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## Recognition of Prior Learning (RPL) and Course Credit Policy and Procedure for International Students

### Policy Overview

St George & Sutherland Community College (SGSCC) recognises that international students may have prior learning or qualifications that align with their chosen course of study. This policy outlines the process for applying for Recognition of Prior Learning (RPL) and Course Credit, ensuring compliance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) and the Standards for RTOs 2024.

RPL and course credit allow students to gain formal recognition for skills, knowledge, and qualifications previously acquired through work experience, formal study, or informal learning. This process helps students avoid repeating content they have already mastered and may impact their course duration and visa conditions.

### Purpose and Rationale

The purpose of this policy is to:

- Provide international students with a clear and transparent process for applying for RPL or course credit.
- Ensure compliance with the ESOS Act 2000 and the National Code 2018.
- Maintain the integrity of SGSCC's qualifications while recognising prior learning.
- Ensure students understand how RPL or course credit may affect their course duration and visa status.

This policy supports SGSCC's commitment to student success and academic excellence while ensuring fair and consistent assessment practices.

### Procedures and Implementation

#### 1. Definition

**Recognition of Prior Learning (RPL):** A process that assesses an individual's existing skills and knowledge gained through work experience, formal education, or informal training, determining if they meet course competency requirements.

**Course Credit:** A formal recognition where prior learning leads to exemptions from specific units or modules within a qualification. This includes:

- **Credit Transfer (CT):** Granted when a student has already completed an identical unit of competency at another Registered Training Organisation (RTO).
- **RPL:** Granted when a student demonstrates sufficient knowledge and experience equivalent to a unit of competency.

#### 2. Eligibility for RPL and Course Credit

International students can apply for RPL or course credit if they:

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RTO: 7091 • CRICOS Provider No: 03122K • NDIS Registered Provider: 4050004600 • ABN: 89 753 440 576

- Have prior learning, work experience, or formal qualifications relevant to their chosen course.
- Provide sufficient evidence to support their application.
- Submit their application before or at the start of their course.

## Application Process

### Step 1: Initial Inquiry

- Students interested in RPL or course credit should contact SGSCC's International Student Services before enrolment.
- Students receive guidance on eligibility, evidence requirements, and potential impacts on course duration and visa status.

### Step 2: Submission of Application

- Students must complete and submit an **RPL/Course Credit Application Form** with supporting documentation, such as:
  - Academic transcripts from previous institutions.
  - Certificates of completed qualifications.
  - Work experience letters or portfolios.
  - Detailed CVs and references.
  - Other evidence demonstrating competency (e.g., assessments, work samples).
- Applications must be submitted **before the commencement of the course** or within the first **two weeks** of study.

### Step 3: Assessment Process

- SGSCC's academic assessors evaluate applications based on:
  - Authenticity: Is the evidence genuine and verifiable?
  - Relevance: Does the prior learning match the course content?
  - Currency: Are the skills and knowledge still applicable to the current industry?
  - Sufficiency: Is there enough evidence to demonstrate competency?
- The assessment may involve:
  - Interviews with students.
  - Practical demonstrations.
  - Verification of documents with issuing institutions.

### Step 4: Decision and Notification

- Students receive a written outcome within **10 business days** of submission.
- If course credit is granted, SGSCC will adjust the student's course load and issue an updated **Confirmation of Enrolment (CoE)** if required.
- If the application is denied, students may appeal the decision (refer to Section 3- Appeal Process).

## Impact on Course Duration and Visa Conditions

If RPL or course credit leads to a reduced study load, SGSCC must:

- Inform the student of possible visa implications.
- Report changes in enrolment through the Provider Registration and International Student Management System (PRISMS).

If a reduced course duration is approved before visa approval, SGSCC will reflect the new duration in the student's CoE.

If the course duration is reduced after visa approval, the student must seek advice from the Department of Home Affairs regarding visa implications.

## Applicability and Responsibilities

### 1. Who this Policy applies to?

- All international students enrolled at SGSCC.
- SGSCC staff involved in student enrolments, academic assessment, and compliance.

### 2. Responsibilities

#### Students:

- Submit complete applications with valid supporting documents.
- Seek advice regarding visa implications before applying.
- Notify SGSCC of any changes affecting their enrolment.

#### SGSCC Academic Assessors:

- Evaluate applications fairly and consistently.
- Verify the authenticity of submitted documents.
- Provide timely decisions and communicate outcomes clearly.

#### SGSCC International Student Services:

- Provide students with accurate information about RPL and course credit.
- Ensure compliance with PRISMS reporting requirements.
- Support students in understanding visa implications.

### 3. Appeal Process

- If an RPL or course credit application is denied, the student may submit a written appeal within 10 business days.
- Appeals will be reviewed by SGSCC's Academic Appeals Committee.
- A final decision will be provided within 10 business days.

## References

This policy aligns with the following laws and regulations:

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

- Standards for Registered Training Organisations (RTOs) 2024
- Migration Act 1958 (Visa Conditions)
- Privacy Act 1988 (Data Protection)