

## Procedure Title

# Recognition of Prior Learning Procedure

### Preamble

The Recognition of Prior Learning Procedure sets out the implementation of the Recognition of Prior Learning Policy.

### Purpose

The procedure details the process of assessing and approving exemption applications.

### Scope

This procedure applies to all prospective and enrolled students in the Foundation and Diploma courses offered at Deakin College.

### Policy

Recognition of Prior Learning Policy

### Related Documentation

Exemption Application

### Procedure

1. Applications for exemptions are subject to the Recognition of Prior Learning Policy.
2. The *Exemption Application* must be submitted in a student's first trimester of study by no later than the official trimester finish date. Applications after this date will not be accepted.
3. The applicant must not enrol in the unit(s) for which exemptions are applied for. Exemptions will not be granted if the applicant has enrolled in that/those unit.
4. Documentary evidence including original or certified copies of results and unit outlines must be provided with the *Exemption Application*.
5. The completed Exemption Application and supporting documents are to be submitted to Deakin College Reception or [deakincollege@deakin.edu.au](mailto:deakincollege@deakin.edu.au).
6. **Processing of Exemption Application**
  - 6.1. Admissions will verify that the transcript of results and unit outlines are attached with the application.
  - 6.2. Admissions will assess and pre-approve selected units within the Faculty of Business and Law and send applications for other courses to Deakin University faculties to be assessed.
  - 6.3. Deakin University will assess the Exemption Application and notify Admissions of the outcome.
  - 6.4. Admissions will notify prospective students and educational agents of the outcome of the application in the form of a written agreement. Admissions will notify Academic Services of the outcome of enrolled students.
  - 6.5. Academic Services will notify enrolled students of the outcome of the application, and if exemption granted, include return email address for student to formally accept outcome.
  - 6.6. Upon receipt of written agreement/formal acceptance from student, Admissions will update the student management system with the outcome of the application for a new student. Academic Services will update all enrolled students' records.

**6.7.** Academic Services will place the outcome letter and student’s formal acceptance response on the student file and update the student management system for enrolled students. Written record of acceptance of granted exemption must be retained for two years after the overseas student ceases to be an accepted student.

**7. Recognition of Prior Learning at Deakin University**

**7.1.** Student and Academic Services of Deakin College will advise Deakin University of the articulating students and arrange for Recognition of prior learning to be processed by Deakin University.

**Status and Details**

<b>Status</b>	Current
<b>Effective date</b>	1/09/2018
<b>Review date</b>	30/04/2022
<b>Approval Authority</b>	Senior Management Group
<b>Implementation Officer</b>	Director Marketing & Admissions
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