

<b>Name</b>	<b>Assessing and Recording Recognised Prior Learning and Granting Course Credit</b>		
<b>What is the purpose of this policy?</b>	To outline Sydney Film School's (SFS) criteria for assessing and recording Recognition of Prior Learning (RPL) and granting Course Credit (CC).		
<b>Version</b>	#7	<b>Next review</b>	February 2019
<b>What law applies?</b>	The National Code (ESOS) 2018: Standard 2. The RTO Standards 2015: Standard 1 - Clause 1.12; and Standard 3 – Clause 3.5.		
<b>Who is affected by this policy?</b>	<b>Who has rights?</b>	<b>Who has responsibilities?</b>	
	Students	Director Head of Film Student Services Manager and Registrar Admissions Officer	

## 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.

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).

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 this policy and procedure is provided to each potential student, on the website prior to enrolment. It is also listed in the Student Handbook / Welcome Pack.

### Applications

Students can apply for RPL at the time of application or at any time throughout the course, using the RPL Application Form. An administration fee may be charged.

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

Students who request RPL must supply originals or certified copies of their academic records/transcripts (where relevant). Copies can be certified by a Justice of the Peace. The Head of Film 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 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 providing a portfolio evidencing existing work, attending an interview with the Head of Film or otherwise demonstrating their competency.

### Assessment of Applications

A student's application for RPL will be assessed and a decision made by the Head of Film using SFS' 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.

SFS will give to the student a written record of the outcome for the student to accept.

All relevant documentation, including a copy of the decision will be retained on the applicant's file for two years after the student ceases to be an accepted student.

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

### Granting Course Credit

Where course credit is granted and the outcome reduces the student requirements for training and assessment connected to the credited Units of Competency, a student may be eligible for a proportionate reduction in fees.

### **International Students**

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

- before the issue of a visa, SFS will reduce the actual course duration and notify the student, and issue a CoE for the reduced duration of the course.
- after the issue of a visa, SFS will report the change of course duration in PRISMS.

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

### **Version Control**

<b>Approved by</b>	<b>Version #</b>	<b>Date</b>
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
Course Improvement Committee	7	18 July 2018