

## Recognition of Prior Learning

The organisation recognises qualifications and Statements of Attainment, within the ARF, issued by any other RTO.

The organisation advises clients of mutual recognition obligations in the organisation's Code of Practice.

The organisation provides information to staff on the requirements for mutual recognition of AQTF qualifications and Statements of Attainment awarded by other organisations, through staff induction, noticeboards, and Code of Practice.

The Institute recognises AQF qualifications and Statements of Attainments issued by any other Registered Training Organisation (RTO) that are applicable to programmes, courses or Statement of Attainments subjects offered by the Institute. Where prospective students have undertaken studies at other non-accredited or higher education institutions both domestically and internationally these qualifications are also assessed against the Institutes courses to enable Recognition of Prior Learning (RPL) to be processed and appropriately granted.

The Institute provides a RPL application form detailed the required types of information required by applicants wishing to utilise this process.

Recognition of Prior Learning (RPL) exists in a number of forms:

1. formal training in a similar course/institution.
2. formal training in a related course.
3. work experience in the profession/industry.
4. work experience in a related profession/industry.
5. life experience.

Where an applicant claims exemption from, or credit for, a subject or subjects on the basis of life experience or work experience, evidence of experience is required. Documents must include reference and/or referees who are contactable. Applicants will be required to show evidence of completed training (nos 1 & 2). Proof of completed training must be arranged through the institution concerned, with the students written consent. Where no documentation is available, the applicant is offered a challenge test in the modules or competencies concerned. The challenge test can take the form of short or long written responses, oral and/or practical tests by a qualified assessor.

### **Formal Training in a similar Course/Institution.**

It is possible for an applicant to gain credit in an area or subject that has been covered at another institution or on another course. Each case for this is viewed separately according to its merits. Regular reviews of the courses offered by other colleges will be made in relation to claims for exemption. Proof of credit must be arranged through the institution concerned, with the students consent. Transfers, credits and exemptions follow a common procedure but each individual is subject to individual assessment.

### **Formal Training in a Related Course.**

Applicants who have completed similar modules from a related profession are given exemption or credit for those modules upon validation. Proof of credit must be arranged through the institutions concerned, with students consent. Medical practitioners, Dentists, Physiotherapists, Chiropractors, Osteopaths, Chinese Medical Practitioners, Acupuncturists, Nurses, dietitians etc. gain exemption from all or part of the basic medical and science modules, upon validation and depending on their individual circumstances. Additional modules for consideration are Practice Management, Clinical Practical and Computer Studies. The credit is negotiated with the applicant and if necessary a challenge test is conducted.

**Work Experience in the Profession or Industry.**

Applicants in this category usually have extensive experience in the commercial retail aspects of the health food industry and can obtain credit or exemption from Practice Management and/or some or all of the Nutrition modules. Experience in a clinical practical situation is usually what prompts applicants to apply to colleges to study formally. These applicants understand through experience what is required of a practitioner working with the public and generally make excellent students and graduates. Credit from any modules is by negotiation in light of the individuals experience combined with challenge tests, the applicant and administration then arrive at a mutually agreeable arrangement.

**Work Experience in a Related Profession or industry.**

Applicants in this category have employment history in a paramedical profession which is an enormously diverse group. Credit will be given for knowledge and skills in appropriate modules, generally a challenge test will be needed to establish competency.

**Life Experience**

Where an applicant claims exemption or credit of modules on the basis of life experience, documentary evidence of the experience is required. The documents must include references and referee's who are contactable. Through a series of negotiations and challenge tests, the applicant and administration arrive at a mutually agreeable arrangement.

**Cost Of RPL**

In both RPL and Cross Credit, the cost of assessment may incur a fee payable by the student to cover the cost of the assessment, verification and/or challenge test. The student will be informed in writing, prior to assessment, of what fee (if any) is to be charged.

**Procedures**

1. A letter of acceptance to students will enclose a copy of the Institute's RPL Policy and Procedures, application forms and advice that applications should be received by the Institute before commencement of course.
2. Once the RPL process has been completed, students will receive written confirmation from the RPL co-ordinator and can proceed with the enrolment. In special cases where an RPL application has been lodged and exemption is confirmed after beginning academic studies the student will be required to complete a 'Course Changes Form' so that enrolment and financial records can be adjusted accordingly.
3. Successful recognition means that students have no module commitment, assessment or financial requirements in the module, and their successful completion of that module entered into their academic records.
4. All exemptions will go before the Dean and any requisite Academic Staff for their approval.
5. Any variation of these Policy and Procedures will be at the discretion of the Institute. The policy will be reviewed annually.
6. Applications for RPL will go to the Dean to be processed.  
The role of lecturers will be to:
  - (a) assess the applicant's self assessment information for the Dean (as required).
  - (b) administer and mark challenge tests done by applicants.
7. Applications must be made using the standard RPL form, accompanied by a \$50.00 fee. Applicants are requested to provide the fullest possible details to assist the assessment process. Only full module applications apply.
8. On the basis of the completed application form, the Institute will invite students to complete all of the examinations and other assessments including oral assessment if appropriate as required. A fee calculated at 35% of the individual module is incurred for such challenge assessments, and must be paid prior to sitting the assessment. This fee covers preparation and marking of full assessment of the module.