



RECOGNITION OF PRIOR LEARNING AND COURSE CREDIT POLICY

1. Applicable Standards

National Code of Practice for Providers of Education and Training to Overseas Students 2018; Clause: 2.3 – 2.5

2. Overview

This Policy sits within the Enrolment Phase of the Student Journey.

3. Purpose

The purpose of this Policy is to define AMA College's recognition of a student's prior learning achieved through formal and informal training, work experience or other life experiences.

4. Definitions

In this Policy, these terms have the same meaning as defined in the Education Services for Overseas Students Act 2000.

Accepted student means an AMA College student (whether within or outside Australia):

- (a) who is accepted for enrolment, or enrolled, in a course provided by the provider; and
- (b) who is, or will be, required to hold a student visa to undertake or continue the course.

Overseas student means a person (whether within or outside Australia) who holds a student visa, but does not include students of a kind prescribed in the regulations.

In this Policy, these terms have the same meaning as defined in the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Confirmation of Enrolment means a document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.

Provider Registration and International Student Management System means the system used to process information given to the Secretary of the Department of Education and Training by registered providers.



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In this Policy, this term has the same meaning as defined in the Standards for Registered Training Organisations (RTOs) 2015 Users' Guide.

Recognition of Prior Learning means an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or Vocational Education and Training accredited courses.

- a. formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an Australian Qualifications Framework qualification or statement of attainment.
- b. non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an Australian Qualifications Framework qualification or statement of attainment.
And
- c. informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities.

5. Policy

5.1 AMA Training Services will have, make available, and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

5.2 Where AMA College grants RPL or course credit to an overseas student, it will give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

5.3 Where AMA College grants the overseas student RPL or course credit that reduces the overseas student's course length, it will:

5.3.1 inform the student of the reduced course duration following granting of RPL and ensure the Confirmation of Enrolment is issued only for the reduced duration of the course; and

5.3.2 report any change in course duration in Provider Registration and International Student Management System if RPL or course credit is granted after the overseas student's visa is granted.



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6. Policy Links

This Policy should be read in conjunction with the following AMA College Policies:

- 1.01 Marketing Advertising and National Logo Usage Policy
- 2.01 Enrolment Policy
- 2.03 Overseas Student Transfer Policy
- 6.02 Education Agent Policy

7. Policy Documents

- 2.04 Recognition of Prior Learning and Course Credit Procedure

8. Policy Review and Implementation

The Principal Executive Officer (PEO) is accountable for the implementation of this Policy. The General Manager Vocational Education and Training is responsible for the implementation of this Policy, and may delegate responsibilities for elements of this Policy. Where this occurs, this delegation must be recorded within this document. This Policy is to be reviewed on an annual basis, or more frequently as required, with revisions detailed in the section below.

Date of Issue and Revision	Description of Amendment	Reviewed (Quality Manager)	Authorised (General Manager)
July 2018	Initial Registration	Peigi Hinton	Jan Norberger