, we might get started. We've got any like comments they can catch up. Hello everyone and welcome to today's information session on Recognition of Prior Learning or RPL

My name is Christina and I'm from the admissions and recognition of piloting team within the Division of Student Administration.

Before we get started, we'll just do a little bit of housekeeping this session. So if we can. And can you please keep your questions until the end of the session

As I will most likely answer. The majority of those throughout the session. Once we get to the end of the presentation, I'll open up for questions, which will then be via the chat function.

Within zoom. So I have some colleagues of mine who will be assisting and will be responding to your questions via the chat.

If you do need to leave today's session early and you do have a question that you want to ask hasn't been covered at that time, then you're absolutely welcome to use the chat function at that time. I'll also just say we could keep the questions.

Just general

If you do have complex questions that are about your specific situation if you could please email us at [dsa@cpl@Deakin.edu](mailto:dsa@cpl@Deakin.edu) at which you can the address. You can see on the slide as you query will require more in depth response, which isn't possible to do in the the chat function.

Okay, so let's get started. So what are we going to cover in today's session. So the first thing that will cover is some of the common terminology that you may come across throughout the appeal process.

What exactly appeal can be granted based on some of the rules and key things to remember when you are applying for a PL how to actually apply for off, he'll most important thing. And what sort of supporting documentation is required.

In order for your application to be assist sorry assist as accurately as possible and play smart that we are recording this session, and it will be made available to you within 48 hours. If there's something you need to go back and double check or anything like that.

So our PL terminology. So what exactly is Recognition of Prior Learning so Recognition of Prior Learning or appeal for short.

Is an overarching term that encompasses a student's overall work experience training and qualifications and the credit that they're there by eligible to receive based on that learning

Specified credit is where an external unit has been assessed as matching the content of a specific Deakin unit and credit has been granted for that specific Deakin unit.

unspecified credit is where an external unit or external study has been assessed as not matching

The content of any specific

Day can units within your course but credit can still be granted unspecified credit is used to replace electives within your course. If your core structure does have room for electives.

non cognitive. It's a term you may come across, you may not. It just basically means that

The formal study which you're basing your application on was completed in a different study area to that of your Deakin bachelor.

So for example, you may have completed deployment of hairdressing and are using that to apply for credit into a bachelor of science. So in this case, a diploma hairdressing is non cognitive to a Bachelor of Science.

This is really only relevant in some situations, you may not be able to get credit for non cognitive studies, simply because there's no room in in the course for that type of credit

Before we move ahead and discuss exactly what can be used as a base for your credit to be granted I suppose. Take a closer look at unspecified credit

unspecified credit is always granted into Deakin course at a particular level. So it's not just general unspecified credit for bachelor's, it will be granted at our level one, level two or level three.

So we need thinking about the levels and what exactly do they mean the easiest way of thinking about it is level one is first year Level two is second year and level three is third year

So it's really important to be aware that unspecified credit will always be and can only be granted at the same level that the price Delhi was undertaken at. So as you can see on this slide here.

The level one unspecified credit that's granted based on diploma studies or first year bachelor studies.

Level two is granted based on completed advanced diploma or associate degree studies or second year bachelor studies and level three is granted based on 30 bachelor studies or any postgraduate studies that you may have completed.

So the number of unspecified credit granted at each level is also dependent on the cost structure of your Deakin bachelor.

So for example, let's just say that you've completed six. First you units of a Bachelor of music and I coming into a Bachelor of Commerce here at taken

In this situation, you would only be eligible for to level one and specified credit

As you have only completed. First you units under the Bachelor of music and there is only room for two level one electives within the Bachelor of Commerce.

However, if you are going to go into a Bachelor of Business. It has a different cost structure and you would be eligible for for Level one and specified credit because there is room for for Level one electives in that course.

So it's really important when you're talking about unspecified credit, just to keep those things in mind.

And Please also note that unspecified credit can only be granted based on formal study, you can't receive unspecified credit based on where he experienced and we'll go into a little bit more about credit by some work experience a bit later on.

Okay, so what can our PL be granted based on so appeal can be granted based on two main types of learning. So there's formal study

Which is formal learning completed within an Australian Qualifications Framework AQ official accredited course. So this is things like you deploy them is your advanced apply in his bachelor's

You can also be granted based on informal or non formal learning. And this is where we talk about work experience and also non accredited training such a short courses or maybe some training that you've been doing within your workplace.

Formal study

Does also include courses that have been completed overseas, but only where the level of that study has been deemed equivalent to an Australian a QF accredited qualification.

So for example, you may have done some study in France that has been deemed equivalent to an Australian diploma. Therefore, you'd be eligible for credit based on that study at a diploma level.

There are certain things and certain rules around when our PL can be granted and cannot be granted when it's based on formal study

So the Deakin University recognition of piloting policy sets out these restrictions around what situations credit can and cannot be granted in

The first thing to remember. And it is a hard and fast rule as that credit can only be granted based on formal study when that study was completed within 10 years of the time of application for credit

So for example, you may be applying for our PL based on an incomplete bachelor you studied at Monash University and you submit your application here to us during trimester 120 21

So in that case, credit can only be granted based on units completed under that Monash bachelor from trimester or semester, whatever the terminology at that institution is 120 11 onwards. So it's that 10 year period.

It's important to note here that that 10 years is from the time of application for credit and not the time of your course commencement at Deakin

Faculties do have the ability to impose a shorter time limit with the approval of the relevant faculty academic board. This isn't a common occurrence and if it does happen, that information will be available to you on the dating website so you should be aware of that in advance.

The fact that there is a time limit.

On applications based on formal study makes it really important that you do apply for up here at the time of course application or course commencement or as soon as possible to start

To ensure that you receive the maximum amount of credit that you are eligible for based on that price study

We have had situations where students have sort of left it to their final trimester realized that they have room for elective

And then have sort of tried to apply for unspecified credit at that point. However, unfortunately, by that stage, their price study

Had been now completed outside the 20 limit, whereas if they had applied at the start of their course it would have been within the 10 year limit. So that's why that we do strongly encourage students to apply for credit at the time of course applications course commencement.

If you do end up applying for our PL after that time and there are certain situations where that happens, you may not have received results by that stage, etc.

And that's absolutely fine. You can certainly do so, but do you keep in mind that there is a deadline for applications submissions this deadline, it's a little bit complicated, so I'll try and explain it as clearly as I can. The deadline. If you're applying for a specific unit. Say for example,

Mmm 11132 management and you are enrolled in that unit then the deadline for application submission is the end of the second week of classes.

For the trimester, in which you are enrolled in that unit. So if you are enrolled in mo 132 in trimester to 2021 and you're submitting an application to apply for credit for that unit then the deadline is the second week of end of the second week of classes for trimester to 2021

If you're not applying for anything specific and not quite sure what you're eligible for or you're applying for electives. Then you can apply at any time. But again, encourage you to apply early on in your course as possible.

So that deadline is also relevant to applications based on work experience as well so end of the second week of classes for the trimester that you're enrolled in a unit if you're applying for a specific unit.

So,

Again, in terms of like the 10 year old, but we also have some other situations in which credit cannot be granted, even if that study was completed within 10 years of the time of application for credit

So one of the main ones is credit cannot be granted based on certificate for Liberal Studies or blow into a Deakin bachelor's the minimum level your price steady can pay for credits to be granted is a diploma.

Credit can also not be granted based on units that you failed in your price Danny, or that you received a conceited past grade for

Now consider pass grade. Not all institutions have this, but some institutions will have another student

Receives a foul result, they don't meet the minimum of 50 past, but they're quite close sort of between 45 and 49

The institutions will give them a conceited pass, which basically means okay you can pass that unit. You don't have to complete it, but you didn't actually achieve the past, Mark.

So credit is not granted into Deakin based on units that have it completed parcel past conceited result we also can't grant credit based on study that was itself granted as credit

So if you have received credit into a prior study on your transcript. It shows is being credited rather than having been completed.

And then we will need to see the transcript from the original study that that credit was granted based on so when you are applying if you can just give us all of your transcripts all the relevant information.

Then that way we can assist based on your entire academic history.

So when you're applying for our PL any formal study that was completed prior to commencing your Daikon course it will be taken into consideration.

You might not be eligible for credit Barcelona, but it will be taken into consideration, without any questions. However,

If you then undertake further formal study at the same time you are completing your Deakin course and I will point out that that does include any periods of intermission from your day can cause then that is considered current study

If you want to then use that concurrent study to apply for credit at a later point, you must receive written approval from your relevant faculty prior to commencing the concurrent study in order for us to be able to take it into consideration for credit

Generally speaking, the approval will be given, but it's not

100% given you, do you actually have to stake out the approval and receive it prior to commands in the study.

Okay, so once you're ready to apply for IPL you can just submit your application via the online application form which is on the Deakin recognition of piloting website.

To access the formal from that website, you just go to that, how to apply for our PL heading, then click on the plus sign next to current Deakin students and that will then open up to provide a link to the form

We have had a couple of students in the past have a few issues for form, it's sort of says that you're not enrolled in any course, even though you clearly are. If you have any come across any issue or any other issues, you can just contact us at DSA [cpl@deakin.edu](mailto:cpl@deakin.edu)

And we can assist you with those problems. Or we can just take your application directly via that email.

Okay, so when submitting your application, you should supply as much supporting documentation as you can.

Please be aware, we can only make a judgment based on what you give us. So the more you give us the luckier you receive the maximum amount of credit the relevant for so the supporting documents that we need when you're applying based on formal study

copy of your official transcripts of results and if relevant a copy of your official certificate of completion.

If you're not sure what you're eligible for you. Not sure what you're applying for. That's absolutely fine. You can just reply provide those documents.

Then what we will do is assess you for both unspecified credit. So I like to use and against our president database.

So the President database is just a database of all previous academic assessments that have been made and that we are then able to use for future students that have completed the same price study

If there is a specific day, can the unit or units that you wish to apply for you think that you've covered that content, then you'll need to provide

In your application, a full unit outline of that external unit from the cure the teaching period when you completed that unit. Say for example, if you're applying for.

High GPS one on our health behavior here daikon, and you're basing it on introduction to health sciences that you can play it at Swinburne in semester 120 20 then you need to supply the full unit outline from semester 120 20 for that to be assessed.

If you don't still have the full outline, as provided to you by the unit chair, you should be able to access it quite easily from the relevant universities students contact customer service team.

If you just email them. They details are usually on their websites and just say I completed, you know, x, y Zed unit in this teaching period. Can I please have a copy of the unit outline

Also, if you have decided on the major that you're planning on complaining. It would be great if you could include that in your application as well.

It will sometimes impact on the amount of credit you're eligible for depending on the course you going into

There are some courses. The Bachelor of health sciences is one example where we can actually work out how much credit you're eligible for

Until we have more information on your major and minor selection as it will be dependent. How much room for electives etc. There is based on that selection. So

If you can give us that information as well. That's great. If you don't know that's absolutely fine to sound, not sure of my major selection just yet. But if you have decided and then that information would make the assessment process much easier.

Okay, so if you're applying based on work experience, there's quite a bit of other supporting documentation that is required. So as a bare minimum, we would need a copy of your most recent resume.

And please make sure that that's as detailed as possible. So for each of your roles included duties.

Any special projects you've worked on what you achieved within that role, those sorts of things.

A statement in which you address how your experience mates H of the unit unit learning outcomes.

Based should be separately. So for each unit learning outcome, you'll have a separate heading and then a separate statement addressing how your work experience makes that usually 123 paragraphs would be sufficient.

And you would also need is the minimum something from an employer and verification or a reference that basically just confirms that the information that is in your application is accurate. You haven't sort of made it up.

As we applications based on formal study those based on where his experience, we strongly encourage you to provide as much supporting documentation as possible as these will all go to the academic assessor for assessment.

What I always say to students when they asked me about these applications. Think of it as if you are applying for a job.

You Know What You Can Do you know what you've done the past, but the academic sister has absolutely no idea. I can't just look at a job title and nor what you've done in that role.

So if you can give them as much information as possible. It makes the job much easier and you're more likely to then receiver a positive outcome.

If you are applying for an appeal based on work experience. We do encourage you to check with us first again DSA CPL at Deakin don't add a to see if there's any other additional documentation that you should or could supply

For example, position descriptions are quite helpful. And this is because

Some of the different courses and different faculties have slightly different requirements. So it's always safe is just to contact us and we can say, yet you need to supply x, y and Zed. And then, you know, from the get go exactly what it is that you need to supply

As I mentioned before, you cannot apply for unspecified credit or electives based on work experience.

As you need to address specific unit learning outcomes and on specified credit does not have this if you are wanting to gain credit based on my experience.

To fit in as electives within your course you will need to actually select a specific day can unit that you'll work experience matches.

That can then if granted count within your course as an elective but you do need to nominate a specific Deakin unit if applying based on informal study where experience.

Okay, so once you've got all the information in all the supporting documentation you submitted your application. And we've received it and

Then we get to the assessment process. So whilst we try to process applications as quickly as possible and depending on the situation. They can sometimes take anywhere up to three weeks to finalize

So that's dependent on whether they need to go to an academic assessor how many units needs to be assessed obviously one unit is going to be quicker than seven or eight

How many units need to assess whether all required documentation has been provided or whether we need to come back and request further documentation.

And also, whether it's a peak period. So as you can imagine, at the moment, we are in a pay period and turnaround times a slightly longer than they would be during trimester.

If you're unsure about what units, you should enroll in whilst you waiting for your application to be assessed. We do recommend

That if you have an idea of the types of units you would be eligible for to avoid enrolling in those units and to instill enroll in units within your course that you absolutely know that you're not going to get credit for or perhaps you and the electives that you may have room for

Obviously, if your price. It was all non contact, as we mentioned before in a different study field, you know that you're not going to get credit for any of the specific Daikon units you just get electives. So you'd be safe to enroll on those core units.

So once the assessment has been completed, you will be advised of the outcome via email. And you should also be able to see the credit via your student connect

We do recommend that once you've received your credit you contact a student advisor to discuss how that credit will impact on your cost structure and also to receive some enrollment advice from them as to what the best enrollment is fee for that trimester. In the following trimesters

If you are granted credit for unit that you are enrolled in the system will automatically with joy from that unit. So you don't need to worry about that.

Okay, so that's the end of the presentation. And what I'll do now is open it up for questions, which you can ask via the chat function.

As I mentioned before, if you can keep in general in this format. If you do have the specific questions about your situation, a mouse DSA cpl@deakin.edu a

As then the team member who actually looks after your specific course will be able to respond to your question and give you the most accurate and up to date information possible

Answer yet questions just start saying them through the chat function and my colleagues will start responding them to you. If you don't have any questions if that's covered everything and you're all good, then you're absolutely fine too late the session now, but thank you all for attending.

Okay, we've had we've just started is that there are a couple of questions coming through sort of have similar nature. So I might just read those out and then respond to those to say that you're all

Getting the same response. So I had a question regarding you 1212 cannot be considered for our PL unless you're a student who completed units with Deakin via the day can accelerate program.

And those students were working through came that credit automatically for you so you won't need to apply for credit if you're a Deakin accelerate student

Okay guys, it looks like we've country most of the chat questions. We've just got a couple of sanity, but they seem to be more specific to students.

specific situations. So what we'll do is we'll actually and the session. Now we do get a transcript of all the chat questions. So we'll go through that and we'll get back to those of you with the specific questions that haven't been answered.

In the chat. But thank you again for attending. Any questions at all please contact DSA [cpl@deakin.edu.au](mailto:cpl@deakin.edu.au)

As we are the best place to go is the first port of call for any of your appeal questions, but thank you again for attending and I'm sure I'll talk to you all by email at some point. Thank you.