

International Screen Academy Pty Ltd.

Trading as:

Sydney Actors School

Sydney Film School

**WATERLOOSTUDIOS**



SYDNEY  
ACTORS  
SCHOOL



SYDNEY  
FILM  
SCHOOL

# RECOGNITION OF PRIOR LEARNING RPL

Reference:

Standard 1 Clause 1.12 Recognition of Prior Learning

## VERSION HISTORY

<b>Policy Owner:</b>	Executive Chairman	Mr Simon Hunter
<b>Document Management:</b>	General Manager	Mr Ashley Curry
<b>File :</b>	POL_TR02 Recognition of Prior Learning RPL v2.3	
<b>Last Updated on:</b>	08/2018	<b>Next Review Date:</b> 08/2019
<b>Changes history</b>		
Number	Dates	Changes summary
V2.3	May 2019	Further customisation for ISA Pty Ltd
V2.2	August 2018	Customised for ISA Pty Ltd
V2.2	January 2018	Update for National Code 2018
V2.1	May 2017	Update for National Code 2017
V2.0	September 2016	Quality assurance check across documents with reference to ASQA fact sheets and ESOS Act changes & Explanatory guide
v1.0	July 2016	New standards for RTO's 2015

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# RECOGNITION OF PRIOR LEARNING (RPL)

## PURPOSE

International Screen Academy Pty Ltd (the School) trading as School Actors School and Sydney Film School undertakes to make a Recognition process available to all students.

This policy and the recognition application processes will be communicated on the website and RPL guides and understood by administration and trainers and assessors.

Definition:

**Recognition of Prior Learning and Recognition of Current Competency** means we offer participants the opportunity to demonstrate competencies currently held regardless of how, when and where the learning occurred and experience, skills and knowledge was gathered such as formal or informal training and work experience. RPL is an assessment process.

## REFERENCES

Standard 1	Clause 1.12 Recognition
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## IMPLEMENTATION

The **Executive Chairman** is responsible for policy and implementation decisions.

The **Director of Education** is responsible for ensuring the RTO implements recognition and credit transfer policy and procedures. Where this has an impact of expected duration of study for an international student, this must be followed through as required in the National Code.

The **Trainers and Assessors** will understand and implement recognition policy and refer to the manager.

# PROCESS

## **Marketing material – handbook**

The website and pre-enrolment Information including the Handbook will include “non-technical” explanations of recognition (RPL) and how this can be followed up by the individual on the application process and the enrolment form and through student services.

## **Marketing material – Course information**

The course specific information on the website and print material will provide details of the course and units and again state that recognition of prior learning (RPL) is available and this can be followed up by the individual in the application process and on the enrolment form and through student services

## **Enrolment form or Offer Letter**

The enrolment form will include a tick box where the applicant can indicate s/he wants to apply for RPL. The standard fees are paid and the student services follow up with the applicant.

The candidate completes the application and interview process and may be offered a place in the course.

**For overseas students - decisions may need to be made prior to the letter of offer and confirmation of enrolment (CoE)**

## **RPL eligibility self-assessment and interview**

Student services will communicate with the student by phone and email where RPL has been requested and this will be part of the interview and audition application process.

An initial RPL interview is conducted with the Director of Education. The interview process follows procedures and RPL application process forms and the interview must confirm capacity to provide verifiable evidence and the likelihood of the candidate being able to put the RPL portfolio together.

The Director of Education will continue this RPL eligibility process with the student till such time as it is clear how much RPL will be offered and the portfolio and interview approach.

Recognition will affect the duration of the course and the expected study load.

Therefore, where the application has been made prior to confirmation of the course, the credentialing and assessment made need to be undertaken. This will be on a case by case basis.

The student will be provided with the confirmation of the RPL decision in writing.

## **At Course Induction**

Recognition of Prior Learning will be explained again at the commencement of the course with steps to follow. Induction includes a signed confirmation form that mentions RPL and is signed and files for each student.

## **The RPL Assessment Process**

The Director of Education will allocate the RPL candidate to an Assessor.

The RPL Guide and full evidence requirement documents will be prepared and supplied to the student.

The RPL process is an individual assessment only pathway that is facilitated by the Assessor with the student. The Assessor's role is to support the student following RPL procedures in the RPL Guide and to judge the evidence submitted against unit of competency requirements and the rules of evidence which are that the evidence is current, authentic, sufficient and valid.

The recognition assessment is conducted by a qualified Assessor with suitable subject matter experience,

### **Retention of RPL evidence**

It is important for the School validation and moderation policy that the RPL evidence and records of feedback and results are retained. The final decisions are submitted to the Director of Education and the results are checked, signed and authorised. The portfolios, with permission from the student are retained for a minimum of 6 months from the completion date.

### **For overseas students – The RPL decisions made AFTER commencement of the course will affect the study load and student visa.**

Where recognition is applied for AFTER commencement of the course, this will affect the duration of the course and the expected study load. The Director of Education will manage the credentialing and assessment process and meet with the student to adjust the study plan.

This will be on a case by case basis. See the Duration and Expected Study Load Policy.

The student will be provided with the confirmation of the RPL and CT decision in writing.

The student's visa duration may require changes.

### **Professional development for Student Services staff and Assessors**

The Director of Education will monitor the need for professional development concerning the recognition model and our procedures and will provide staff with appropriate training.