



# Atlas Star IT Centre

## Recognition of Prior Learning (RPL) Policy

### 1. Introduction

Atlas Star IT Centre is committed to providing quality education and training opportunities. We recognize that learning can occur in various settings and through diverse experiences. This policy outlines our approach to recognizing prior learning and provides guidance on how learners can apply for RPL.

### 2. Purpose

The purpose of this policy is to:

- Define Recognition of Prior Learning (RPL).
- Outline the process for applying for RPL.
- Explain how RPL requests are reviewed and assessed, including timelines.
- Describe how learners will be advised of the outcome.

### 3. Scope

This policy applies to all prospective and current learners at Atlas Star IT Centre who wish to have their prior learning recognized towards their qualification.

### 4. Definition of RPL

**Recognition of Prior Learning (RPL)** is a process that allows individuals to receive formal recognition for skills and knowledge they have acquired through:

- Formal education and training.
- Work experience.
- Life experiences.
- Non-formal learning.

RPL can lead to credits towards a qualification, reducing the time and study required to achieve it.

### 5. Policy Statement

Atlas Star IT Centre recognizes the value of prior learning and is committed to providing opportunities for learners to have their prior knowledge and skills assessed and credited where appropriate.



## 6. Procedure for Applying for RPL

### 6.1 Application Process

- **Step 1:** Obtain the RPL Application Form from the Admissions Office or download it from our website.
- **Step 2:** Complete the application form, providing detailed information about your prior learning experiences.
- **Step 3:** Gather supporting documentation (see Section 6.2).
- **Step 4:** Submit the completed application and all supporting documents to the Admissions Office.

### 6.2 Required Documentation

Applicants must provide evidence of prior learning, which may include:

- Academic transcripts and certificates.
- Detailed course syllabus or curriculum outlines.
- Employment records or reference letters from employers.
- Portfolios of work.
- Certificates from workshops, seminars, or training programs.

## 7. Assessment and Review Process

### 7.1 Review Process

- Upon receipt of the application, the Admissions Office will acknowledge it within five (5) working days.
- The application will be forwarded to the RPL Assessment Committee, comprising academic staff with expertise in the relevant subject areas.
- The committee will assess the application based on:
  - Relevance of prior learning to the course content.
  - Level and depth of knowledge and skills acquired.
  - Evidence provided to support the application.

### 7.2 Timelines

- The assessment process will be completed within twenty (20) working days from the acknowledgement of the application.
- If additional information is required, the applicant will be notified, and the timeline may be extended accordingly.



## 8. Notification of Outcome

- Applicants will receive a written notification of the outcome via email and postal mail.
- The notification will include:
  - The decision regarding the RPL request.
  - Reasons for the decision.
  - Any credits awarded towards the qualification.
  - Recommendations for further action (if applicable).

### 8.1 Appeals Process

- If dissatisfied with the outcome, applicants may appeal the decision in writing within ten (10) working days of receiving the notification.
- The appeal will be reviewed by an independent panel not involved in the original assessment.
- A final decision will be communicated within fifteen (15) working days of receiving the appeal.

## 9. Responsibilities

- **Learners:** Provide complete and accurate information and documentation.
- **Admissions Office:** Facilitate the application process and communicate with applicants.
- **RPL Assessment Committee:** Assess applications fairly and objectively.
- **Academic Staff:** Provide expertise and support in the assessment process.

## 10. Related Policies and Procedures

- Complaints Policy
- Assessment Policy
- Appeals Policy

For any questions regarding this policy or the application process, please contact:

### Admissions Office

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