



AIM.PM.03

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is an assessment process used to determine the extent to which a student has achieved the required learning outcomes to receive credit towards some units of the Bachelor of Music. This may result in the granting of the grade of Advanced Standing in a specific AIM unit and exemption from that unit.

RPL can be used in one of the following cases:

- to gain entry into an AIM higher education award;
- to receive credit towards an AIM higher education award;
- for the partial or complete fulfilment of the requirements of a VET accredited qualification.

RPL Applications

Applicants complete and submit an application for Recognition of Prior Learning form, attach supporting documentation and submit the application to the Registrar. The application will then be forwarded to the Learning and Teaching Committee which will consider the application and make a decision based on the documentation provided. The applicant will be advised of the result of the application within two weeks.

RPL will be granted under the following circumstances:

- 1) Previous relevant study with certified evidence of formal course-related study leading to a qualification including either:
 - a. completed university subjects or courses; or
 - b. completed TAFE subjects or courses; or
 - c. VETAB accredited courses.

Support material: certified copies of transcripts or other documentation related to units for which exemption is sought.

- 2) Relevant industry experience or courses undertaken outside a recognised tertiary organisation:

Support material: The applicant must be able to substantiate sufficient, relevant and recent industry experience either:

- by presentation of a portfolio demonstrating that the industry experience undertaken meets the learning outcomes of the unit for which exemption is sought; or
- Undertake an assessment by the Head of Department or nominee which successfully meets the learning outcomes of the unit for which an exemption has been sought. The Head of Department will advise the applicant on the assessment process and the content to be assessed.

Application for RPL after the start of semester

Applications for consideration of Recognised Prior Learning (RPL) should be completed at least ten days before the commencement of semester. However, AIM recognises that in some special circumstances it may be necessary for students to apply after the commencement date. To be considered for such special circumstances students must submit a written request to the Dean no later than the end of the first week of semester. A decision will be made no later than the end of the third week of semester. After the end of the first week of the semester only applications for the following semester can be considered. The maximum number of units for which RPL will be granted shall not exceed 50% of the total credit point values for the course of study.

Where RPL has not been granted and the applicant wishes to appeal the decision this can be done through the Discipline & Appeals Committee

Maximum exemption granted

The maximum number of units for which exemption may be granted is 50% of the total credit points for the course.

International students

Where AIM intends to grant unit exemption for RPL to an overseas applicant a record of the applicant's RPL must be signed by the applicant and a copy placed in their file.

If RPL is granted and the duration of the student's course is shortened AIM will either:

- a) specify the net duration of the course in the Confirmation of Enrolment (CoE) if a visa has not been issued; or
- b) report the change in course duration via PRISMS if a visa has been issued.