COURSE CREDIT (RPL) POLICY & PROCEDURE

1. Ivy Institute is committed to maximising the credit that students can gain for learning already undertaken.

2. Terms and definitions contained within this policy and procedure include:

   **Recognition of Prior Learning (RPL)** is an assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for course credit.

   **Formal Learning** is the learning that takes place through a structured program of learning delivered by a registered education provider, and which leads to the full or partial achievement of an officially accredited qualification.

   **Informal Learning** is learning gained through work, social, family, hobby or leisure activities and experiences.

   **Non-formal learning** refers to learning that takes place through a structured program of learning, but does not directly lead to full or partial achievement of an officially accredited qualification.

   **Currency** relates to the applicant’s ability to demonstrate current industry skills, knowledge and understanding, so the evidence provided should be from either the present or the very recent past (i.e. within the last 5 years).

POLICY

3. Ivy Institute’s approach to the granting of course credit does not unfairly advantage or disadvantage any existing or prospective student. Students are not required to repeat learning activities, regardless of how or where the learning was acquired, providing that the learning is current and relevant to the competencies within a unit applicable to the qualification in which they are or seek to be enrolled. These learning experiences include the individual’s relevant formal, informal and non-formal learning.
Credit applications will be considered on a case-by-case basis and in a timely manner to ensure that all candidates are able to make well-informed choices about study options, pathways and alternatives by taking into account the credit they can expect. Students need to be aware that many tertiary institutions will not grant credit for subjects against which another provider has already granted credit. Ivy Institute may allow this, but an RPL assessment process and standard RPL fees will apply.

Ivy Institute performs the Recognition of Prior Formal Learning function free of charge as part of its enrolment service, where the unit code of the prior Formal Learning is identical to the unit code in which the student has enrolled, and provided the application is submitted before the commencement of the relevant unit. Irrespective of outcome, a service fee applies to each subject within an application received on or after the day of commencement of the relevant unit.

Where the process relates to the Recognition of Prior Informal, Non-formal Learning or Formal Learning where the unit code is not identical to the unit code in which the student has enrolled, a service fee applies to each subject, irrespective of outcome or time of submission.

Candidates are required to complete the appropriate section of the Application for RPL and provide supportive evidence appropriate to the type of prior learning. This evidence will be assessed and, if necessary, an interview held during which the candidate may provide additional evidence of the relevant competencies or demonstrate the relevant skills.

Ivy Institute reserves the right not to recognise part or all of any previous experience if the assessor believes that the competencies or knowledge demonstrated and recorded fall significantly short of the industry standard as stated within the relevant National Training Package or accredited course. In such a case, the candidate will be required to complete further training in the unit.

There is no limit to the amount of RPL that can be granted to any one student. A full qualification can be attained in this way, and a special RPL fee would apply in such circumstances, based on 30% of the standard course cost.

**PROCEDURE**

4. Applications for Recognition of Prior Learning (RPL) are administered by the Course Advisor during the enrolment process, and by the Student Services Manager if submitted after the course commencement. Candidates are encouraged to discuss any prior learning they may have with the Course Advisor and Student Services Manager who can provide further guidance if needed in relation to the process shown below.
(a) Candidates should think carefully about what expertise has been acquired over time, in particular whether they have ‘depth’ of knowledge and/or strong skills in specific areas. (In most cases, national Units of Competency will require more than just a basic or introductory knowledge of an area.) They should then consult with their Course Advisor or Student Services Consultant. Advice will be provided in relation to the service fee that will apply.

(b) If the candidate wishes to proceed with the application, he/she should obtain a relevant application form from their Course Advisor or Student Services Consultant.

(c) Once the application form has been completed by the candidate, it should be submitted as part of the enrolment process for prospective students or to the Student Services Manager for current students. It is expected that such applications would occur by the end of the first week of the relevant subject.

(d) Applications must be accompanied by original or certified copy documents (e.g. Awards, Statements of Attainment, subject descriptors from other education providers, work samples or letters on letterhead from current and/or previous employers.)

(e) The RPL assessment will include the verification of the currency, equivalency, and authenticity of the documents submitted. Overseas and domestic academic qualifications presented for an application for course credit will be authenticated by:
   - original documents (i.e. award and transcript of results) being provided by the candidate to the authorised Ivy Institute representative; or
   - copies of the original documents (i.e. award and transcript of results) being provided by the candidate which have been notarised by a Justice of the Peace or equivalent authority.

Should Ivy Institute suspect that the academic document presented has been altered or fraudulently created, contact will be made with the conferring institution to validate the claims of the candidate.

All claimed work experience must be relevant to the qualification, and should be within the last five years of the date of application. Candidates must provide Statements of Service on official company letterhead providing contact details of the employer. Past employers are contacted to verify work experience on a case-by-case basis.

(f) This evidence will be assessed, and if necessary, an interview will be held during which the candidate may provide additional evidence of the relevant competencies or demonstrate the relevant skills.

(g) After this assessment process, the Course Advisor or Student Services Manager will provide a written notification explaining the units for which credit has been granted, and those which have been declined and why.

(h) If the candidate is dissatisfied with the outcome, he/she has the option to appeal against the decision, but must do so within twenty (20) working days of the date nominated on the written notification.
(i) If the candidate is currently enrolled, he/she should undertake all scheduled units until the written notification is received, and until he/she has signed and returned that to the Student Services Consultant.

(j) The outcomes of the application will be recorded within Ivy Institute’s student management system, and a hard copy of the submission documents retained within the candidate’s file as evidence of the assessment process.

TIME LIMITS FOR ASSESSMENT PROCESS

5. Applications for credit against previous formal learning will normally be assessed within five (5) working days providing all necessary documents have been submitted. A longer period may be required where full assessment is required, particularly at peak enrolment times.

6. Applications for recognition of non-formal and informal learning will normally be assessed within ten (10) working days. A longer period may be required at peak enrolment times.

LIMITS ON CREDIT

7. Credit entitlements will have an impact on the structure and perhaps the nominal length of the qualification. No two cases are the same, so candidates will need to discuss their special circumstances with the Student Services Advisor.

Please note:

(a) Enrolled students will not be issued formal documentation of the credits at the time of notification, as these will be listed on the documentation issued by Ivy Institute on completion of their course.

(b) It is very important for candidates to understand that they may not be successful in all that they request within their RPL application. Ivy Institute’s assessors carry an obligation to be sure the applicants can currently demonstrate all aspects of the national units of competency applicable.

DOCUMENT MODIFICATION HISTORY

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<thead>
<tr>
<th>Version</th>
<th>Date of Version</th>
<th>Comments</th>
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<tbody>
<tr>
<td>V1</td>
<td>12.09.12</td>
<td>Original document created and placed on Ivy Institute’s network.</td>
</tr>
<tr>
<td>V2</td>
<td>12.02.13</td>
<td>Updated policy wording at section 3 to reflect change that RPL service attracts a fee if the unit code of the prior Formal Learning is not identical to the unit code in which the student has enrolled. Redefined Student Services Consultant as Student Services Manager.</td>
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