Support guide for making an application for a reduced volume of learning (RVL) in a Masters course

Purpose of this guide:

This document provides an overview of how to submit and manage your application for RVL.

RVL is a form of RPL that some Masters courses use to reduce the number of credit points needed to complete the course. RVL cannot be used towards an undergraduate course, a Graduate Certificate or Graduate Diploma. It recognises a completed qualification based on AQF levels and in some cases, relevant work experience.

Create an application for RVL

When submitting a course application to study at the University of Sydney, you will be asked if you want to apply for credit and/or recognition for prior learning.

If you tick yes, you will receive an email with information about how to log in to your Sydney Student Portal and submit an application for credit.

1. Go to Applications, My application and submit your application for RVL.
2. In the Actions column you will need to click on the link submitted or cancelled your application for credit to submit your application.

This will take you to the APPLYING FOR CREDIT AND/OR RECOGNITION FOR PRIOR LEARNING
4. Once you have read the information about Appling for credit and/or recognition for prior learning, you can CONTINUE to the application page.

5. You will need to provide some information about the type of RVL you are seeking which may include a combination of one or more qualifications or a qualification and work experience.
RVL for a prior qualification
a) For learning type, select Higher Education
b) For institution, enter where you completed your previous course.
c) For course, enter the name of the course you want us to assess.
d) You don’t need to enter information about unit of study code or unit of study name. Leave these blank.
e) For year of completion enter year you completed your qualification.
f) For language of instruction, enter language in which you studied.
g) You don’t need to enter an equivalent University of Sydney unit of study code. Leave this blank.
h) You don’t need to provide additional information. Leave this blank.
i) Tick the box - Is this recognition for prior learning?
j) ADD ITEM if you have more than one qualification to add or you also have work experience.

RVL for work experience
a) For learning type, select Work Experience
b) You don’t need to enter information about unit of study code or unit of study name. Leave these blank.
c) For year of completion enter year you completed your work experience.
d) For language of instruction, enter language in which you completed your work experience.
e) You don’t need to enter an equivalent University of Sydney unit of study code. Leave this blank.
f) Tick the box - Is this recognition for prior learning?
g) ADD ITEM if you also have a prior qualification.

Upload supporting documents
- For prior learning, you must provide a copy of your official academic transcript listing completed units of study from your previous institution. We cannot accept unofficial enrolment records or print-offs of online academic results.
- For work experience, you must provide supporting information about your professional work experience. Supporting information should include formal documentation outlining your professional experience (letters from employers, resume, and duty statement). Please check with your faculty for specific information about what professional work experience you need to demonstrate as this may vary between faculties and courses.
1. Click the **Browse** button to find and attach your supporting documentation.
2. Click **UPLOAD** to add a document to your application.
3. Repeat the above steps to upload documents for each unit of study (subject) you have included in your application.
4. If you upload the wrong document, you can delete it and upload another.
5. When you have finished you can **SUBMIT** your application.
6. Click **EXIT** to close your application.
**What happens if your application is rejected?**
You will not receive credit if your application does not meet policy or fit with the resolutions of your course. We will explain why your application has been rejected when we send you the decision.

**What happens when you receive an RVL offer?**
1. You will be notified of your application outcome within your offer letter.
2. When accepting your offer you will be able to modify the RVL by accepting or rejecting credit items.