

Procedure for Assessing RPL for Students enrolled in the Bachelor of Psychology (Honours) Course

To apply for Recognition of Prior Learning (RPL), 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 Bachelor of Psychology (Honours) course at the Cairnmillar Institute.

It is the student's responsibility to supply appropriate documents to the Cairnmillar Institute as evidence to support their application. In most cases, the relevant supporting documentation will be a copy of the relevant academic transcript and copies of the relevant unit/course outlines. If applying for RPL for a psychology course completed outside Australia, a letter from the Australian Psychological Society (APS) outlining the APAC equivalence of the course may also be required.

Once completed and submitted online, the form and relevant supporting documentation will be forwarded by the Student Administration team to the Coordinator of the Bachelor of Psychology (Honours) course. The Course Coordinator will then assess the application. Where necessary, the Coordinator of the Bachelor of Psychology (Honours) course will consult with relevant staff members at the Cairnmillar Institute (e.g., Unit Coordinators), to help 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 Coordinator of the Bachelor of Psychology (Honours) course will determine the suitability of the student's application in line with APAC and other relevant guidelines. The Coordinator of the Bachelor of Psychology (Honours) course will then inform the Student Administration team of the decision. The Student Administration team will then notify the student of the outcome and process any approved RPL as needed.

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/>