

FIT Recognition of Prior Learning (RPL) for Work Experience Framework

Scope

The following guidelines apply to all Faculty of Information Technology coursework degrees.

Criteria for Recognition

1. **Recency of Experience:**
 - 1.1. The work experience must have been completed within the past 5 years immediately prior to course commencement.
 - 1.2. Work experience completed after the course commencement date will not be considered. Students should consider applying for one of our [WIL options](#) to be considered for credit for experience completed while enrolled.
2. **Information Technology Focus:** The work experience must be directly related to the field of Information Technology.
3. **Duration of experience:** Normally a student must have completed 6 months equivalent full time work experience in the subject area to be considered for RPL.
4. **Learning Outcomes:** The work experience must address the key learning outcomes for the unit(s) for which the credit is sought.
5. **Credit:**
 - 5.1. Credit will only be awarded where the experience results in an equivalency to a unit that forms part of the specified course structure; unspecified elective credit will not be granted. Students should consider applying for one of our [WIL options](#) to be considered for credit for experience completed while enrolled.
 - 5.2. Normally a maximum of 24 points of credit will be granted for work experience.
 - 5.3. No credit can be granted for units that contribute to demonstrating advanced learning or integrated and applied knowledge for professional accreditation requirements in the relevant course ([ACS Accreditation criteria, p.16](#)).

Application Process

1. **Submission of Application:** Students must submit a formal application for RPL via the [Online Credit Portal](#) including detailed documentation of their work experience.
2. **Evidence Requirements:** The application must include:
 - 2.1. A detailed resume or CV.
 - 2.2. A statement of duties and responsibilities from the employer.
 - 2.3. Evidence of the duration and recency of the work experience.

- 2.4. A reflective statement linking the relevant work experience to each of the learning outcomes of the specified unit.
- 2.5. Where applicable, original or certified documents demonstrating completion of any professional development courses and results.
- 2.6. Any other relevant documentation.
3. **Assessment:** The application will be assessed by the relevant academics, including the Chief Examiner (or delegate) and signed off by the Course Director (or delegate). The Chief Examiner will determine the relevance and sufficiency of the work experience in meeting the unit's learning outcomes. As part of the assessment, the applicant may be required to sit an exam or interview deemed by the Chief Examiner or Course Director. It is the student's responsibility to provide sufficient documentation to enable the assessment. The Faculty of IT reserves the right to:
 - 3.1. decline an application for RPL if it is deemed that the learning outcomes of the unit(s) are not met.
 - 3.2. contact the employer to verify the claimed experience

Governance

Related policies	Monash University Credit Policy Monash University Admission and Credit Policy
Category	Academic
Approval	FEC September 2026
Procedure Owner	Deputy Dean (Education)
Date effective	1 October 2026
Review date	1 October 2027
Version	1.0
Content enquiries	fit-governance@monash.edu