

## Recognition of Prior Learning Process

### Bachelor of Psychology and Counselling

Please use this document in conjunction with TLP005 Advanced Standing and Recognition of Prior Learning Policy (RPL). We ask that students read both the policy and this document prior to applying for RPL. The policy can be found at: <https://www.cairnmillar.org.au/policies>

#### Application process:

RPL can be granted for prior learning, or prior work experience. To apply for Recognition of Prior Learning involving previous study, students will need to:

Self-assess your eligibility to apply for RPL using the questions below as a guide

- Is the unit from a Diploma, Associate Degree or Associate Diploma, another Bachelor or higher level degree (Graduate Diploma, Masters for example)?
- Did you successfully complete the original unit/s less than four years ago (ideal), or no longer than ten years ago?
- In your opinion, is the original unit/s a good match to the unit you are seeking RPL for?
- Can you provide information and evidence that supports your application?

If you can answer 'yes' to these three questions, then we encourage you to apply by **following the steps below**. If you answered 'no' to any of these questions and would like to discuss your application further, please speak with the Course Coordinator. If you are applying for RPL for recognition of work experience, please follow these steps:

Complete the RPL form at <https://my.cairnmillar.edu.au/rpl-and-credit-transfer/>



Upload relevant evidence to support your application.

Relevant information includes:

- Certified copies of original academic transcripts
- Relevant unit / course outlines that contain the Learning Outcomes of the unit/s (subjects) completed
- Other evidence that supports your argument that the material within the completed unit/s are equivalent to the unit you are seeking RPL for

- For work experience: proof of previous employment
- Evidence of duties completed in the role (position description, reference)

It is the student's responsibility to supply appropriate documents to the Cairnmillar Institute.  
Applications without supporting documentation cannot be assessed.

Submit form, with documentation uploaded

### Decision process:

In making a Recognition of Prior Learning decision, we are looking for:

- Equivalency between the unit/s previously attained, and Cairnmillar unit/s for which RPL is being sought. There needs to be overlap between the units. This overlap may not be a 1:1 (a previous unit equals a Cairnmillar unit). It might be that a number of units studied previously may contribute to one of Cairnmillar's unit learning outcomes.

### Administration process:

- The Education Enquiries team will forward the application to the Course Coordinator
- The Course Coordinator will form a panel which will include relevant staff (as required) to determine the equivalence of particular aspects of the application
- Students may be asked for additional information or clarification to help the panel reach its decision
- The Course Coordinator will inform the Education Enquiries team of the decision. Education Enquiries will then notify the student of the outcome and process any approved RPL as needed.
- Students may choose to appeal the panel's decision in line with the processes set out in the Advanced Standing and Recognition of Prior Learning Policy.