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CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL)
POLICY AND PROCEDURE

1.   PREAMBLE

The College recognises prior educational and work achievements of prospective learners. It is committed to providing fair, transparent and inclusive recognition of previous learning and experiences.

2.   PURPOSE

The purpose of this policy and procedure is to provide a framework for assessing credit applications and applications for Recognition of Prior Learning (RPL) by prospective students. The College recognises course credits within the ESOS Framework and Standard 12 of the National Code. The College recognises the units of credit awarded by other approved providers and recognises prior learning towards the granting of credits subject to specific requirements, policies and procedures.

3.   SCOPE

This policy is applicable to all students.

4.   DEFINITIONS

4.1   *Credit* is defined as the value assigned for recognition of equivalence in content between different types of learning and/or qualifications. It can reduce the volume of learning required to achieve a qualification.

4.2   *Credit transfer* is the process, which provides learners with agreed, and consistent credit outcomes based on equivalences in content between matched qualifications.

4.3   *Recognition of Prior Learning (RPL)* is an assessment process, which determines the credit outcomes of an individual application for credit based on appropriate work experience.

5. POLICY

5.1 Intending students are made aware of the College's course credit transfer and RPL policy prior to their enrolment via the College's website and its publications. The information is also published in the Student Handbook.

5.2 Students can apply with evidence if they believe they are eligible.

5.3 A Credit / RPL Form needs to be completed by students applying for this Credit and/ or RPL. The documentary evidence is reviewed on a case-by-case basis.

5.4 Applications should occur prior to or just after formal enrolment at the College, but in all cases, prior to the delivery of units. This is to ensure minimal or no disruption to student's study in the event their application is rejected.

5.5 The Dean considers all applications for credit or RPL with assistance from another academic (usually Unit Co-ordinator of the Unit sought for credit/ RPL) and make decisions.

5.6 Applicants can appeal for decision by following the Appeals Policy and Procedure.

6. PRINCIPLES

6.1 Credit and RPL decisions at the College will award credit or RPL whenever they are justified, be evidence-based, be applied consistently, fairly and transparently with decisions subject to appeal and review.

6.2 The College recognise learning regardless of how, when and where it was acquired, provided that the learning is relevant and current, and has a relationship to the learning outcomes of the qualification.

6.3 Credit and RPL decisions at the College will be focussed on the student's ability to successfully meet the learning outcomes of the qualification

6.4 A maximum of 72 Credit Points (i.e., 12 units, which is 50% of the course) will be granted as Credit.

7. CRITERIA FOR GRANTING OF CREDIT FOR PREVIOUS STUDIES

7.1 Credit may be granted for the successful completion of Units which form part of a Bachelor degree or above courses, provided by a recognised higher education institution, or non-award courses offered by an Australian Tertiary Institution or other accepted international education providers.

7.2 Credit may be granted for accredited courses at AQF Level 5 and above offered by a registered vocational training provider in Australia or overseas equivalent, or courses provided by a professional association or other similar body.

7.3   Credit shall be granted where there is overlap with content and/or learning outcomes of SydneyMet's Unit of Study for which credit is claimed, and completion of the studies undertaken within the past 10 years achieving at least pass mark in the Unit.

7.4   When assessing for previous studies, Sydney Met's authority (Unit Co-ordinator, and Dean, then Teaching and Learning Committee) will consider the educational practices and standards of the providers, admission requirements, course and unit learning objectives, duration of the course, entry requirements, course materials and intellectual efforts required, the methods of assessments, and any arrangements for practical training and experience as part of the course.

7.5   Applicant must provide certified copies of academic transcripts, along with a copy of the syllabus detailing the Unit, including learning outcomes and assessments of the subject(s) undertaken.

7.6   The College may grant Credit in the form of block, specific or unspecified credit, and regardless of the credit granted, the requirements of each course must be fulfilled.

7.7   Any of the Units in the Course except WIL Units are eligible for the granting of Credit.

8   CRITERIA FOR GRANTING OF RPL FOR WORK EXPERIENCE

8.1   RPL may be granted for suitable work experience where applicant can demonstrate appropriate evidence of learning in the form of relevant skills, knowledge and achievements obtained from work experience.

8.2   In order to qualify for RPL based on work experience, a student must provide evidence of suitable work experience that they:
- worked in a role which involved the skills and knowledge taught in the Unit sought for RPL, and
- were competent in the role as demonstrated in their employment letter, job description, CV and other evidence, and
- worked for at least 2 years full time (paid or volunteer positions) during the past 5 years.

8.3   Evidence must be provided for assessment, which includes:
- a job description, and
- an employer's letter, describing the nature of the role and their assessment of the employee's work (on business letterhead), and
- a recent curriculum vitae that is certified by the applicant,

    plus any of the following as applicable

- report of performance review,
- portfolios containing samples of work,
- evidence of professional development activities,
- documentation covering industry roles or awards,

- payslips
- any other evidence

8.4 When assessing RPL, the College will take into account of a) *Authenticity* - the applicant has actually demonstrated the learning outcomes that are being claimed, b) *Currency* - the learning outcomes are still valid and performable, c) *Quality* - the learning has reached the acceptable level, d) *Relevance* - the learning is applicable to the unit of study claimed, e) *Transferability* - the learning outcome can be applied outside the specific context in which it was learned, and f) *Comparability* - the prior learning is comparable in content and standard with the unit(s) of study in which credit is sought.

8.5 Only first year Units are eligible for exemptions through RPL.

9. PROCEDURES

9.1 Students must inform the College of their intention to apply for Credit and/ or RPL at the outset of the application for admission process.

9.2 Students applying for Credit and/ or RPL must complete 'Credit and Recognition of Prior Learning Application Form' available via the College web site and in hard copy at College reception as well as at Student Services.

9.3 Evidence submitted by the student for Credit and/or RPL must include, where applicable, certified copies of transcripts from accredited local or accepted international providers, a resume, letter from the employer, a summary of life experience and/or a summary of other community experience pertinent to the course. The College may request an interview with the applicant, or further evidence may be required.

9.4 The evidence will be evaluated for its authenticity, currency, quality, relevance, transferability, and comparability.

9.5 Application forms are received by the Dean and are evaluated along with at least one (1) qualified academic member of staff (i.e. Unit Co-Ordinator) to reach a decision, which is presented, discussed and endorsed by College's Teaching and Learning Committee. The result of the decision is documented and provided to the student with an explanation of the reasons for the decision in a duration not exceeding four (4) weeks from the date of the application.

9.6 A copy of the Credit and RPL Outcome Letter will be placed on file in the student's records and a copy shall be provided to the student.

9.7 International students who are granted Credit that leads to a reduction in the overall course duration will have this result reported in PRISMS and will be issued with the appropriate eCoE (Electronic Conformation of Enrolment).

10.   APPEALS AND REVIEWS

In all cases, students will be afforded natural justice and will be able to appeal a Credit and/ or RPL decision by the College using the Appeals Policy and Procedure.

11.   RECORDS

The College will maintain a record of student Credit and RPL decisions for at least two years after the student completes the qualification or ceases to study at the College. Maintaining of this record will be the responsibility of the Dean.

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