

---

## RECOGNITION OF PRIOR LEARNING

---

### **Preamble**

The Adelaide College of Divinity recognises the experiences, knowledge and abilities which students bring with them when they enrol in ACD courses. Such competencies (skills, knowledge and abilities) may have been gained as the result of formal training, work experience and/or life experience.

### **Legislation/Standards**

AQTF Standards for Registered Training Organizations

Higher Education Support Act 2003

National Protocols for Higher Education Approval Processes

Training and Skills Development Act 2008

### **Delegations**

The ACD Board has delegated to the ACD Executive Officer and ACD college principals responsibility for the administration of Recognition of Prior Learning in the ACD.

### **Approvals**

This document was approved by the ACD Board on 15 November 2003.

### **Associated Documents**

*ACD Status/Credit Transfer*

### **Provisions**

- 1. Information**  
Students applying for admission to ACD courses are informed through the enrolment procedure of opportunities to apply for RPL relevant to the particular course or unit for which they are applying.
- 2. Initial Advice and Counselling**  
During the enrolment process, students are advised on a one-to-one basis by the appropriate college academic advisor of how existing knowledge and skills match the relevant competencies required for particular modules or requirements within the relevant course or program.
- 3. Application**  
Students who wish to apply for RPL complete the relevant application form and provide the necessary documentary evidence of knowledge, skills, and/or competency in support of their application.
- 4. Assessment**  
The application for RPL is assessed by the appropriate Academic Adviser who will provide a recommendation to the ACD Executive Officer. The final decision on the application rests with the Certificates in Ministry Board or the ACD General Board depending on the course of the application for enrolment.
- 5. Post Assessment**  
Documentation is provided detailing the result of the assessment process and the reasons for granting or not granting RPL status. The result of the assessment is communicated personally to the applicant by the person's Academic Adviser. This enables discussion of the assessment result and the explanation of the rationale for the assessment. This process also enables the applicant to discuss any grounds for any appeal which the applicant might wish to present.
- 6. Record Keeping**  
Records of the application for RPL and the assessment of that application are retained in the student's file.
- 7. Review**  
This policy on RPL is subject to review by the ACD Board on the basis of student feedback and experience of its implementation.