

# RECOGNITION FOR PRIOR LEARNING (RPL) FOR INTERNATIONAL STUDENTS

**Policy number: 14.14.01**

**Authorised by: Director, Trison Business College**

**Introduction date: 1/7/98**

**Last revision date: 22 March 2006**

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## Policy Statement

Trison Business College believes that all students should receive recognition for their prior work history, education, skills and knowledge. They will not need to complete modules or units of competency where they are able to provide evidence of their existing competency.

This Policy applies only to International students, for domestic students refer to *Policy 13.06 Recognition of Prior Learning (RPL)/Recognition of Current Competencies for Australian Students*.

## Policy Guidelines

1. RPL can only be conducted once a student has commenced. All students are to be given the opportunity to claim RPL at the time of commencement. As it is difficult to assess overseas qualifications and equivalence, it is not possible to complete a formal RPL process prior to this time. Information about RPL, however, is available to students in the Student Information Book and on the College's website prior to them enrolling.
2. Training Officers are to ensure that all advertising material, including enrolment forms and relevant student information gives clear information in plain language on the availability of RPL.
3. Upon commencement, the Training Officer is to advise the student that any successful RPL claim may result in a reduction in the duration of the course, and in turn, a reduction in their approved time to stay in Australia on a Student Visa.
4. Once the Training Officer has discussed the RPL process with the student and determined the units that RPL may apply to, the Trainer is to provide a written outline of the competencies required for each relevant unit and the types of evidence that the student will need to submit.
5. The written outline will also advise the student of the amount that course fees will be refunded if RPL is granted. The written outline is to advise students of the potential for a reduction in the length of the student's stay in Australia, as RPL may lead to a reduction in the course length.
6. RPL fees will vary depending upon the length of the unit and the nature of the assessment. Only the Director is to approve pricing amendments as a result of RPL assessment.
7. Any reduction in course fees resulting from the RPL process is to be taken from the last account(s) for the course.
8. Once the student has submitted their evidence, the Training Officer will assess the evidence against the competencies, complete the appropriate section of the RPL kit (or if the RPL kit does not address the unit then complete the Form 13.06.01 *RPL/RCC Assessment*) and either grant RPL, refuse RPL or request further information. The student is to be advised of the outcome in writing. The Student Record in the database is to be noted accordingly and the completed section of the RPL kit or *Form 13.06.01 RPL/RCC Assessment* is to be filed with the student's other hard copy records such as the Enrolment Form.

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9. DIMIA is to be notified of any change to the course completion date via the PRISMS system, by updating the Confirmation of Enrolment (CoE). Any variation to the fees is also to be notified via the PRISMS system. If the Training Officer does not have authority to use the PRISMS system, then they are to advise the Director of the changes required as soon as they are determined in order for the Director to update PRISMS.
10. If a student does not agree with the College's decision of their request for RPL/RCC, then an appeals process can be initiated. Refer *Policy 13.12 Appeals Process*.