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## **Recognition of Prior Learning Policy**

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### **Purpose**

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The purpose of this policy is to detail Greenwich's policy toward granting recognition of prior learning.

### **Scope**

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Relevant to all staff involved in processing the application made by a student/learner in seeking recognition for prior learning in a vocational education and training program offered by Greenwich English College Pty Ltd.

### **Policy**

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Greenwich English College Pty Ltd will recognise prior learning and qualifications of students/learners and apply them to the competency being delivered with the aim of reducing the training time and the duplication of training/assessments needed. This should be requested in writing prior to course commencement.

If the RPL is granted which reduces the overseas student's course length, Greenwich English College Pty Ltd will inform the overseas student of the reduced course duration and issue a Confirmation of Enrolment (eCoE) for the reduced duration of the course. Any such change will be reported in PRISMS.

Prospective students will be made aware of the RPL and recognition policy and process prior to enrolment in to the program via the marketing material – print and/or online – and via the student application form completed for enrolment.

All applications must be made formally and in writing via the completion of appropriate forms and discussion with the Academic Manager. Written evidence must be provided to support any such claim for it to be considered.

The granting of such competency must be consistent with the overarching values of Greenwich English College Pty Ltd such as fairness, equality, rigour and equality of opportunity. Greenwich English College Pty Ltd will ensure the decision to assess RPL maintains the integrity of the qualification and complies with the requirements of the educational framework of the course.

Students of Greenwich English College Pty Ltd must have recourse to a robust and well-organised system of application/appeal in the event that they wish to have prior

learning acknowledged and receive competency towards a course they are studying at Greenwich English College Pty Ltd. The procedural framework (described in detail in Procedure – Recognition of Prior Learning (RPL) V2) ensures that a consistent, valid, fair, reliable, flexible and efficient method of seeking recognition of prior learning is available to students regardless of how or where the knowledge and skills have been gained.

In all cases, records will be kept of applications, evidence and outcomes and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student. This will include records of communications with students and all details regarding any appeals made.

## References

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Credit Transfer Policy - Policy No. 25