



## **Recognition of Prior Learning and Credit Transfer**

### **1. Background**

The International Screen Academy (ISA) recognises that some applicants have skills and knowledge that enable them to gain a qualification without completing a standard training course. ISA will recognise a student's existing level of skill and knowledge in two ways:

- recognition of prior learning (RPL)
- credit transfer.

Students must submit an application for RPL or Credit Transfer, available on the ISA website, within two weeks from the start of semester. The application must include specific evidence for each unit of competency for which RPL or Credit Transfer is sought. Where RPL or Credit Transfer is granted, the student's course duration may be reduced.

### **2. Recognition of prior learning (RPL)**

RPL is a process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.

RPL recognises this prior knowledge and experience and measures it against the course in which students are enrolled. A student possessing some of the skills and/or knowledge taught in the course may not need to complete all of its units.

There are no fees when applying for RPL. If the RPL application is successful a reduction to the relevant tuition fee will be applied and be based on the EFTSL value of that unit of competency.

### **3. Credit transfer**

Credit transfer allows students to count relevant, successfully completed studies – achieved at TAFE colleges, accredited private providers, professional organisations or enterprises and universities – towards their current course or qualifications.

Credit transfer works in two ways:

- students receive credit for units of competency they have previously completed, and which can be counted towards completion of the qualification in which the student is enrolled; students are then exempt from retaking these units, therefore reducing the study load.

- students are exempt from certain introductory or pre-requisite units but are still required to complete all units of competency for the qualification and/or the total hours for the course.

There are no fees when applying for credit transfer. If the credit transfer application is successful a reduction to the relevant tuition fee will be applied and be based on the EFTSL value of that unit of competency.

## **4. Procedure**

### **4.1 Guidelines**

These guidelines apply to individual student applications.

- Granting RPL will be considered only when proof of experience equivalent to an International Screen Academy course or unit of competency can be demonstrated.
- International Screen Academy provides information about Course Credit and RPL to prospective applicants.
- Assessment of Course Credit and RPL is consistent and equitable for all students.
- Acceptable quality assurance principles are applied to ensure that prior learning is of an appropriate standard to permit the granting of credit.

### **4.2 Lodgement of Applications**

The student must enrol in the course in the normal fashion, and apply for RPL/Credit as an addition to the regular enrolment process.

All applications for credit should be completed using the ISA Application for Course Credit & Recognition of Prior Learning form and should be submitted no later than the enrolment closing date for new enrolments for the semester.

Applications should be submitted to the Head of Acting for the Advanced Diploma of Acting for Contemporary Screen Media (10130NAT) or the Head of Film and Animation for the Advanced Diploma of Screen and Media (CUF60107). Incomplete applications may be rejected.

Along with the Application Form, the original documents (or certified copies) including Qualifications or Statements of Attainment should also be submitted to the Head of Acting or the Head of Film and Animation.

### **4.3 Supporting Documentation**

#### **4.3.1. Course Credit**

Students who request Credit must supply academic records/transcripts. Evidence should be in the form of original documents, or certified copies.

#### **4.3.2. Recognised Prior Learning**

Assessment of RPL must fulfil the same criteria that are associated with assessment of learning outcomes in any conventional course: assessment must be based on evidence that is valid, current, sufficient, reliable and authentic.

Assessment might rely on:

- a portfolio containing a range of supporting materials and evidence;
- work-based assessments;
- examinations;
- projects;
- interviews;
- demonstrations; or

- some combination of the above.

#### 4.4 Assessment of Applications

Applications will be assessed by appropriately qualified staff, in line with ISA procedures. The Head of Acting or the Head of Film and Animation is responsible to ensure the consistency, reliability, and validity of RPL/Credit outcomes, particularly where different assessors are used.

ISA will formally notify students of the outcome of their application as soon as practicable, but no later than 15 working days after lodgement of a complete application.

All relevant documentation, along with a copy of the decision signed by the assessor and the student, will be placed on the student's file.

The student has the right to appeal the decision under ISA's grievance handling procedures.

#### 4.5 Unsuccessful Applications

If the RPL/Credit application is unsuccessful, the student will be required to pay the full tuition fee in the unit of competency/module as part of the enrolment process.

Students who have previously failed a module/unit of competency will not be considered for RPL unless their application is supported by further documentation.

#### 4.6 International Students

When an International Student successfully applies for RPL or Credit that shortens the duration of their course the following applies:

- where RPL / Credit is granted before the issue of a visa, the School will reduce the actual course duration in the eCoE issued for the course.
- where RPL / Credit is granted after the issue of a visa, ISA will report the change of course duration to the Department of Immigration and Border Protection (DIBP).
- it remains a condition of their visa that the student continues to study full-time.
- ISA reports any change of course duration via PRISMS.

### 5. Publication and Version Control

Students are advised of this policy prior to enrolment through publication on the ISA website ([www.isasydney.com.au](http://www.isasydney.com.au)).

Version	Amendments	Approval	Date Approved
4	Removing Creative Director and adding Head of Acting or the Head of Film and Animation	Managing Director	12/5/15
5	Clarified wording in relation to Credit Transfer. Updated course code (10130NAT). Updated title of DIBP.	Head of Film and Animation	25/11/15