

# **POLICY TITLE: RPL and Credit Transfer**

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## **Purpose**

Photography Studies College (Melbourne) does not expect students to repeat learning that has been successfully completed at a similar level and standard elsewhere, where that work is substantially the same in content and standard as that required for the student's course at Photography Studies College (Melbourne). Two types of prior learning may be recognized to enable students to gain credit towards their course at Photography Studies College (Melbourne). These are:

- Recognition of Prior Learning (RPL)
- Credit Transfer.

The purpose of this Policy is to ensure that all staff understand the necessity to provide information about RPL and/or credit transfer to all eligible students and facilitate and support the processes through which students may apply for and be granted exemptions from and/or credit for particular subjects in a Photography Studies College (Melbourne) course.

## **Policy**

Photography Studies College (Melbourne) will ensure that all prospective students with relevant prior experience or academic studies are advised of the possibility of having this prior experience and/or studies taken into consideration.

Photography Studies College (Melbourne) will ensure that an individual's prior learning is assessed and recognised, irrespective of how or where it has been acquired. Assessment processes will be valid, reliable, flexible and fair. Evidence collected to support this process will be valid, sufficient and authentic.

Photography Studies College (Melbourne) will ensure that applications for RPL and/or credit transfer are received and assessed efficiently and accurately by staff with appropriate expertise.

## **Procedures**

RPL and/or credit transfer can be applied for by supplying evidence of:

- Previous recognised education & training undertaken.
- Previous non-formally recognised education & training undertaken
- Relevant work and life experiences.

Information about RPL and/or credit transfer will be available to prospective applicants and will include procedures for applying and assessing all applications. At interview, the Coordinator Communications & Students and/or Senior Officer Communications & Students will explain the concepts of RPL and/or credit transfer and the required evidence to support such claims. Applications for RPL and/or credit transfer should be submitted as soon as the required documentation is complete, but

no later than the enrolment closing date for new enrolments for the semester in which the award of RPL and/or credit transfer may affect the student's program of study.

The process for handling applications will differ depending on whether the application is for RPL or credit transfer and is detailed as follows:

## 1. RPL - Application Process

- 1.1 Applicants arrange an interview time and collect an RPL Application Form. (Subject descriptions containing learning outcomes and performance criteria and/or competency standards will be made available to applicants upon request.)
- 1.2 Applicants complete the RPL Application Form attaching full documentary evidence in support of the application, including transcripts of academic records, course syllabus, work references and names of work referees. (It is the applicant's responsibility to obtain all relevant information and validated evidence to support the application.)
- 1.3 Applicants return the completed form to the Coordinator Communications & Students and/or Senior Officer Communications & Students with the appropriate fee. The fee for an RPL application is advised on the RPL Application Form and is non-refundable and payable upon lodgement.

Upon receipt of the application, it is forwarded to the Academic Director who will allocate a suitable teacher to assess the application. Applicants may be required to attend an interview to enable adequate assessment of their knowledge and skills. Extra information may be required to support the application.

Once the assessment is complete, it is forwarded to the Academic Director for approval and sign off. Applicants receive written notification of the decision. The applicant will be required to sign the written notification to acknowledge the outcome of the RPL application. If the application is successful, subject exemption/s will be granted. If not successful, the applicant will be advised of the reasons.

### **Role of Teachers**

If a teacher becomes aware that a student has the required underpinning knowledge and/or skills required for the successful completion of a subject of a course, the teacher is required to refer the student for RPL no later than two (2) weeks after the commencement of the subject.

## 2. Credit Transfer - Application Process

At the approval date of this Policy, Photography Studies College (Melbourne) has no existing formal articulation agreements with other institutions for articulation into the proposed Bachelor of Photography course.

However, if an applicant has completed an Australian Qualifications Framework (AQF) Diploma or Advanced Diploma in the same discipline area (ie Photography or Photo imaging) within the last five years, and is intending to enrol or is enrolled in the Photography Studies College (Melbourne) Bachelor of Photography course, they may be eligible to receive credit towards that course

The amount of credit to be granted would be up to a maximum of 60 credit points for an AQF Diploma, and up to a maximum of 120 credit points for an AQF Advanced Diploma.

Each application will be assessed on the basis of the duration of the previous study, when the study was completed, subject content and the manner of assessment.

The maximum amount of credit that can be given may only be granted where the prior study is considered to have a very high degree of overlap with the content of the bachelor degree.

### **Supporting Documentation**

For RPL, the supporting documentation and/or evidence for assessment may include:

- a photographic portfolio containing additional supporting materials and evidence
- interviews
- demonstrations
- evidence of work-based assessments
- examinations
- projects
- some combination of the above.

Students who transfer to Photography Studies College (Melbourne) from another institution or who request RPL and/or credit transfer must also supply up-to-date, official academic records/transcripts. Such evidence should be in the form of original documents, or copies certified as true by the issuing institution, a Justice of the Peace, or other authorised signatories; and a certified detailed description of the course or courses (extended syllabus with a week-by-week list of topics covered in each course, aims and objectives, contact hours, texts and references, and methods of assessment/grading criteria).

Photography Studies College (Melbourne) students may not need to submit additional documentation if the prior formal learning for which they are seeking credit transfer is from a Photography Studies College (Melbourne) program.

### **Limitations on RPL/Credit Transfer Applications**

RPL and/or credit transfer cannot be applied for retrospectively (ie following the students' completion of a subject whilst enrolled in a Photography Studies College (Melbourne) course) and no later than two weeks after a subject of that course has commenced. RPL and/or credit transfer is not to be utilised as a substitute for non-submission of academic work requirements for any subject.

### **RPL and/or Credit Transfer Assessment Notification & Record Keeping**

In all cases, students will be notified of the outcome of their application as soon as practicable, but no later than two weeks after lodgement of a complete application. All assessments for RPL and/or credit transfer and the outcomes of that assessment will be recorded and acknowledged in line with the protocols specified in the *PSC Assessment Policy*.

### **Extra Requirements for International Students**

If an International student is granted RPL they must attend a meeting with the Director Communications & Students who will devise an individual course plan for that student to ensure they comply with the minimum hours of contact time required under CRICOS and their Visa requirements during the semester.

International students applying for Credit Transfer must attend a meeting with the Director Communications & Students who will ensure all Visa requirements are met in relation to the granting of such credit.

### **Responsibility**

The Academic Director is responsible for ensuring the integrity of all RPL/credit transfer processes and authorises all decisions made on the granting of RPL and/or credit transfer.

### **Definitions**

#### **Recognition of Prior Learning (RPL)**

Refers to a form of assessment used to determine whether a person has achieved through formal or informal learning and experience, the required learning outcomes of a subject or subjects.

#### **Credit Transfer**

Refers to consideration granted (up to a specified limit) with respect to previous formal courses and/or programs completed at Photography Studies College (Melbourne) or another higher education institution but may include studies undertaken at TAFE, or other registered training organisations.

### **Related Documentation**

#### **Policies**

Student Application and Admission  
Assessment  
Student Records

#### **Procedures, Forms & Documents**

RPL Policy & Application Form  
RPL Approval & Acknowledgement Letter  
Credit Transfer Application Form  
Credit Transfer Procedure  
Credit Transfer Check list V14334 Bachelor  
Credit Transfer Approval & Acknowledgement Letter

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