

Procedure
Procedure number
Policy area

Recognition of Prior Learning
H 8.02.1
ASSESSMENT



The purpose this procedure is to detail the processes involved in the application and assessment of a student's application for Recognition of Prior Learning.

Prospective/potential JMC Academy Australian (domestic) students

An *Application for Recognition of Prior Learning* must be made on the relevant form and prior to the commencement of the program of study. Normally, no advanced standing or exemptions will be granted after the student's first enrolment that may affect the student's study load.

Overseas students

Overseas students must indicate if they wish to apply for RPL or Advanced standing at the time of interview. An *Application for Recognition of Prior Learning* form must accompany their enrolment form. Normally, no advanced standing or exemptions will be granted after the student's first enrolment that may affect the student's study load. Overseas students are required to maintain a full study load as per visa conditions

General

1. Obtaining an RPL assessment will not automatically guarantee students a place in a course. They must obtain a place in the relevant course through normal selection procedures.
2. An RPL assessment will be conducted prior to the commencement of the program of study. Students will be required to provide a portfolio of evidence:
 - a. In the case of credentialed learning where advance standing is sought on the basis of a prior qualification, applications should contain:
 - A certified copy of a testamur, academic transcript or statement of satisfactory completion of a comparable or relevant course offered by a professional body, enterprise, private educational institution, or by any other provider recognised by a university
 - Documentation stating the objectives, learning outcomes and content of the course
 - Details of the contact hours of the course (timetable or other supporting documentation required).
 - b. In the case of un-credentialed learning where RPL is sought on the basis of informal experience, knowledge or skills or partially completed studies, applications should include:
 - Details of un-credentialed learning, a detailed curriculum vitae and a letter of support from an appropriate person/organisation who can verify these details
 - A document that outlines the link between those learning experiences and the learning outcomes of the course in which the student is seeking credit. (Students may be required to undertake some form of

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test or assessment to demonstrate that they have achieved the learning outcomes stated.)

3. It is the responsibility of the student to gather sufficient evidence to support a claim for *RPL*.
4. An *Application for RPL* is forwarded to the relevant Head of Department and Academic Programs Manager for assessment.
5. After considering the application, the Head of Department and the Academic Programs Manager may:
 - a. Grant such advanced standing or credit as is appropriate
 - b. Refuse to grant credit
 - c. Request that additional information be provided either in written form or via an interview.
6. The Campus Manager will, within five (5) working days of the decision being made to grant or refuse an application for RPL advanced standing or credit, notify the student in writing of what exemption (if any) is to be given for his/her prior learning. Where no exemption is granted, the student will be provided with written reasons for the refusal
7. The Campus Manager enters the results into the student's records.

Terms and conditions

1. The terms and conditions are as follows:
 - a. Applications for RPL must be received no later than 21 days prior to the course commencing.
 - b. Applications for RPL may take up to twelve working days to process. A fee of \$120 will be incurred for the assessment of 1-3 units or \$285 for 4 or more units. This amount will then be refunded upon the processing of the student's registration. For existing students this fee will be waived.
 - c. The applicant must provide sufficient relevant and verified evidence to allow claims of prior learning to be substantiated and a decision to be made. Where this has not been provided the applicant will be given the option to sit a "skills test". This will incur a fee of \$85 per subject. A "skills test" could be a written or aural exam, submission of a project etc.
 - d. Applicants seeking RPL may be granted a reduction in fees, calculated on a pro-rata basis. This amount will stand as a credit towards the student's final semester of study with JMC Academy.
 - e. Except for applicants seeking advanced standing on the basis of prior qualifications, JMC Academy will not accept Applications for RPL for less than one semester of study and more than two semesters of study.
 - f. Applicants, whose application for RPL is successful, will be offered a place in their course when the next place is available.

Appeals

1. A student who is dissatisfied with the decision, may appeal this decision on one or more of the following grounds:
 - a. That a procedural irregularity has occurred
 - b. That the case was not heard on its academic merits.
2. A student who wishes to appeal against the decision may submit an appeal in writing to the Campus Manager.
3. Appeals must be lodged no later than five (5) working days from notification of the outcome of the application.
4. The written appeal shall state the grounds on which the appeal is made, and shall contain:
 - a. An outline of why the student believes the original decision is inappropriate; and

- b. Any additional evidence in support of the student's case (copies of relevant documents should be attached to the written appeal)
5. The Academic Programs Manager and the relevant Head of Department consider the appeal by reviewing the initial decision and the student's written submission. The Academic Programs Manager may consult with the Curriculum and Delivery Committee and may, if further information is required, discuss the matter directly with the student.
6. The student will be informed of the outcome of the appeal within ten (10) working days of its lodgement as identified by the date of receipt.
7. The Campus Manager enters the results into the student's records.

Positions responsible for implementing procedure

- Student Recruitment and Admissions
- Administration
- Heads of Department
- Academic Programs Manager
- Curriculum and Delivery Committee
- Campus Manager

Procedure Review Date

This Procedure will be reviewed in August 2012

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