

RECOGNITION OF PRIOR LEARNING APPLICATION GUIDELINES

UTS:NURSING, MIDWIFERY & HEALTH

Subject exemption or credit, known as Recognition of Prior Learning (R.P.L) from a previous course of study is only granted when applicants meet both the University of Technology of Sydney (UTS) policy and the Faculty of Nursing, Midwifery & Health (FNMH) requirements. Before seeking any R.P.L you may need to consult with the following people as appropriate to gain advice about the suitability of any previous study for the granting of R.P.L :

- > The Director of Nursing Studies (UG and PG) – Jacqueline.Baker@uts.edu.au
- > The Director of Midwifery Studies – Joanne.Gray@uts.edu.au
- > The Director of Health Services Management Programs - Richard.Baldwin@uts.edu.au

Please note the following:

1. R.P.L is not granted for subjects completed within a course of study or work experience that does not have an assessment component at an appropriate level equivalent to the subjects in the course of study offered by the FNMH.
2. R.P.L will only be considered for a previously completed course of study that is equivalent to the level of the course currently being undertaken in the FNMH. That is, if you are studying at a degree level, then only previous degree level studies will be eligible. In some instances credentialed pathways will also be recognised.
3. R.P.L is usually only granted for whole subjects in a course of study within the FNMH, not part or parts thereof.
4. You must supply a full and complete document set for each subject in which you are seeking credit – the faculty does not keep documents on record. Please see the Check List at the end of this document to ensure that you provide all the required information.
5. Any course of study being considered for R.P.L must have been undertaken within a 10 year period prior to the semester in which the credit is being sought. However any clinical practice/experience within an application will be assessed on a case-by-case basis for recency.
6. R.P.L will be granted to a maximum of 12 additional credit points of study within any undergraduate course of study when enrolled in the accelerated stream.
7. Suitable overseas qualifications gained at a recognised institution deemed to be equivalent to an Australian qualification are accepted. It is the responsibility of the applicant to have equivalency determined, that is, it is not the responsibility of the FNMH. Students should contact the UTS International Office for advice about this process.
8. Subjects from a previous course of study can only be used once and not for multiple exemptions within the FNMH course of study.
9. Conceded passes (less than 50%) or previous R.P.L will not be considered.
10. To have a major or sub major area of study recorded on a postgraduate transcript, a certain range of subjects must be undertaken. Please ensure that you have checked with the Program Director, Postgraduate Studies as to the required elements of study that must be completed before making any application for credit.
11. The Faculty grants block R.P.L under pre-determined credentialing arrangements for previous study in some completed post-graduate courses with other providers as detailed in the faculty prospectus.
12. It is advised that you seek R.P.L during the first semester of your course of study at UTS as time is required to process all applications. Applications received after the census date in each semester will not be considered. As some applications may need advice from members of another faculty, such as Science, please allow time for this to be processed.

HOW TO PUT TOGETHER AN R.P.L APPLICATION

Step 1

Before you start, go online to the Faculty website at <http://nmh.uts.edu.au> . This will open onto the faculty homepage, now you need to enter the section for current students and here you will find the Faculty handbook. This will give you a short outline of each subject offered so that you can assess where your previous study may match what is offered in subjects within the UTS course.

Step 2

Now you need to contact the relevant Program Director to discuss your case and obtain the relevant subject objectives/subject outline from the FNMH program (see page one). You may be required to make an appointment with them to discuss your case. The Program Directors will provide you with the relevant subject objectives so that you may compile your case.

Step 3

You will need to submit the following document set. **It is the responsibility of the applicant to source the required documents and compile the document set.** Only a complete document set will be accepted and must include all of the following:

- > A brief cover letter explaining your request
- > A completed UTS R.P.L form – indicating the amount of credit sought as well as naming the subject and the program in which credit is sought. This will also include your full name and student number (if there has been any name change this will need to be supported). This form is available from the UTS main website at <http://www.sau.uts.edu.au/forms> scroll down the page and you will find it under “Recognition of Prior Learning Application” – print this page and fill it in with a pen
- > A certified copy of your testamur of completion and your academic transcript indicating the qualification previously awarded and the year in which this was achieved. This must indicate the grading system that was used
- > One (1) set of the Subject Outline from your previous course of study, to include Learning Objectives from this prior course of study against which you seek R.P.L . Subject outlines must include
 - > details of topics covered
 - > hours of study – theoretical and clinical hours must be stated
 - > types of assessment
 - > any textbooks used
 - > must reflect the year of study which corresponds with the official transcript
- > One (1) set of the Learning Objectives from the subject in the FNMH in which you seek R.P.L (obtained from the relevant Director named on page one)
- > Applicants must include a written subject-to-subject match which shows the way in which their previous course of study is related to the learning outcomes, type of assessment or content of the subject for which they seek R.P.L
- > Ensure that official translations of all material are included if your documentation is in a language other than English, these must all be officially certified
- > Sign all required forms in the appropriate place.

EXAMPLE

This is an example of how to create a match between the learning objectives of the course you have already completed and the UTS subject for which you seek R.P.L. It can take up to four A4 size pages to explain the equivalence in content per subject. There must be a clear match with the subject outline(s) you have provided. Identify each learning objective clearly with the course code and number as it appears on your transcript and in the subject outlines.

UTS FNMH Course Code 92237

UTS Subject: Primary Health Care

Objective 1: Consider the philosophy, principles and practices of Primary Health Care

Objective 2: Consider the health status and health needs of society in general and communities in particular, from a primary health care perspective, taking into account the diversity of health care needs within a community and especially vulnerable populations and subpopulations

Match to Prior Learning:

Bachelor of Arts (Major: Social Work) As per transcript and Course Outline provided

Units SW495A & SW495B – Field Work Community Health

During these units in my degree I majored in community health and attended placements totalling 80 hours in 2x2 week blocks of 3 hour shifts I was partnered with a Senior Social Worker in the XX Community Centre, Adult Care Management area.

*This subject exposed me to the management of quadriplegic patients in the home setting where family support needs were identified and relevant funding allocated according to meet clients individual social and medical needs.

Unit SW200 – Introduction to Social Work

Subject Objective: Examination of historical and philosophical perspectives on social welfare in **light of the cultural, economic, political, psychological and social forces**. Study of the consequences of national welfare programs and policies

*This included the study of care programs both inpatient and outpatient and the populations who used them. This subject also included policies and practices that determined community services.

Unit SW330 – Human Behaviour and the Social Environment: birth through adolescence & Unit SW331 – Human Behaviour and the Social Environment: young adult through old age

Subject Objective: Examination of the relationships of human behaviour to the social environment. Integration of general systems, role theory and the concept of stigma. **Application to the life cycles from birth through to death.**

*These courses examined the various age specific needs of vulnerable populations, including those related to health whilst touching on community services and how these needs are met in the community.

This is only an example - you will need to match each learning objective of the UTS subject with the previous course of study you completed. You may use any format you prefer, including a textbox or diagrammatic match provided the links between the subjects are clear.

NOW CHECK AGAINST THIS LIST BEFORE YOU HAND IN YOUR DOCUMENT SET.

APPLICANT – make sure you include the following		OFFICE USE ONLY – Student Centre
	A cover letter explaining your request	
	The completed UTS R.P.L form	
	A certified copy of your testamur of completion from prior study	
	A certified copy of your academic transcript from prior study	
	One (1) set of the Course Outline from your previous course of study	
	One (1) set of the Course Outline from the UTS subject for which you seek RPL	
	A written subject-to-subject match between the previous course of study and the FNMH subject	
	That all documents are in English	
	Make a photocopy of your document set before you submit it for consideration	
OFFICE USE ONLY Received by: Date:		

All completed applications must be submitted to the Faculty Student Centre at either Building 10 in the City or at the Kuring-gai campus.

UNDERGRADUATE STUDENTS PLEASE NOTE:
 If you receive R.P.L you must keep a copy of the outcome and the document set used for presentation to the Nurses and Midwives Board NSW when you seek registration at the completion of your course of study