



**AUSTRALASIA**  
INTERNATIONAL SCHOOL

EST: 1973  
RTO CODE: 6251 CRICOS: 02747G

## RECOGNITION OF PRIOR LEARNING (RPL)/CREDIT TRANSFER POLICY AND PROCEDURE

Australasia International School provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competency for which they are enrolled.

Recognition of prior learning is a form of assessment of a student's competence, that uses evidence from formal, non-formal and informal learning rather than from specific assessment activities.

Recognition of prior learning must be conducted with the same rigor as any other form of assessment.

### Recognition Guidelines

The following guidelines are to be followed when an application for recognition is received:

1. Any student is entitled to apply for recognition of prior learning in a course or qualification in which they are intending to enroll.
2. Students may not apply for recognition for units of competency or qualification which are not included in Australasia International School's scope of registration.
3. RPL must be formerly applied for before course commencement.
4. Any UoC granted through the RPL process may effect the course duration, CoE end dates and the conditions set out in the Student agreement found in the signed LOO. As a result, AIS reserves the right to make the appropriate amendments to the agreement and will have the final say in this regard.
5. RPL applications must commence before a LOO can be issued.
6. RPL cannot be conducted after course commencement.

If the candidate fails to provide the requested evidence, they forfeit the RPL process. A no refund policy applies.

### PROCEDURE

The following procedure is to be applied by Australasia International School upon receipt of an application for recognition:

**Step 1** Provide sufficient information to prospective students to inform them of opportunities for alternative pathways via recognition and the recognition process.

**Step 2** students who request recognition of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a recognition application (using the Recognition Self-Assessment Guide). This step is not compulsory but is strongly suggested. The student should be provided an electronic version of the RPL application documents.

**Step 3** Undertake a recognition assessment planning interview between the assessor and the candidate (using the relevant RPL Kit). This is to include where possible:

- Helping the candidate to identify appropriate forms of evidence;
- Guiding the candidate on the use of recognition tools; and
- Informing the candidate about the assessment process.

**Step 4** Candidates are to compile their recognition submission (using a Recognition Evidence Report). This form allows candidates to record their particular documentary evidence against each unit of competency and to attach this evidence as required.



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**Step 5** The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the candidate to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the candidate with written record of their decision with feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome.

This written record should also be used to capture a record of the student's acceptance of the assessment outcome. Australasia International School is to retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

**Step 6** If the candidate is not satisfied with the outcomes of a recognition application, they may appeal the outcome like any other assessment decision. Refer the candidate to the appeals process which can be found in the Student Information Booklet or policy and procedure manual.

**Step 7** When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and issue the candidate with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with Australasia International School Qualifications Issuance policies and procedures. Australasia International School is to inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course. Australasia International School also must report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.



### Recognition Process Flowchart

