

# Recognition of Prior Learning (RPL) Information Sheet

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Students are entitled to seek opportunities to have their prior learning recognised, regardless of how they acquired that learning.

Prior learning may be classified as formal or informal. Formal prior learning is assessed through the Credit Transfer application process. Informal prior learning is assessed through the RPL application process.

Informal prior learning is acquired through informal processes such as employer/workplace training, and through relevant work/life experience.

Please use this form if you are seeking RPL for informal learning you have completed.

Note that Application fees apply, as defined in *Fee Schedule – Domestic Students* and *Fee Schedule – International Students*.

## 1 Terms and conditions

- a. All RPL applications should be submitted at least **four (4) weeks prior** the degree course commencement date.
- b. RPL requests submitted by the submission dates are normally completed within 20 business days. During peak periods, it can take up to 30 business days. Some requests may take longer to process due to the complex nature of RPL assessment. Late applications may be accepted but may not be able to be processed in time for credit to be granted before the nominated withdrawal/census date. For domestic students, this is the census date.
- c. Credit via RPL will only be granted if evidence is provided by the student that the student has obtained the skills and knowledge necessary to meet the outcomes of the degree course of study to ensure that the integrity of the course is maintained.
- d. Credit and RPL applications will be assessed by the Academic Director and RPL assessors.
- e. Credit based on prior learning may be granted as specified credit, unspecified credit, block credit, or advanced standing.
- f. Interviews with the degree course coordinator and additional assessment methods may be required to ensure that the student has the required skills and knowledge to meet the learning outcomes of the unit of study.
- g. Credit will be transferred with grades, including fail grades, under certain specified circumstances.
- h. Subjects where credit has been granted will not be included in the calculation of a student's grade point average (GPA).
- i. Evidence provided for the RPL process which is more than 5 years old normally will not be reviewed; however, this will be assessed on a case-by-case basis.

## 2 Definitions

- a. **Credit transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.
- b. **Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation agreement, recognition of prior learning or advanced standing.

- c. **Credit points** are the value assigned to each unit. Students must complete the required number of credit points to be awarded a qualification. For example, for a 10 credit point value per unit, students must complete 240 credit points to be awarded a three-year Bachelor degree.
- d. **Block credit** is credit granted towards whole stages or components of a course of learning leading to a qualification.
- e. **Formal prior learning** is acquired through formal processes such as the successful completion or partial completion of a degree course at a recognised educational institution. A recognised institution may be a tertiary institution in Australia or at a recognised international institution.
- f. **Informal prior learning** is acquired through informal processes such as employer/workplace training, and through relevant work/life experience.
- g. **Recognition of prior learning (RPL)** is a process used to assess an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification (adapted from Australian Qualifications Framework definition).
- h. **Specified credit** is credit granted towards particular or specific components of a qualification of course of learning.
- i. **Successful completion** means that a grade of 'pass' or higher must have been achieved for the unit of study. Higher education degree courses with a grade of 'pass conceded' or lower will not be eligible for credit.
- j. **Unspecified credit** is credit granted towards elective components of a qualification or course of learning.

### 3 RPL Application Process

If you are seeking credit for informal prior learning, you must **fill out the RPL Application Form** and **attach evidence** demonstrating that you have acquired the prior learning under application.

The onus is on you to provide appropriate evidence that demonstrates knowledge, understanding and skills with documented proof of competence and prior learning in the corresponding units.

Appropriate evidence includes, but is not limited to:

- a. Reflective papers, journals or portfolios including games produced, that relate past learning to the learning outcomes of the units under application
- b. Resumes and referee reports that have been verified by referees
- c. Examples of your work drawn from the workplace, social, community or other setting
- d. Testimonials/letters regarding relevant skills or knowledge
- e. Interviews or direct observation of demonstration of relevant skills or knowledge by interview
- f. Successful completion of assessment or demonstration of capabilities relevant to AIE Institute's degree course through a challenge test
- g. Any combination of the above.

Please note that after the relevant application fee is paid, the applicant may be invited to discuss the grounds of their application, as well as the evidence submitted to support the application for recognition of prior learning by the Academic Director.

# RPL Application Form

## Section A. Personal information

Student number..... Date of birth (DD/MM/YYYY) .....

Given name/s .....

Family name .....

Student email ..... Contact telephone number .....

Are you an international student? Yes ..... No .....

Onshore international student visa holders must check student email regularly for credit outcome and new Confirmation of Enrolment (CoE) (if applicable due to duration change). If applicable, your CoE will be updated automatically within 10 working days of credit being processed to your record.

## Section B – Program information

Course Code: .....

Degree name .....

Major .....

**Please complete Section C and E, and attach verified evidence** as defined in the information sheet above.

## Student declaration

I understand that I should enrol in course/s as per the program structure, which may include those courses for which I have applied for RPL. If my application for RPL is successful, AIE Institute will take responsibility for ensuring that my enrolled course/s are removed prior to the relevant class census date. I understand that if my application is submitted late it may affect my enrolment, and if it is submitted after the relevant census date, I will be liable for course fees and possible academic penalty.

Student signature .....

Date (DD/MM/YYYY) .....

**Institute checklist – Office use only**

- Statement of Attainment/Certificate attached ( ).
- Date entered if international student has new completion date.
- Course coordinator (higher education) signed/electronically signed.
- Does the student fall into one of the categories where grades, including fail grades, must be transferred? If so, grades entered?
- Has this credit been checked to confirm that the student has not double dipped, or received credit or graded assessment in the same program for the same courses previously?

**Credit transfer checklist**

- Has the International student visa holder's details and new completion date (if applicable) been entered on the Teams channel for use by Audit and Risk Committee?

## Section C – Higher education Recognition of Prior Learning

Student number \_\_\_\_\_ Course code \_\_\_\_\_ Major \_\_\_\_\_

Student to complete				School/college use only						
RPL granted based on (please tick)			Unit code e.g. GDC101	Unit name e.g. Introduction to Game art	Credit points	Granted		Assessor name	Assessor signature	Date
Life experience	Work experience	Non-accredited learning				Yes	No			

## Section D – Institute to complete

I confirm that the moderation process in place within AIE Institute has been followed and that the following have been completed and will be placed in the student’s file:

- the RPL record of assessment
- the evidence for RPL record keeping.

### International student visa holders only

Will the student’s program duration change?  Yes  No      If Yes, please provide new completion date (DD/MM/YYYY) \_\_\_\_\_

Program manager/Program coordinator/Course coordinator

Name\* (please print) \_\_\_\_\_

Signature\* \_\_\_\_\_

Position title \_\_\_\_\_

## Section E – Self assessment of Applicant profile/background

You are required to provide documentary evidence to support your statements. This evidence should demonstrate how you have met the published learning outcomes of the course for which you are seeking RPL. Your course outcomes may require you to contextualise how you have applied academic knowledge and skills.

Course Learning Outcomes:	
<b>CLO1:</b>	Demonstrate broad technical and theoretical knowledge of contemporary practices and processes in digital game development, with specialised knowledge in game art, design or programming as a basis for independent lifelong learning.
<b>CLO2:</b>	Use cognitive and technical skills to analyse, critically review and synthesise theoretical and practical information in game development.
<b>CLO3:</b>	Use cognitive and creative skills to solve game design problems and produce innovative concepts for game development.
<b>CLO4:</b>	Write effectively and deliver engaging and influential presentations and proposals for original game concepts and projects to a range of stakeholders.
<b>CLO5:</b>	Apply initiative and judgement to make effective decisions in the production of innovative digital game projects and scholarship.
<b>CLO6:</b>	Adapt knowledge and skills across diverse contexts that underpin the development of digital games.
<b>CLO7:</b>	Practise responsible and ethical behaviour with respect for diversity and privacy across a range of contexts.
<b>CLO8:</b>	Apply effective self-management skills to work as part of a team.

1. What skills do you already have that relate to the Course Learning Outcomes?

2. List any programs/training/study relevant to this application that you have undertaken since leaving school.

3. Relevant to this application, what experience have you had working with groups (e.g. clubs, organisations, committees, etc.), in particular how you have applied effective management skills to work as part of a team?

4. Match your experience against the published learning outcomes of the course for which you are seeking RPL. Applicants are encouraged to demonstrate their experience against the Course Learning Outcomes (CLO's), cross referencing items of evidence/claims against the individual CLO's.



5. Match your experience against the published Unit Learning Outcomes (ULO's) of the units for which you are seeking RPL. (refer to Study Guides for each unit you are seeking RPL for).

6. List two referees who can support your List two referees who can support your statements.