

Procedure for Assessing RPL for Students enrolled in the Master of Psychology (Clinical) or the Doctor of Psychology (Clinical).

For general information regarding Recognition of Prior Learning, students are directed to consult the [Advanced Standing and Recognition-of-Prior-Learning](#) Policy document in the first instance.

Students will need to submit a detailed application with appropriate evidence to support their case that their prior learning is equivalent in nature and scope to their studies in the clinical programs at the Cairnmillar Institute.

Appropriate evidence typically includes:

- Academic Transcripts showing successful completion of relevant units.
- Specific unit (or subject) guides from the student's previous institution, listing details such as learning objectives, assessment requirements, text books and contact hours for the unit/subject.
- Copies of all submitted written assessment tasks
- Additional evidence may be required for overseas study

Along with appropriate evidence, students are asked to also supply a brief statement as to why and how they believe their previous study is equivalent in nature and scope to their study at the Cairnmillar Institute.

Students should also complete an APAC Accredited Credit Transfer Form (for Australian study) or an RPL Application Form (for overseas study) with their application.

It is the student's responsibility to supply these documents to the Cairnmillar Institute.

Students who wish to apply for recognition of prior placement experience completed in an APAC accredited course need to demonstrate equivalence in terms of clinical supervision and practice and will need to provide any completed log books that they have for this placement.

In accordance with APAC standards, students are not eligible to apply for RPL for previous work experience (i.e. any work experience that has occurred prior to acceptance into the clinical programs). Students may be eligible to apply for RPL to count towards a placement unit for paid employment that they are currently engaged in, provided specific APAC requirements are satisfied. These requirements specify that any paid work to count as RPL be: of direct relevance to the course; ordinarily be completed by a qualified psychologist and meet all the supervision requirements to satisfy successful completion of a placement unit in the clinical program. Please note that RPL for current work experience cannot constitute more than 30% of the total placement requirements for their course at the Cairnmillar Institute.

Submitted applications will be assessed by a panel, typically comprising the Coordinators of the Master of Psychology (Clinical) and the Doctor of Psychology (Clinical) programs. Where necessary, this panel will also consult with relevant staff members at the Cairnmillar Institute, such as placement or unit coordinators, to help them determine the equivalence of particular aspects of the student's application. At this stage, the student may also be asked to provide further detail or clarification to help the panel reach its decision.

After consultation with relevant parties, the panel will determine the suitability of the student's application in line with APAC and other relevant bodies. The Head of School will then be informed of the panel's decision and the student will then be notified of the outcome.

Students can appeal the panel's decision in line with the processes set out in the [Advanced Standing and Recognition-of-Prior-Learning](#) Policy.

Information for students about how to apply for RPL is available here:
<https://my.cairnmillar.edu.au/knowledgebase/applying-for-rpl-or-credit-transfer/>