

P19: RECOGNITION OF PRIOR LEARNING

Overseer: PBC Dean of Academics and Research
 Approval Authority: PBC Academic Council
 Review Schedule: 3 yearly Next Review Due: Aug 2021

Review Table			
Date	Review Type <ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
07/01/11	Policy amendment	Credit for previous studies in language other than English revised.	Academic Council
15/02/12	Policy amendment	Adjustment to Ad Dip indicative guide. Inclusion of 10yr limit on previous studies. General wording updated to align with AQF Qualifications Pathway Policy	Academic Council
14/10/12	Admin Update	Adjustments to wording to improve clarity	Academic Council
18/12/14	Scheduled	1.5 added. AD replaced by DA&R. Faculty Board replaced by T&LC. 4. Reviewed	Adam Niven
22/06/16	Policy amendment	Table following 2.1 adjusted for VET Dip CMT. Points 3.3 and 3.4 inserted to reflect RPL arrangements for transfer from VET Dip CMT to Dip Min.	Hanlie van Rooyen
16/10/2018	Scheduled	Amendments to 1.3, 1.5, 2.1, 3.2, 3.3, removal of 4.2, addition of 6.4, minor grammatical	Academic Council

07/02/2019	Policy amendment	Updated 3.7 for CRICOS purposes to reflect seven years as the period for records to be kept on student files.	Hanlie van Rooyen
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1. Admission with credit for Recognised Prior Learning

- 1.1. Admission with credit for recognised prior learning may be granted to applicants who can produce documentary evidence of appropriate previous tertiary study and/or relevant practical experience.
- 1.2. Such study and/or experience must be in accordance with the objectives of the relevant course and demonstrate how the applicant has achieved relevant outcomes.
- 1.3. Each student's prior qualifications and/or area of experience are considered for credit on a case by case basis by the Dean of Studies to maximise the credit offered whilst maintaining the integrity of qualification outcomes and discipline requirements of the course to which the credit is to be granted.
- 1.4. Students are required to complete an *Application for Recognition of Prior Learning* form to begin the RPL assessment process.
- 1.5. To obtain maximum RPL credit students should complete an application for RPL upon applying for a course of study to avoid completing units that may not be required.

2. General Credit Arrangements

- 2.1. The following general credit arrangements provide a guide for internal student articulation to other courses:

Course Completed	Credit Value
VET Diploma of Christian Ministry & Theology	<ul style="list-style-type: none"> • Up to 4 units (12 semester hours) credit towards a Diploma of Ministry • Exempt from 2 of: New Testament Intro A & B Old Testament Intro A & B • Credit applied to 2 electives
Diploma of Ministry	<ul style="list-style-type: none"> • Up to 8 units (24 semester hours) credit towards a Bachelor of Ministry

Advanced Diploma of Ministry	<ul style="list-style-type: none"> Up to 16 units (36 semester hours) credit towards a Bachelor of Ministry
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- 2.2. Previous studies, where the course was not completed, are required to have been undertaken within a currency period of 10 years to have specific one for one credit applied.
- 2.3. Where the studies were undertaken beyond a currency period of 10 years, the applicant will be required to provide support for how they have continued to keep their learning relevant and current for credit to be offered.

3. Awarding of Credit for Recognised Prior Learning

- 3.1. Credit for Recognised Prior Learning can be granted as either direct one for one credit for particular units, or as a block of credit towards the award.
- 3.2. Where one for one credit has been given, specific unit exemption(s) will be determined by the Dean of Studies.
- 3.3. Credits transferred from a partially completed VET Diploma of Christian Ministry and Theology to the Diploma of Ministry, will:
 - 3.3.1. be awarded using a 2:1 credit transfer.
 - 3.3.2. receive credit towards *one core* higher education unit only if they completed *three core* units in the VET Diploma of Christian Ministry and Theology or on an equivalent level.
 - 3.3.3. in cases where the Credit Value exemption outlined in the previous table, lead to a gap in student's exposure to either the Old Testament or New Testament, a recommendation should be made for the student to audit the subject.
- 3.4. The Dean of Studies shall inform the applicant in writing outlining: 1) the amount of credit they will receive towards their course; 2) any specific units they would be exempt from completing and; 3) any compulsory units they would be required to complete to complete their course.
- 3.5. A copy of the written notification shall be kept in the student's file for a minimum of seven years.
- 3.6. The student's transcript will be updated to reflect the awarded credit which will be shown on a transcript as: "Advanced Standing", "AS", and the credited semester hours.
- 3.7. Where an applicant receives credit for Recognised Prior Learning, the awarded credit would not contribute to the students overall average grade as represented on a transcript.

4. Minimum Requirements

- 4.1. To protect the integrity of the awards, the normal maximum RPL credit for an award is 50% of the total of the award.

5. Cross-Crediting

- 5.1. Students can be granted permission to enrol concurrently in units at another approved tertiary institution and any such units completed may be substituted for any of the listed units provided:
 - 5.1.1. That such units are of the same level or above the relevant course level units;
 - 5.1.2. That such units are in keeping with the objectives and ethos of the relevant course;
 - 5.1.3. The student's programme has the prior approval of the Teaching and Learning Committee; and
 - 5.1.4. The total number of such units does not exceed 24 semester-hours.

6. Prior Studies in Language other than English

- 6.1. Students who have prior relevant study completed in a language other than English will receive a maximum of 12 months credit (8 units) and will be required to complete no less than 2 years (16 units) of the PBC Bachelor of Ministry or Advanced Diploma to be conferred these awards.
- 6.2. Unless specific unit exemptions are given, such students would be required to complete all compulsory units.
- 6.3. Students who have completed training at an overseas institution in a language other than English which has an established MOU for recognising RPL will have credit applied in lines with the terms of those agreements.
- 6.4. 6.1 to 6.3 is conditional on the overseas institution operating at an accredited level equivalent to the standard of the unit/course for which RPL is being sought.