

## Recognition of Prior Learning

### Recognition of prior learning explained

Recognition Of Prior Learning (RPL) is one of the ways that students are admitted to Colbourne College.

This process involves the assessment of an individual's relevant prior learning for the purpose of course exemptions or for entry into a qualification.

RPL broadens access into formal learning by enabling credit to be given for students' achievement through other formal, non-formal or informal learning that was achieved prior to entry.

Credit given for prior learning can reduce the standard time required for a student to achieve the qualification.

RPL pathway involves a formal assessment by expert academic staff to determine the extent to which the individual's previous learning is equivalent to the learning outcomes of components of the qualification they are applying for course exemption.

### Recognition of prior learning applied

It is the responsibility of the academic committee to offer RPL assessment to students. The decision about granting RPL will consider students' likelihood of successfully achieving the qualification outcomes and ensure that integrity of qualification outcomes is maintained.

#### Undertaking the RPL assessment:

- The assessment outcomes may enable the student to meet the entry requirements and/or components of the qualification. This may reduce the duration of the qualification. The agreed credit outcomes of the assessment of previous learning through RPL are specific to the individual. The process and outcome may establish a precedent which can be used for other RPL assessments.
- The assessment is to be undertaken by academic or teaching staff with expertise in the subject, content or skills area, as well as knowledge of and expertise in RPL assessment
- should be at the same standard as other assessment for the qualification
- should recognize learning regardless of how, when and where it was acquired, provided the learning is relevant to the learning outcomes in the qualification
- must ensure that evidence provided is valid, authentic, current and sufficient and that the process is fair, flexible reliable and valid.

To ensure consistency, fairness and transparency, the college will follow a systematic approach to RPL including policies and procedures that govern implementation.

## **The process for the Recognition Of Prior Learning for credit consists of stages:**

- 1) The RPL applicants must fully complete stage one of the admission process.
- 2) They must apply separately for RPL Assessment. The fee is \$75.00
- 3) The Admission Advisor must provide the applicant with sufficient information to enable them to prepare their evidences to meet the standard required for the RPL assessment process.
- 4) When the evidences are submitted, the Registrar will judge their suitability based on the requirements that are published for the specific program (see page 3).
- 5) The evidences are collected by the Registrar and presented to the responsible Faculty.
- 6) For applicants seeking course exemptions, the Registrar will provide course outline, resources list, and access to the syllabus, assignment requirements, and assessment rules for the same program.
- 7) The Faculty will contact the RPL applicants for advisement and to book dates for the assessment program.
- 8) The assessment is undertaken using appropriate evidence-gathering methods and tools
- 9) The outcome must be formally recorded using a standard reporting form.
- 10) The Faculty submits the RPL Assessment Report with results to the Registrar.
- 11) The Registrar/Bursar will contact the applicant with the result, units exempted from, and Invoice.
- 12) The Admission Staff will continue to counsel the applicant who must now progress through the Admission Processes in a timely way. Once the tuition is received, the grade sheet can now be updated.
- 13) The Registrar will now provide the Media Staff with the RPL Assessment Report to admit the grades and formalize the credit.
- 14) The Media Staff applies the grade to the grade sheet and email the student the Grade Sheet with the exemptions. The student is now credited and thus exempted from the same units.

### **RPL assessment methods:**

Will address evidence intrinsic to the learning outcomes but must demonstrate prior achievement the specific to the assessment criteria in the learning outcome.

Applicants have a range of ways to demonstrate that they have met the required outcomes and can be granted credit. These might include:

- Mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components
- Questioning (oral or written)
- Observation of performance in work based and/or simulated environments
- Challenge examinations/assessments
- Consideration of third party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component
- Consideration of a portfolio and review of contents, and
- Participation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components.

## **APPLYING FOR RECOGNITION OF PRIOR LEARNING ON THE LEVEL 5 AND BACHELOR'S DEGREE (TOP-UP) PROGRAM**

The following requirements and evidences must be produced by applicants who are seeking admission as RPL Candidates or seeking both admission and course exemptions.

### ROUTE 1. For Admission And Course Exemption

- A) Applicants with Any ONE: Four (4) CXC or GCE Level / SAT/ GED; **AND** ONE of the following in similar program as the one applying for: CAPE/GCE A 'Level| professional certifications earned at University| associate degree| bachelor's degree| Higher National Diploma  
*The evidences to be submitted are i) all secondary and post-secondary qualifications earned; ii) official transcript from the post educational institution; & iii) Application For Recognition Of Prior Learning Form.*
- B) 21 years or older with three or more CXC / GCE O' Levels and two (2) years of full-time work experience in a profession or service that allowed you to develop the same knowledge and skills in the course component.  
*The evidences to be submitted are: i) secondary qualifications earned, ii) Application For Recognition Of Prior Learning Form, iii) Resume and iv) Competency Verification And Validation Form*

### ROUTE 2. Work Experience-Based Requirements For Admission Only:

- C) 25 years and older with Three (3) CXC/GCE O' Levels or SAT/GED. *The evidences required are the i) secondary qualifications earned; ii) Application For Recognition Of Prior Learning Form, and iii) Resume*
- D) 30 years or older with no CXC / GCE O' Levels but three (3) years of full-time work experience in administrative, or any other position to develop the competencies for higher education. *The evidences required are the i) Application For Recognition Of Prior Learning Form ii) Resume, and iii) Competency Verification And Validation Form*

### **COLLECTING AND RETURNING THE RPL FORMS AND REQUIREMENTS**

- ❖ The Application For Recognition Of Prior Learning Form is completed online at [www.studyaimusa.org](http://www.studyaimusa.org)
- ❖ The Competency Verification And Validation Form is to be completed, signed and sealed by the manager or supervisor that you selected, and emailed directly by the employer to: [olivereid@colbournecollege.com](mailto:olivereid@colbournecollege.com).
- ❖ All other documentation are submitted through the regular admission channels

# **APPLYING FOR RECOGNITION OF PRIOR LEARNING ON THE LEVEL 7 AND THE MASTER'S DEGREE (Top-Up) PROGRAM**

**ENTRY TO THIS PROGRAM IS ONLY THROUGH ROUTE 1 OR ROUTE 2**

*ROUTE 1. Prior Education Requirements For Course Exemption*

A bachelor's degree or higher in a related field

**OR**

*ROUTE 2. Work experience-based admission requires all the following to be fully met:*

1. **Work Experience:** 25 years or older with three (3) years of full-time management experience or five (5) years of Supervisory experience.
2. **Post-Secondary Education** – Any One: L5 Higher National Diploma / At least one semester of undergraduate credits from an accredited program / Associate Degree
3. **Secondary Education-** Any One: 4 CXC/ 4 GCE Subjects / SAT/GED etc.
4. **Professional certifications:** earned from multiple work-based or industry development training (to be evaluated at the admission process for relevance).
5. **Portfolio:** this is a compilation of i) Resume; iii) Application For Recognition Of Prior Learning Form; and ii) Verification Of Employment.

The Application For Recognition Of Prior Learning Form and ii) Competency Verification And Validation Form are accessible through an Admission Adviser.

Download and return the verification documents from the same website. The verification document is to be provided to a current or past employer where substantial management or supervisory experience was gained.

## **RETURNING THE FORMS**

- The Application For Recognition Of Prior Learning Form is completed and submitted online at [www.studyaimusa.org](http://www.studyaimusa.org)
- The application documents are to be accessed and submitted at [www.studyaimusa.org](http://www.studyaimusa.org).
- The Competency Verification And Validation Form is to be completed, signed and sealed by the manager or supervisor that you selected, and emailed directly by the employer to: [olivereid@colbournecollege.com](mailto:olivereid@colbournecollege.com).