

## 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 recognition of prior learning 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

Recognition of Prior Learning Application

#### Procedure

1. Applications for Recognition of Prior Learning credit(s) are subject to the Recognition of Prior Learning Policy.
2. The *Recognition of Prior Learning Application* must be submitted by no later than specified in the Recognition of Prior Learning Policy. Applications after this date will not be accepted.
3. The completed *Recognition of Prior Learning Application* and supporting documents are to be submitted to Deakin College Reception, [deakincollege@deakin.edu.au](mailto:deakincollege@deakin.edu.au), or through an online form as directed by Deakin College.
4. **Processing of Recognition of Prior Learning Application**
  - 4.1. Admissions will verify that the transcript of results and Unit Outlines (or equivalent) are attached with the application.
  - 4.2. Admissions will assess and, where possible, pre-approve or approve selected units of study. Where required, applications will be sent to Deakin University to be assessed.
  - 4.3. Deakin University will assess the Recognition of Prior Learning Application and notify Admissions of the outcome.
  - 4.4. Admissions will notify prospective students and educational agents in writing of the outcome of the application. If granted, students will be required to formally accept the outcome in writing as part of the enrolment acceptance process. Admissions will update the student management system with the outcome of an application for a new student.
  - 4.5. For an enrolled student, Academic Services will notify the enrolled student in writing of the outcome of the application and, if granted, include a return email address for the student to formally accept the outcome. Academic Services will update the

student management system with the outcome of an application for an enrolled student.

- 4.6.** Deakin College will retain the written record of acceptance of recognition of prior learning on file for at least two years after the student ceases to be an accepted student.

**5. Recognition of Prior Learning at Deakin University for credits earned at Deakin College**

- 5.1.** Deakin College will advise Deakin University of the credits earned by articulating students and arrange for Recognition of Prior Learning for credits earned at Deakin College to be processed by Deakin University.

**Status and Details**

<b>Identification</b>	Recognition of Prior Learning Procedure
<b>Initial Issue Date</b>	1/09/2018
<b>Status</b>	Current
<b>Effective date</b>	1/12/2022
<b>Review date</b>	30/12/2024
<b>Approval Authority</b>	Senior Management Group
<b>Implementation Officer</b>	Academic Director
<b>Enquiries Contact</b>	Harpreet Maan