Objectives

To set out clear guidelines under which Recognition of Prior Learning (RPL) may be granted for students applying for advanced standing into WCI Higher Education courses.

Recognition of Prior Learning (RPL) refers to the recognition of relevant subjects that a student has successfully completed at a recognised institution, prior to being accepted into a WCI Higher Education course. In this manner, WCI gives students an opportunity to utilise prior studies as part of their current WCI course. Approval for RPL is made by the WCI Manager Higher Education, Board of Examiners or other relevant authority.

Guidelines

Students may apply to utilise completed subjects from a similar course at another institution as RPL under the following conditions:

- The student has completed the required WCI application form and has submitted this, with all required original documents, to the Manager Higher Education for processing.

- The original documentation must be submitted at the time of submitting the application form and must indicate a pass mark in all the completed subjects that are the subject of the application for RPL.

- The syllabus for the subject for which RPL is being sought, has been submitted with the relevant application form and must show that the content and required assessment is at the same level of academic rigour as that of the WCI Higher Education subject.

- Any subject syllabus that is not in the English language must be translated into English before submission, at the expense of the student.

- The subject would be considered for RPL by one or more other Australian universities or institutions.
Administrative procedure:

• The student must complete the relevant WCI application for Recognition of Prior Learning form and submit all documentation to the Manager Higher Education for processing either prior to admission or within fourteen working days of acceptance of admission. All original documents, including results attained in the subject, must be submitted with the application form.

• The Manager Higher Education will authenticate all original admission documents by requesting written confirmation and documentation validation from the original schools and colleges or other agencies. This will be carried out utilising the appropriate WCI admission documentation validation form.

• Decisions regarding applications for RPL shall be made by the Manager Higher Education within five working days of the submission of the application and the student shall be notified in writing of the decision within this time.

• Any student who wishes to appeal against any decision regarding RPL must obtain the appropriate WCI student appeal form and submit it to Manager Higher Education within five working days of notification of the decision.