

## COURSE CREDIT: Recognition of Prior Learning & Credit Policy

### RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT

**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 Credit and Recognition of Prior Learning (RPL).

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

- Standards for Registered Training Organisations (RTOs) 2015

#### 1. Purpose

The purpose of this policy and procedure is to provide for recognition 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 and current students seeking recognition for specified units of competency within a particular course.

#### 3. Definitions

##### **Credit**

AFTT accepts and provides credit to learners for current/equivalent units of competency unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) authenticated VET transcripts issued by the Registrar.

Such credit only applies for units of competency that are the same as or stated as being equivalent to units of competency which are specified as contributing to the award of the qualification.

**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),
- 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, film or stage management skills developed through several years' experience in the industry).

#### 4. AFTT RPL/ Procedure

- 4.1 The candidate will submit a completed RPL application to the AFTT Student Recruitment Advisor. The *RPL Information Kit* (AFTT Course Credit / RPL Policy, along with RPL/Credit application form) is available on the AFTT website, [www.aftt.edu.au](http://www.aftt.edu.au). It is also available from the AFTT Student Recruitment Advisor. It is also available from Reception.
- 4.2 Applications for RPL 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 may take up to twelve (12) working days to process.
- 4.7 The RPL/Credit application will be forwarded to 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 (Compilation No. 1, 6 July 2017)*] at <https://www.legislation.gov.au/Details/F2017C00663>
- 4.9 After consideration of the application, a decision will be made to:
  - grant such credit as is appropriate; or
  - refuse to grant credit; or
  - request 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 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 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 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 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 has been granted.

#### 5. AFTT Evidence Guidelines

It is the candidate's responsibility to collect and submit relevant evidence to support their claim for RPL/Credit. 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 Appeals**

A candidate may appeal an RPL/Credit 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 Information Kit* (AFTT Course Credit / RPL Policy, along with RPL/Credit application form) is available on the AFTT website, [www.aftt.edu.au](http://www.aftt.edu.au), or by emailing [info@aftt.edu.au](mailto:info@aftt.edu.au).

## 8. **Positions Responsible**

- Student Recruitment Advisors
- Head of Student Services & Administrators
- Course Managers
- 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;

Standard 1.12: The RTO offers recognition of prior learning to individual learners, and

Standards 1.13, 1.14, 1.15, 1.16: Assessors' qualifications and currency