

Name	Course Credit & Recognised Prior Learning		
What is the purpose of this policy?	To outline Sydney Film School's (SFS) criteria for determining Recognition of Prior Learning (RPL) and awarding Course Credit (CC).		
Version	#6	Next review	July 2017
What law applies?	The National Code (ESOS) 2007: Standard 12. The RTO Standards 2015: Standard 1 - Clause 1.12; and Standard 3 – Clause 3.5.		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Students	Director of Education Student Registrar Education Administrator	

Policy

SFS will recognise a student's prior learning, training and life experience to the extent that the student has achieved competency to the level required by SFS.

SFS will determine the extent a student's prior learning, training and life experience translates to a Unit of competency, to the level required by SFS, before the student's enrolment.

RPL

Prior learning, training and life and industry experience will only be considered, if it can be demonstrated that:

- The content of the course undertaken by the student was substantially the same as the student's current course of study at SFS.
- The course was completed successfully by the student and at a similar level and to a similar standard as that required for the student's current course of study at SFS.
- Industry experience – will be examined in accordance with the principles of assessment

If, after assessing a student's prior learning, training and life experience, SFS determines that its conditions have been satisfied, the student's prior training and life experience can be credited in respect of some or all of the student's current course of study at SFS.

Course Credit

SFS also supports the granting of credit to a student who has achieved one or more matching units of competency (UOC) through an Australian Qualifications Framework (AQF) recognised course at any other Registered Training Organisation (RTO).

No more than **4 elective units** previously achieved can be counted towards the qualification.

Students may still be required to complete tasks that contribute to UOCs which have been course credited as the tasks may contribute to non course credited UOCs or form part of a production procedure essential to the completion of later tasks.

SFS will ensure that clear information about CC and RPL is provided to each student prior to enrolment.

SFS will ensure that RPL/CC assessments and outcomes are consistent and reliable.

Procedure

A link to the CC and RPL policy and procedure is provided to each student, in the SFS Student Handbook, prior to enrolment. A RPL kit will be made available to applicants.

Applications

Students can apply for RPL or CC at the time of application or at any time throughout the course, using SFS' RPL and CC form.

Students applying for RPL or CC will need to provide supporting documentation as requested by SFS.

Students who request CC must supply originals or certified copies of their academic records/transcripts. Copies can be certified by a Justice of the Peace. The Student Registrar will sight the original or certified copy and check the validity and currency of the qualification or statement of attainment. SFS may contact the issuing institution to verify the qualification.

Students who request assessment of RPL must demonstrate that they have already achieved the outcomes that they would achieve by completing the relevant units of competency at SFS. Students will be able to demonstrate this by proving a portfolio evidencing existing work, attending an interview with a representative of SFS or otherwise demonstrating their competency.

Assessment of Applications

A student's application for RPL or CC will be assessed and a decision made by the Director of Education using SFS' RPL Assessor Guide for each UOC being assessed.

SFS will notify the applicant of the outcome of their application as soon as practicable, but no later than 15 working days after lodgment of a complete application.

All relevant documentation, including a copy of the decision will be retained on the applicant's file.

An applicant dissatisfied with the outcome of their application may request that the decision be reviewed in accordance with SFS' *Complaints and Appeals Policy and Procedure*.

An administration fee may be charged where outcome reduces the teaching workload and competency assessing time. A student may be eligible for a reduction in fees at SFS' discretion if it is determined that they will not participate in a substantial amount of the course. In this case an administration fee.

International Students

If an international student is granted RPL or CC which shortens the duration of their course of study at SFS, then where RPL or CC is granted:

- before the issue of a visa, SFS will reduce the actual course duration in the confirmation of enrolment it issues to the student.
- after the issue of a visa, SFS will report the change of course duration to the Department of Immigration and Border Protection (DIBP).

It will remain a condition of the student's visa that the student continues to study full-time.

Version Control

Approved by	Version #	Date
Management Committee	3	24 October 2009
Policy and Procedure Committee	4	23 April 2015
Education Operations Interface	5	1 July 2015
Policy and Procedure Committee	6	2 May 2016

Office Use Only

Evidence provided: _____

Evidence Sufficient? (Y/N) _____

Details: _____

RPL / Credit granted for: _____

I approve the awarding of course credit as detailed above:

Director of Education Signature: _____ Date: _____

I acknowledge the course credit that I have been granted:

Student Signature: _____ Date: _____