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## **Recognition of Prior Learning Procedure**

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### **Procedure**

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1. If a student wishes to apply for RPL, they must consult with the Academic Manager who will provide them with information on RPL process and the type of evidence required in order for them to be assessed.
2. This evidence may include former work history, job descriptions, examples of workplace activities and practices, references from past employers, documentation, certificates or evidence of attendance at seminars etc.
3. If the student/learner wishes to continue, they will be requested to complete an application form for RPL with accompanying evidence and pay the required fees, which are a non-refundable application fee of \$500 and an assessment fee of \$250 for each unit of competency being assessed for RPL. The student will also be notified at this point and prior to acceptance of any payment that shortening of the course may result in the requirement to make an adjustment to the student's eCoE in PRISMS to indicate the shorter study period and/or earlier completion date.
4. The form should be completed and submitted 21 days prior to the commencement of the course with all evidence required which must be certified by a Justice of the Peace or a Commissioner for Affidavits.
5. On receiving the completed form from the student/learner, the student/learner will be requested to:
  - Arrange an interview with the trainer/assessor appointed by Greenwich English College Pty Ltd in order to discuss their application and its potential outcome. At the interview with the student/learner, the trainer/assessor will make a preliminary assessment of the type of evidence supplied by the student/learner, and if further evidence or further assessment is required, the student/learner will be advised.
6. The trainer/assessor appointed by Greenwich English College Pty Ltd will complete a mapping of the evidence provided by student to the elements and competencies for the course to which they are wishing to apply credit and will make an assessment on the outcome of the application.
7. The outcome of the assessment will be documented on the application form, and advised to the student/learner in writing. Copies of all relevant documentation will be saved in student.
8. The student/learner will have the right of appeal, which is documented in The Student Handbook 2018 'Complaints and Appeals' policy.

9. Upon successful application by the student/learner, a result will be recorded against the student/learner's name and a Certificate or Statement of Attainment issued.
10. If the RPL or course credit 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 (CoE) for the reduced duration of the course and any changes will be reported in PRISMS if RPL or course credit are granted after the overseas student's visa is granted.
11. All records of applications, evidence and outcomes will be kept and Greenwich English College Pty Ltd will 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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Standards for Registered Training Organisations 2015  
Credit Transfer Procedure

Authorising Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Review Date: \_\_\_\_\_  
This policy is to be reviewed twelve (12) months from this date.