

Guidelines and Criteria for Applicants Seeking Recognition of Their Prior Learning

Notes

1. These Guidelines and Criteria are applicable to the students of the Graduate Programs in Business and Project Management; all other programs will have their own but similar Guidelines and Criteria for RPL assessment
2. All pre-accredited units of study will be accepted without the need for formal application. Please consult the Academic Management Office to find out which study units and or courses are pre-accredited;
3. All other applications will need to be assessed on a case by case basis and in accordance with the following Criteria and Guidelines

Preamble

The College recognizes that many professionals in the course of their careers have undertaken studies and or achieved professional certification or registration status through relevant professional bodies or have otherwise developed competency that can be recognised as being equivalent to having completed one or more units of study of the Graduate Program in Business and Project Management, as part of one of the College's graduate degrees or qualifications.

The responsibility to decide on credit application rests wholly with students or applicants. They take the risk and should follow these or the latest guidelines posted on the web site, as the College reserves the right to change its Guidelines and Criteria for Recognised Prior Learning (RPL) without notice.

Thus, all applicants seeking credit should study the guidelines carefully to decide for themselves if they qualify for any credit and having studied the Criteria and Guidelines whether they wish to apply for credit. The Professional Development Planning Workshop will provide additional guidance regarding substantiation of claims for credit and documentation requirements.

Rules Governing Grant of Credit

Generally speaking the following rules apply:

- No more than 50% of the units of study can be applied for under any of Award courses
- It is not possible to be candidate for more than one academic award; thus it will not be possible to apply for credit more than once regardless of the articulation path;
- Units of study without recognised formal methods of assessment cannot be considered;
- In the case of equivalent units of study the weight (expressed in credit points) attached to the unit as part of a recognised award must be equal to the same weight attached to the equivalent units in the College's programs (otherwise the total study hours must be comparable);
- The College will only assess the entire unit of study not components of the same;
- There must be at least 75% or more match between the contents of these units and relevant target units (see the Sample Summary Table);
- The conferring institution/university must be recognised in their own jurisdiction;
- The study must have been completed in recent past (no more than 5 years ago);
- The candidate must have sufficient English language proficiency if the units were studied in a language other than English;
- If there is a shortcoming in the units studied the applicant must provide additional evidence in the form of professional certification or other forms of preparation and recognition;

- If the applicant is basing his/her case on professional certification and or registration wholly he/she needs to submit detailed evidence similar to that which was submitted to gain professional certification/registration in the first instance, including providing details of any assessment that had to be undergone as part of the certification/ registration process;
- Undergraduate units of study are not acceptable;
- A candidate not holding a recognised bachelor degree, who wishes to base his or her past experience to qualify for entry into the Graduate Certificate course cannot use the same as the basis for credit application for any unit of study in the College;
- The College at its own absolute discretion may call upon the candidate to attend an assessment before an examiner and or may ask the candidate to sit for other forms of examination.

Documentation Preparation Guideline

Please make the case for each unit of study independently as it will be assessed by different assessors. If you are using shared information please ensure that the documentation submitted for each unit contains the same (no cross referencing to other documentation should be made).

The following headings should be used:

- A letter signed by the applicant requesting grant of credit for specified units and testifying that all the documents and evidence supplied are true and correct (please note that the College considers this as a formal and binding declaration by the applicant);
- A Table of Contents stating documentation details being submitted;
- An Executive Summary to concisely outline the case for credit;
- A Summary Table for each unit that is subject to credit, as per sample supplied in this document;
- Details (copy of transcript, syllabus, course assessment, and other details, as well as corroboration to show that the contents match the relevant unit);
- Relevant experience details to substantiate learning and support any shortcomings;
- If using any certification as the basis for credit include a copy of the relevant evidence if available; if not include test results; and
- Provide a summary statement at the end for each unit.

The College will normally ask for originals of all documents submitted and or seek independent verification of the same. It is a condition precedent that all applicants by virtue of submitting their applications for credit assessment consent and authorize the College to obtain information that can lead to verification of the claim or legitimacy of documentations submitted. All documents are to be certified copies of the originals and or supported by other evidence substantiating the same. The applicant must sign and or initial all the pages of the documentation. All applications that do not meet the above format and criteria will be returned to the applicants for resubmission, in which case a re-lodgement fee applies to cover the additional administrative costs caused by poor documentation or wrong formats. Please note that the College does not accept any responsibility for any aspect of the claims submitted by candidates and there is no guarantee that an application will succeed as our aim is to uphold the academic standards rigorously at all times.

Sample Summary Table

Sample of Evidence Summary to support J Citizen's application for credit in respect of SBM1101 Project Management Fundamentals 1

UoS target competency*	Equivalent units studied #	% Covered	Equivalent grade earned	Section containing detailed evidence	Professional experience to validate relevant competency in the field
A sound understanding of definitions and different forms of projects, programs, relevant organisation structures and associated life cycle models, as well as constraints	Unit x1, Graduate degree y, University of xxx	70	Credit	2.1, pages 3 to 5	Pages 17-18
Ability to assess and or develop project/ program business case, performance measures (KPIs), metrics and associated assessment methods	Unit x2 ditto	80	Pass	3.2, pages 5 to 7	Pages 18-21
Competency in designing appropriate governance frameworks over different phases of projects and programs, with focus on effective and optimal decision making and expediting	Unit x1, Graduate degree y, University of xxx	50	Credit	4.1, pages 9 to 10	Pages 21 - 22
Competency in differentiating between client/sponsors' project governance vis-à-vis that of contractors and suppliers	Unit x2, ditto	90	Pass	5.3, pages 11 -15	Not applicable
Ability in project monitoring project governance efficiency and effectiveness and realignment with relevant business strategies	Not applicable	-	-	-	Pages 23-28, I have worked on 5 different projects that vary considerably in characteristics and environment; I designed & applied different processes to suit each case
Generic: All competencies that are common to all professionals (including cognitive and communication abilities, problem solving and analytical mindset)	Not applicable	-	-	-	Pages 28-30, I have included in my processes a feedback & monitoring sub processes; I actually used these to monitor the above projects
Leadership: Ability to direct, motivate & manage individuals & teams.	Unit x2, ditto	40	Pass	9.4	Pages, 29-31 as detailed above, I was involved with frequent assessing of project process effectiveness & improvement needs

*. See each Unit of Study's Learning Target Competencies for relevant competencies.

#. Undergraduate units of study are not acceptable. Include only those postgraduate units of study that were formally enrolled in and assessed.