



Student Recognition of Prior Learning Policy

General Guidelines

- All clients wishing to be considered for Recognition of Prior Learning must submit an 'Application for Recognition of Prior Learning' form. This application can be obtained by request from International Admissions Office or the Administration Office of each campus.
- Students will be informed of decision prior to receiving Letter of Offer.
- RPL will be considered in accordance with the ESOS National Code 2007 and the AQTF.

RPL AIE Policy

The purpose of this policy is to guide decision making and admissions processing and ensure consistency and fairness in the assessment of applications.

This policy has been developed according to the Australian Qualifications Framework (AQF), AQTF 2007 and the ESOS National Code 2007.

This policy applies to all applications for admission to AIE.

RPL can be granted to a student who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of study for which recognition is applied.

All prospective and enrolling students must be informed in either print or electronic form (such as Student Handbook, AIE website, brochures, course information) of the opportunity to apply for RPL.

International students must be informed of RPL and its visa implications by AIE.

The granting of RPL to international students and its outcomes must be compliant with the ESOS Act.

RPL is awarded for a total unit of study. No partial RPL of a unit of study will be awarded. Where a student has undertaken a number of units of study in a cluster, RPL is still to be awarded for individual units of study.

Procedure

1. Client to be informed about RPL.
2. Client is interviewed by content lecturer - RPL explained to client.
3. Apply for RPL - client given 'Application for RPL'.
4. Client to gather all relevant information - compare learning outcomes of the competency/s (provided by Lecturer on "Competency Descriptor")
 - with the proof of own experience/knowledge,
 - where this experience/knowledge was obtained

- when it was gained

Every learning outcome in the competency/s must be addressed.

5. Two content instructors assess the details provided by the client.

This may be done in two ways:

- visual examination of all supporting material/documents of proof
- actual testing of the skills the client wishes to have recognised.

6. After the assessment has been made, the Competency instructors will make a decision as to whether RPL will be granted to the client.
7. The content instructors will provide a post-assessment interview to advise the client of the outcome and provide certification for any skills, competencies or courses for which RPL has been granted, or provide information about further action the client may take if the result is unsatisfactory.
8. The content lecturer will complete a "Student Competency Analysis Report" showing the result as recognition of prior learning. The content lecturer will follow the procedure for "Recording of Assessment" for this process. RPL results will be processed in the same way as for students who complete the competency.
9. A written explanation should be provided to the client if RPL is not granted. Should a client not accept the outcome of the RPL application, he/she may submit an RPL Appeals Form along with the supporting evidence to the Head of School.
10. The Head of School shall review all evidence, meet with the content instructors, and make a decision regarding the RPL application.
11. The Head of School will meet with the client to discuss the final decision.
12. Upon completion of above procedures, all documentation will be filed in the student's file. Records of the names of students who have applied for RPL will be kept in the RPL folder under "Record of RPL Applications"
13. There is no reduction in course fees for students who receive Recognition of Prior Learning.

References

Australian Qualifications Framework (AQF)
AQTF 2007, Standard 1
ESOS National Code 2007, Standards 3 & 12
AIE International Refund Policy