

Recognition of Prior Learning (RPL) Policy

1. PURPOSE/OBJECTIVE

Recognition of prior learning 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 credit (Australian Qualifications Framework).

2. APPLICATION

This policy applies to prospective students and those currently enrolled in NIC's *award courses*.

3. POLICY STATEMENT

NIC provides the opportunity to demonstrate prior learning gained in Australia or overseas, including formal, informal and non-formal learning, for the purpose of receiving credit. NIC will undertake an assessment of each individual who applies to determine the extent to which that individual's previous learning is equivalent to the learning outcomes of components of qualifications offered by NIC.

Eligibility

General Conditions:

- Students must not enrol in units for which they are seeking credit. Applications will not be considered in these circumstances
- Credit will be granted only for units which are part of the course in which the applicant/student is currently enrolled/enrolling
- Only current qualifications will be accepted towards NIC's *Recognition of Prior Learning (RPL)*
- To minimise the processing time applicants must submit evidence which addresses the unit learning outcomes against which credit is being sought. NIC unit outlines can be requested from info@nic.nsw.edu.au
- Applications for credit will not be considered where a unit of previous study for which the credit is sought was awarded a *low pass grade* or equivalent
- Applications for credit will not be considered for units previously attempted and failed at NIC
- For Higher Education Diploma units RPL applicants must have studied in a Bachelor's level course or graduated from a Diploma course. Statements of Attainment or equivalent are not accepted towards Higher Education level RPL.
- Applications which are received after a student has commenced studies in a given semester will be processed for the following semester.

Student application guidelines

Required Documents:

- [RPL Application Form](#)
- RPL supporting evidence

Maximum number of exemptions allowed:

- The maximum number of units for which exemptions can be granted is 50% of the total number of units in any NIC course.
- The student or student's Agent must send the originals or certified copies of original documents, which clearly identifies the institution where the student studied.

Submission of Application:

- In person: NIC Reception
- Via email to: info@nic.nsw.edu.au (Prospective students) or
- By post to:

Newcastle International College
Admissions Department
General Purpose Building
University of Newcastle
Callaghan NSW 2308

For additional information/clarification:

- Current students please visit NIC reception
- Prospective students email via: info@nic.nsw.edu.au or call + 612 4921 8888.

Supporting evidence guide (acceptable documentation)

Supporting evidence should include the original or certified copies of:

- Academic Transcripts
- Statements of Attainment (Cert IV in University Foundation Studies only)
- Unit outlines. Unit outlines must contain:
 - A **detailed** summary of the content/topics covered by the unit (week by week) with relevant text book chapters listed
 - Length of time needed to study the unit
 - Details of assessment of the unit
 - List of textbooks and reference books
- Anything else relevant to the learning outcomes the student is addressing.

Student's original support materials will be returned however a copy of the evidence will be kept in the student's personal file.

Documents that are written in a language that is not English must be accompanied by an English translation prepared by an *accredited translator*. Certified copies of the original untranslated documents must be submitted with the translated copies.

Fees

No fees applicable.

Possible outcomes of the application

The student will receive a formal Notification of Results of Exemptions Application from NIC advising of the outcome of the application.

Possible outcomes of an RPL application are:

- a. Application successful and unit/s credit awarded towards the course the student is enrolled/enrolling in
- b. Application considered but no credit awarded due to inadequate documentation provided
- c. Application considered but no credit awarded due to inappropriate alignment against course

requirements

Note:

- Students must accept a record of credits granted by signing the Notification of Results of RPL Form (NRF) and returning it to NIC. A copy of the student's acceptance of credits will be placed on the student's personal file.
- Credits granted for units do not contribute towards a student's GPA
- Where a credit is granted prior to course enrolment, the actual course duration will be recorded on the *Confirmation of Enrolment* (CoE) by NIC admission staff. If the course credit is granted after visa grant, the change in course duration is reported via the Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act
- The maximum amount of credit to be granted in any NIC course is 50%
- Where credit is granted to an international student which leads to a reduced study load (i.e. contact hours per week) the student must maintain their enrolment level that will enable them to complete the program within the expected duration. This will normally be a *full-time load*

Application processing time

Applications will be assessed within 20 working days.

NIC Diploma applications are processed by the relevant University of Newcastle departmental exemptions officer.

Applications must be lodged 6 weeks prior to the commencement of a semester to allow sufficient processing time before a student is due to commence study. Applications received after this time will be processed for the following semester.

Appeal options

If an applicant is not satisfied with the result of an application, he/she may appeal the decision by following NIC's Grievance Procedures.

RPL Process

PROCESS		
This process outlines the steps involved in assessing an RPL application and notifying the applicant of the outcome.		
Process Step	Summary of Process	Responsibility
1. Application lodged	<p>Receipt of application An RPL application Form, including supporting evidence is received. Ensure that:</p> <ul style="list-style-type: none">▪ Applicant is not enrolled in the units for which the RPL is being applied for▪ Unit for which RPL is being sought is relevant to the course student/applicant is/will be enrolled in▪ The application is fully completed and correct.	Administrative Assistant/Admissions Officer

	<p>The original or certified copies of all relevant academic transcripts, unit outlines and certificate or diploma award must be included.</p> <ul style="list-style-type: none"> ▪ Where the originals of relevant documents are submitted, copies are made and to confirm the originals have been sighted. ▪ Record details of application in the RPL Records database L:\Academic\Exemptions\ ▪ Liaise with students and Student Agents as necessary via generic email account for RPL 	
2. Validity and authenticity of application confirmed	<p>Ensuring validity and authenticity of application; Check that;</p> <ul style="list-style-type: none"> ▪ the applicant name is the same on all submitted documents ▪ Unit name and code match on all documents ▪ The semester and year of the unit studied on the student's transcript should be the same as shown in the unit outline <p>Complete RPL Application Checklist and RPL Application Coversheet</p>	Administrative Assistant/Admissions Officer
3. Pre-assessment	<p>Ensuring appropriateness of documentation to be submitted to University of Newcastle; Check that:</p> <ul style="list-style-type: none"> • Documentation to be submitted is complete and accurate • Application fulfills requirements for assessment 	Academic Coordinator / College Director
4. Assessment	<p>Send individual application for assessment to;</p> <ul style="list-style-type: none"> ▪ University for Diploma courses ▪ Assessment is completed and documents returned to NIC 	Academic Coordinator / College Director and UoN staff member/NIC Unit Supervisor
5.. Notification	<ul style="list-style-type: none"> ▪ Prospective students are notified of the outcome via email. ▪ Place an SR condition on the Portal and add Portal note to indicate prospective student needs to complete the Notification of Results of RPL Application form at Orientation. ▪ Current students are notified via the Student Portal and requested to attend the NIC reception to sign the "Notification of Results of RPL application". <p>*Note RPL will only apply upon signing of the Notification of Results of RPL application" by the student.</p>	Admissions Officer Academic Coordinator / College Director
6. Records Management	<p>Update relevant records</p> <ul style="list-style-type: none"> ▪ Record successful exemption details on Portal ▪ Check whether CoE requires adjustment. (Results for all applications submitted in a semester for a student must be known prior to updating a CoE.) 	Student Administration Manager

	<ul style="list-style-type: none"> ▪ Ensure all parties have completed the RPL Application Checklist ▪ Scan original processed documents to student's file together with the signed "Notification of Results of RPL application". ▪ Remove condition placed on student record regarding approval of RPL application. ▪ 	Administration Assistant
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4. DEFINITIONS

- **Formal Learning**
Refers to nationally recognised qualifications developed to meet the requirements of the Australian Qualifications Framework (AQF). These qualifications can be awarded only by registered providers and are recognised throughout Australia irrespective of the State or Territory in which they were awarded.
- **Award Courses**
A course that leads to a recognised qualification under the Australian Qualifications Framework.
- **Australian Qualification Framework**
The policy framework that defines all qualifications recognised nationally in post compulsory education and training in Australia (including the schools, VET and higher education sectors). The qualifications range from the Secondary Certificate of Education to a Doctoral degree.
- **Statement of Attainment**
The formal certification in the VET sector by a Registered Training Organisation (RTO) under the Australian Qualifications Framework (AQF) that an individual has achieved part of a qualification; or one or more units of competency or modules from a nationally endorsed training package; or all the units of competency or modules comprising learning outcomes for an accredited course that does not meet the requirements for an AQF qualification. Statement of Attainment will only be accepted towards RPL for NIC's Certificate IV Tertiary Preparation Program units.
- **Current Qualifications**
Application for credit must be submitted within a specific timeframe such that the content of the qualification is current. NIC Certificate IV in Tertiary Preparation Program RPL evidence must not be older than 5 years.
- **Recognition Prior Learning (RPL)**
NIC's RPL is an assessment process that assesses the individual's formal learning to determine the extent to which that individual has achieved the required learning outcomes, or standards for entry to, and/or partial or total completion of, a qualification.
- **Low Pass Grade**
Where the marks obtained are marginally above a standard pass grade (50%).
- **Accredited Translator**
A translator who has received accreditation from a professional association such as National Accreditation Authority for Translators and Interpreters (NAATI), Institute of Translation and Interpreting (ITI) or American Translators Association (ATA).
- **Credit Transfer/Exemption**
Where formal studies undertaken at another accredited institution are assessed as equivalent to one or more units offered at NIC. Credit Transfer may result in a student being granted credit for equivalent units at NIC

- **Confirmation of Enrolment (CoE)**
The CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before the Department of Immigration and Border Protection (DIBP) will issue a student visa. The CoE contains information about the Provider, course and duration of study in which the student has enrolled.
- **Full-Time Load**
A full-time load is equivalent to three or more units.

5. RELATED DOCUMENTS

- RPL Application Form
- RPL Application Checklist

AMENDMENT HISTORY

Department:	Academic	
Approval Authority:	Academic Board	
Approval Date:	18 August 2014	
Date for Next Review:	August 2017	
Revision Date	Version	Summary of changes
16/02/2011	1	Policy developed and implemented.
28/09/2012	2	Document updated to reflect UPD formatting.
07/11/2012	3	Replaced all references to Cert IV UFS with Cert IV TPP.
26/3/2014	4	Replaced all references to DIAC with DIBP
18/08/2014	5	Reviewed and updated