

Recognition of Prior Learning Policy

Version: 1.0

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1. Purpose

This policy sets out the requirements for Recognition of Prior Learning (RPL) towards the awards of Trinity College Zurich (hereafter 'the College').

2. Scope

This policy is applicable to all of the College's awards, and to all current and future students.

3. Policy Statement

- 3.1 The College may award credit towards a student's award, provided that credit is awarded in accordance with this policy.
- 3.2 Students can attain learning experiences relevant to their study at the College through formal and informal education, training, work experience and/or life experience.
- 3.3 Students who possess relevant prior learning experiences may apply for RPL by submitting evidence of their prior learning for assessment.
- 3.4 A fee may be payable for an RPL application. The fee for RPL will be calculated on the basis of the number of units the applicant is applying for RPL.
- 3.5 Applications for credit may be declined under this policy and also any conditions associated with the accreditation of the programmes.
- 3.6 All RPL decisions are considered on a case-by-case basis with due regard to the student's prior learning and its relevance to the programme a student wishes to articulate into. The assessor must be satisfied the applicant is currently competent.
- 3.7 When considering applications for credit, the decision of the College will be made in a fair and consistent manner. However, the College is not bound by previous decisions.
- 3.8 The College may enter into articulation agreements and credit arrangements with other education institutions or with industry partners. Articulation agreements may include agreements to provide students with entry into and/or credit towards a programme. The College will maintain a register of articulation agreements that it has entered into.
- 3.9 The College reserves the right to revise or rescind credits granted under this policy if the applicant has provided untrue, inaccurate or incomplete information or there is a compelling educational reason.

4. Procedures

- 4.1 To be considered for RPL, the applicant must lodge an application using the Application for Recognition of Prior Learning Form which facilitates the correct setting out of relevant prior study, work experience and life experience. The onus is on the applicant to properly and sufficiently provide this evidence.
- 4.2 An application for RPL must be lodged within ninety (90) days after the commencement of the applicant's study at the College, and prior to commencement of any unit for which recognition is being sought.
- 4.3 Credit will not be granted for any unit which has been previously attempted by the applicant at the College.
- 4.4 Upon receiving a completed Application for Recognition of Prior Learning Form, the College will process the application.
- 4.5 A suitably qualified assessor will assess the applicant's current competence against the learning outcomes of the unit for which RPL is being sought.
- 4.6 Assessor must evaluate all records, application and documentation provided by the applicant.
- 4.7 Assessor may ask for more evidence and/or demonstration of skills and knowledge as required.
- 4.8 The outcome of an RPL assessment will be recorded on the applicant's student file.
- 4.9 Applicants will be informed of the outcome of their RPL applications in writing.

5. Complaints and Appeals

- 5.1 Students and potential students who are dissatisfied with any aspect of the RPL process including RPL decisions are entitled to make a complaint in accordance with College's Complaints and Appeals Policy. If still not satisfied with the outcome of the complaint, students and potential students may lodge an appeal in accordance with College's Complaints and Appeals Policy.