

## COURSE CREDIT RECOGNITION OF PRIOR LEARNING (RPL)

Policy #02.03

Policy Area: Teaching and Assessment

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This is a statement of the Academy of Film, Theatre & Television (AFTT) policy in relation to Recognition of Prior Learning (RPL).

AFTT is committed to, and is guided by the principles of Recognition of Prior Learning (RPL) as stated in:

1. Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning, and
2. Standards for Registered Training Organisations (RTOs) 2015

### 1. Purpose

The purpose of this RPL policy and procedure is to provide for the evaluation and course credit of various types of a candidate's credentialed and non-credentialed learning, whilst maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

Course credit allows exemption from enrolment in one or more unit(s) of competency (subjects) of a course as a result of previous study, experience or skills recognition of competency currently held. It includes Recognition of Prior Learning (RPL) and Credit Transfer.

### 2. Scope

This policy applies to potential, current and former students and also staff seeking skills recognition for specified units of competency within a particular course.

### 3. Definitions

***Recognition of Prior Learning (RPL)*** is an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the Training Package qualifications or VET accredited courses at [www.training.gov.au](http://www.training.gov.au).

a) **formal learning** refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma), with its recognition called Credit Transfer;

b) **non-formal learning** refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and

c) **informal learning** refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of acting or stage management skills developed through several years experience in community theatre).

*Credit Transfer* is a process that provides an individual with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications/ units of competency. This involves mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the unit/s of one qualification are equivalent to those of another.

#### 4. AFTT RPL/Credit Transfer Procedure

- 4.1 The candidate will submit a completed RPL/Credit Transfer application to AFTT Reception. The *RPL/Credit Transfer Information Kit* (with application form) is included in the *Welcome Pack* sent to potential students with their *Letter of Offer*, *Enrolment Form* and *AFTT Enrolment Acceptance Agreement*. It is also available from Reception.
- 4.2 Applications for RPL/Credit Transfer, together with the supporting evidence, must be received no later than 21 days prior to the course/semester start date.
- 4.3 The candidate must hold a Unique Student Identifier (USI) from [www.usi.gov.au](http://www.usi.gov.au).
- 4.4 A fee of \$200 per unit of competency is incurred for the RPL assessment. Payment must be made with the RPL application. RPL assessment will not commence until payment is received.
- 4.5 No fee is required for a Credit Transfer application.
- 4.6 Applications for RPL/Credit Transfer may take up to twelve (12) working days to process.
- 4.7 The RPL/Credit Transfer application will be forwarded to the Compliance Manager and the relevant Head of Department, or their delegate, for assessment.
- 4.8 The candidate's supporting evidence must meet the Principles of Assessment and Rules of Evidence [*Tables 1.8-1 and 1.8-2, Standards for Registered Training Organisations 2015 at <https://www.comlaw.gov.au/Details/F2014L01377>*].
- 4.9 After consideration of the application, a decision will be made to:
  - grant such credit as is appropriate; or
  - refuse to grant credit; orrequest that additional evidence be provided either in written form or via an interview and as required, the completion of a practical skills assessment to allow the student to demonstrate s/he has achieved the competency outcomes stated.
- 4.10 The student will be notified in writing within two (2) working days of the decision being made to grant or refuse an application for RPL/Credit Transfer and of what exemption (if any) is to be given for his/her prior learning. Where no exemption is granted, the student will be provided with written reasons for the refusal.
- 4.11 The RPL results will be filed in the candidate's records.
- 4.12 Obtaining an RPL assessment will not automatically guarantee the candidate a place in a course. All normal course entry and selection procedures must be followed.

- 4.13 If a Credit Transfer/ RPL application is successful for a potential or current student, a reduction to the relevant course tuition fees will be applied based on the equivalent full-time student load (EFTSL) value of the unit/s of competency. This amount will stand as a credit towards the student's final semester/term of study with AFTT.
- 4.14 If a Credit Transfer/ RPL application is successful for a former student or staff member, the relevant certification will be issued - qualification if all units of competency were achieved, or a Statement of Attainment for partial completion.

*Note:* As AFTT courses have been designed to incorporate a significant practical component reflecting professional industry practice, semester (Tier) subjects may include more than one unit of competency. Considering the uniqueness of AFTT's holistic industry-focused training and assessment model, we consider it an advantage for students to attend all classes though the related assessment requirements will be waived if RPL or Credit Transfer has been granted.

## 5. AFTT RPL Evidence Guidelines

It is the candidate's responsibility to collect and submit relevant evidence to support their claim for RPL/Credit Transfer. The evidence provided must be of good quality and meet the Principles of Assessment and Rules of Evidence. AFTT provides the following evidence guidelines.

### 5.1 Credit Transfer evidence for credentialed vocational learning

A certified copy of the Testamur and Record of Results (Transcript) or Statement of Attainment to demonstrate achievement of the relevant unit/s of competency with another provider listed on the National Training Register at [www.training.gov.au](http://www.training.gov.au) or via another qualification.

### 5.2 RPL evidence for un-credentialed learning

Where RPL is sought on the basis of partially completed or similar studies, or informal experience, knowledge or skills (life, work), applications should include the candidate's detailed curriculum vitae and any relevant evidence such as:

#### Other courses – fully or partially completed

- Documentation stating the objectives, learning outcomes and content of the course (for example, course brochure).
- Details of the contact hours and content of the course and participation (timetable and attendance record or other verification).
- A document outlining the link between those formal learning experiences and the learning outcomes of the AFTT course for which the student is seeking recognition.
- A letter of support from an appropriate person/ organisation who can verify these details.

#### Work/life/informal learning experiences

- Documentation demonstrating workforce/ volunteer participation in relevant workplace activities (position descriptions, performance reports, programs etc);

- Finished products (film or theatre program with credits);
- Anything else that proves competence against the unit/s;
- A document outlining the link between those informal learning experiences and the learning outcomes of the AFTT course for which the student is seeking recognition.

## 6. RPL/Credit Transfer Appeals

A candidate may appeal an RPL/Credit Transfer decision by following the procedures set out in the *AFTT Policy #06.07 Complaints and Appeals*, which is available on the AFTT website, [www.aftt.edu.au](http://www.aftt.edu.au).

## 7. Publication

This Policy is published on the AFTT website, [www.aftt.edu.au](http://www.aftt.edu.au). The RPL Kit with Application Form is available from Reception or by emailing [info@aftt.edu.au](mailto:info@aftt.edu.au).

## 8. Positions Responsible

- Student Recruitment Advisors
- Administration Coordinator
- Course Managers
- Compliance Manager
- Campus Manager

## 9. Standards Alignment

This policy complies with the requirements of the following RTO standards:

### 9.1 Standards for Registered Training Organisations 2015

Standard 1.8: The RTO implements an assessment system for assessment (including recognition of prior learning)

Standard 1.9: The RTO implements a plan for ongoing systematic validation of assessment practices and judgements that includes for each training product on the RTO's scope of registration.

Standards 1.13, 1.15, 1.16: Assessors' qualifications and currency

## 10 Approval

This policy update was approved by the CEO on 14 March 2016.