

SYDNEY FILM SCHOOL

RECOGNITION OF PRIOR LEARNING & COURSE CREDIT POLICY AND PROCEDURE

1. Introduction

- 1.1. The purpose of this policy is to provide for the assessment and credit of various types of learning undertaken by a student prior to enrolment at the Sydney Film School. The process of RPL and Course Credit takes place after the student is enrolled.

2. Policy

- 2.1. The Sydney Film School aims to maximise the recognition of a student's prior skills and knowledge, while at the same time maintaining the integrity and standards of the defined learning and competency outcomes of the specific course of study.
- 2.2. Learning that has been successfully completed at a similar level and standard elsewhere, and which is substantially the same in content and standard as that required for the student's current course of study at the School, can be credited to the student as completed units of study.
- 2.3. The policy recognises that learning takes place not only through formal studies at recognised training organisations, but also through activities such as employer based training and development, and relevant life experience.
- 2.4. The policy also supports the granting of credit to students with recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other Registered Training Organisation, as required under AQTF Condition of Registration 7.
- 2.5. The School will ensure that clear information about Course Credit and Recognition of Prior Learning (RPL) is provided to each student prior to enrolment.

3. Definitions

3.1. Course Credit

- If a student has completed units of competency that are the same or deemed equivalent, either in a different course, or at another registered education provider, locally or internationally, they may be eligible for Course Credit.
- Course Credit assesses the *initial course or subject* that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include Course Credit based on formal learning that is outside the AQF framework.

3.2. Recognised Prior Learning

- A student may be eligible for Recognition of Prior Learning (RPL) if they meet the requirements for any units of competency based on any formal or informal education they have completed together with life and work experience.
- RPL is an assessment process that assesses the *individual's* non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.
- RPL can be used for:
 - access into a course when the specified prerequisites based on completion of a formal course of education and training have not been undertaken; and;
 - the award of credit for the partial or complete fulfilment of a qualification, within the relevant institutional or sectoral guidelines that specify the maximum amount of credit that may be granted.

4. Procedure

4.1. Guidelines

- 4.1.1. These guidelines apply to individual student applications.

- 4.1.2. Granting Course Credit will be considered only when proof of experience equivalent to a Sydney Film School course can be demonstrated.
- 4.1.3. Sydney Film School provides information about Course Credit and RPL to prospective applicants.
- 4.1.4. Assessment of Course Credit and RPL is consistent and equitable for all students.
- 4.1.5. Acceptable quality assurance principles are applied to ensure that prior learning is of an appropriate standard to permit the granting of credit.

4.2. Lodgement of Applications

- 4.2.1. The student must enrol in the course in the normal fashion, and apply for RPL/Credit as an addition to the regular enrolment process.
- 4.2.2. All applications for credit should be completed using the School's *Application for Course Credit & Recognition of Prior Learning* form and should be submitted no later than the enrolment closing date for new enrolments for the semester.
- 4.2.3. Applications should be submitted to the Registrar. Incomplete applications may be rejected.
- 4.2.4. Along with the Application Form, the original documents (or certified copies) including Qualifications or Statements of Attainment should also be submitted to the Registrar.

4.3. Supporting Documentation

4.3.1. Course Credit

- Students who request Credit must supply academic records/transcripts. Evidence should be in the form of original documents, or certified copies.

4.3.2. Recognised Prior Learning

- Assessment of RPL must fulfil the same criteria that are associated with assessment of learning outcomes in any conventional course: assessment must be valid, current, sufficient, reliable and authentic.
- Assessment might rely on:

- a portfolio containing a range of supporting materials and evidence;
- work-based assessments;
- examinations;
- projects;
- interviews;
- demonstrations; or
- some combination of the above.

4.4. Assessment of Applications

- 4.4.1. Applications will be assessed by appropriately qualified staff, in line with School procedures.
- 4.4.2. The Head of Studies is responsible to ensure the consistency, reliability, and validity of RPL/Credit outcomes, particularly where different assessors are used.
- 4.4.3. The School will formally notify students of the outcome of their application as soon as practicable, but no later than 15 working days after lodgement of a complete application.
- 4.4.4. All relevant documentation, along with a copy of the decision signed by the assessor and the student, will be placed on the student's file.
- 4.4.5. The student has the right to appeal the decision under the School's grievance handling procedures.

4.5. Unsuccessful Applications

- 4.5.1. If the RPL/Credit application is unsuccessful, the student will be required to pay the full tuition fee in the competency/module as part of the enrolment process.
- 4.5.2. Students who have previously failed a module/competency will not be considered for RPL unless their application is supported by further documentation.

4.6. International Students

- 4.6.1. When an International Student successfully applies for RPL or Credit that shortens the duration of their course the following applies:

- where RPL / Credit is granted before the issue of a visa, the School will reduce the actual course duration in the eCoE issued for the course.
- where RPL / Credit is granted after the issue of a visa, the School will report the change of course duration to the Department of Immigration and Citizenship (DIAC).
- it remains a condition of their visa that the student continues to study full-time.

4.6.2. The School reports any change of course duration via PRISMS.

5. Publication

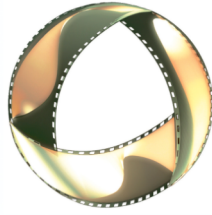
Students are advised of this policy prior to enrolment through publication on the School's website (www.sydneyfilmschool.com).

6. Version control

Document: RPL and Course Credit Policy and Procedure		
Approved by: Management Committee	Version #: 3	Date: 24.10.09

7. Related documentation

- Course Credit & Recognition of Prior Learning (RPL) Application Form.



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Course Credit & Recognition of Prior Learning (RPL) Application Form

Are you applying for course credit because you have previously received skills and knowledge through:

1. Previous study?
 - please attach a copy of your qualification,
 - please provide a transcript of your units of study and achievements,
 - please ensure contact details of the school/institution are available to confirm qualifications.

2. Skills gained in the workplace?
 - please provide a list of your employers and dates of employment,
 - please provide a portfolio of works completed from your workplace environment, for our assessment of the competencies you have gained,
 - please book an interview with the school to discuss your work and employment.

Student Name: _____

Student Number: _____

Course of Study: _____

Commencement Date: _____

I wish to apply for course credit for:

Signature: _____

Dated: _____

Office Use Only

Course Code No: _____

Evidence provided:

Evidence Sufficient? (Y/N) _____

Details:

RPL / Credit granted for:

I approve the awarding of course credit as detailed above:

Head of Studies Signature: _____ Dated: _____

I acknowledge the course credit that I have been granted:

Student Signature: _____ Dated: _____