




Procedure Name	RECOGNITION OF PRIOR LEARNING PROCEDURE
Procedure Number	A003_PR_VET (Academic)
Purpose	The purpose of this procedure is to describe how Recognition of Prior Learning (RPL) will be processed for students who have enrolled in vocational education and training (VET) courses at Whitehouse Institute of Design, Australia (Whitehouse).
Scope	This procedure applies to all applications for RPL submitted by students enrolling in a VET course at Whitehouse.
Procedure	<p>This procedure should be implemented in conjunction with the Whitehouse Assessment Procedure (VET).</p> <p>This procedure requires actions by the following who have rights and responsibilities under the terms of this procedure:</p> <ul style="list-style-type: none"> • Academic Staff • VET Course Coordinators • Administrative Staff • Student recruitment Staff • Students. <p>Stage 1: Information Dissemination</p> <p>1.1 All students and potential students receive notification of the RPL process prior to enrolment and are invited to discuss eligibility and the process for applying as part of enrolment process.</p> <p>Stage 2: Applying for Academic Credit or Recognition of Prior Learning</p> <p>2.1. Students who believe they may be eligible for RPL are required to make an appointment through Student Administration to discuss their interest in applying for RPL with the relevant VET Course Coordinator prior to completing and submitting an application to determine their eligibility.</p> <p>2.2. Applications for RPL must be made on the Application for Academic Credit/Recognition of Prior Learning (RPL) form, available from Student Administration. Application for Academic Credit must be made to the relevant Course Coordinator prior to commencement of the unit of competency for which credit is sought.</p> <p>2.3. Applications (other than those received from currently enrolled and Whitehouse applicants) must be accompanied by a non-refundable administration fee of \$250 per unit of competency.</p> <p>2.4. Applicants are responsible for providing all required information and evidence to support their application. This will be returned to the applicant.</p> <p>Stage 3: Assessing the Evidence Provided</p> <p>3.1 The Course Coordinator or other appropriately qualified assessor will assess the evidence provided.</p>

	<p>Stage 4: Notification of outcome</p> <p>4.1 The student will be notified in writing of the outcome of their application.</p> <p>4.2 Where academic credit has been granted the letter will detail the amount of credit granted and against which unit/s the credit is for.</p> <p>Stage 5: Student records</p> <p>5.1 All relevant documentation will be filed in the student's academic file.</p> <p>5.2 Academic records will be adjusted to reflect credit granted.</p> <p>5.3 For those subjects where credit has been granted, then the grade will be recorded as an Advanced Standing.</p> <p>Stage 6: Assessment appeal</p> <p>6.1 Students who are dissatisfied with the decision may appeal in writing to the Academic Board. This process is regarded as a formal appeals process and students are directed to Academic Policy: 002 Academic Grievance and Appeals Policy.</p>
<p>Relevant Legislation</p>	<ul style="list-style-type: none"> • Standards for Registered Training Organisations (RTOs) 2015 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF)
<p>Key Related Documents</p>	<p>Academic Honesty Policy (VET)</p> <p>Academic Misconduct Procedure (HE)</p> <p>Academic Appeals Policy (VET)</p> <p>Academic Appeals Procedure (VET)</p> <p>Academic Application for Academic Credit Form</p> <p>Access and Equity Policy (G)</p> <p>Access and Equity Procedure (G)</p> <p>Assessment Policy (VET)</p> <p>Assessment Procedure (VET)</p> <p>Direct Entry Application Form</p> <p>Recognition of Prior Learning Policy (VET)</p> <p>Selection and Admission Policy (VET)</p> <p>Selection and Admission Procedure (VET)</p>
<p>Definitions</p>	<p>Australian Qualifications Framework (AQF): is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.</p> <p>Australian Skills Quality Authority (ASQA): is the national regulator for the vocational education and training (VET) sector. Registered training organisations (RTOs) in the Australian Capital Territory, New South Wales, the Northern Territory, Queensland, South Australia and Tasmania come under ASQA's jurisdiction. ASQA is also the regulatory body for some RTOs in Victoria and Western Australia that offer courses to overseas students or to students in states that come under ASQA's jurisdiction.</p>

Responsible Officer	Academic Directors		
Approval Authority/ Authorities	Joint Executive Directors Academic Board		
Date Approved	17/08/2018		
Date of Commencement	17/08/2018		
Date for Review	17/08/2021		
Documents superseded by this Procedure	001 – Academic - Academic Credit / Recognition of Prior Learning Policy & Procedure 11/2012		
Amendment History	10/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments.		
Signed and dated for Whitehouse Institute Pty Ltd	  		
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students