

## **Policy Redesign Project**

*All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.*

### **Guidelines for Recognition of Prior Work Experience in Course Design**

<b>Establishment:</b>	Academic Senate, 13 June 2001
<b>Last Amended:</b>	Deputy Vice-Chancellor (Academic) 15 February 2017
<b>Nature of Amendment:</b>	Change of polices and name to Guidelines for Recognition of prior Work Experience in Course Design
<b>Date Last Reviewed:</b>	
<b>Responsible Officer:</b>	Deputy Vice-Chancellor (Academic)

### **Introduction**

These guidelines apply to courses in the University that are designed to articulate with or build on skills and experience in related professional occupations.

Work experience that can be acknowledged for admission or credit purposes should be clearly specified. Specifying the kinds of work experience concerned is intended to:

- make clear what prospective students need to do to gain admission or credit;
- make clear what statements employers and referees must make in support of prospective students' applications for admission or credit;
- assist in equitable consideration of students' applications;
- make clear the nature of the continuum between professional experience and training, ensure that the course aims appropriately reflect professional requirements, and assist in appropriately acknowledging the value of professional experience.

### **Guidelines**

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The following guidelines for Recognition of Prior Work Experience in Course Design apply to all coursework programs where work experience is formally acknowledged either as a requirement for admission to a course or where the course is designed to enable work experience to be substituted for elements of the course through the availability of an advanced entry pathway. Statements indicating the nature of the work experience for which credit can be given, or that is required for admission, should form part of the documentation submitted for approval of new courses or of significant changes to courses and included in summary form in course rules, course outlines and brochures. For work experience to be recognised in this way, it must demonstrate the skills and knowledge required to fulfil the specified learning outcomes and the AQF level of the course concerned.

1. Course approval documents and brochures must include:

1.1 a statement of the typical work experience that entrants need to gain admission or credit;

1.2 the entry points that exist in the program, and/or the maximum unit value of credit that may be granted towards program completion. In general, the quantum of credit that may be granted for prior work experience should be no more than may be granted under the Credit for Prior and Concurrent Study or Work Experience Policy;

1.3 an indication of the documentation of employment and of relevant skills and abilities that should be provided by applicants, and by their present and past employers or referees, when seeking admission and/or credit.

2. Course approval documents must also include:

2.1 an indication of the way that prior work experience is recognised in the design of the program;

2.2 a statement of the skills and abilities that such experience is expected to contribute towards the stated aims and learning outcomes of the program. (These might be of a general nature, eg the ability to compile and analyse data and write reports at a specified level, or may be of a specific nature, eg the ability to perform a specified technical procedure).