

SIENA COLLEGE CAMBERWELL INTERNATIONAL STUDENT RECOGNITION OF PRIOR LEARNING POLICY



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POLICY TITLE: INTERNATIONAL STUDENT RECOGNITION OF PRIOR LEARNING POLICY

DEVELOPED / REVIEWED BY

Policy Committee
Director of Business Services and Advancement
Deputy Principal Wellbeing and Strategy
Head of Admissions
Risk and Compliance Manager
Human Resources Manager

REVIEW SUMMARY

Policy to be presented to the Policy Committee for the first time at the May 2024 meeting. Policy to be reviewed in the first twelve months to ensure accuracy to current legislative components.

DOCUMENT DEVELOPMENT PROCESS

This document was first developed by Director of Business Services and Advancement and the Head of Admissions in 2024.

RATIONALE

Standard 2.3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 requires the College to have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if the College intends to assess or grant course credit.

The College's decision to assess RPL or grant course credit must preserve the integrity of the award to which it applies and comply with the requirements of the educational framework of the course.

DEFINITIONS

Recognition of Prior Learning (RPL)	RPL is an assessment process that involves an assessment of an international student's prior learning, including formal, informal and non-formal learning, to determine the learning outcome of an individual
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PRINCIPLES / GUIDING PRINCIPLES

It is the College's policy to assess and record prior learning of an international student upon request by the student and, if applicable, make a decision to recognise that prior learning for the purposes of enrolment in a course at the College.

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The College must ensure that the decision to assess and record the international student's prior learning preserves the integrity of the award and complies with the requirements of the educational framework of the course.

The decision must be recorded in accordance with our **International Student Records Management and Retention Policy**.

PROCEDURES

Assessing RPL

When the College is assessing an international student's prior learning, the College will assess:

- the course material of the College which the international student attended overseas
- the international student's academic report from the College they attended overseas
- statement of attainment or similar
- education certificates obtained overseas.

Granting of RPL

Under Standard 2.4, if the College grants RPL to an international student, the College must give a written record of the decision to the international student. The College retains the written record of acceptance in accordance with our **International Students Record Management and Retention Policy**.

If the College grants RPL or course credit that reduces the international student's course duration under Standard 2.5, the College must:

- inform the international student of the reduced course duration following the grant of RPL and ensure the Confirmation of Enrolment (CoE) is issued only for the reduced duration of the course
- in course report any change duration in the *Provider Registration and International Student Management System (PRISMS)* if RPL is granted after the international student's visa is granted.

Record Keeping

The College maintains evidence of compliance with this policy by maintaining records of assessments and decisions made regarding requests to grant RPL. Records will be maintained in accordance with our **International Student Records Management and Retention Policy**.

RESPONSIBILITY

- Principal
- Deputy Principal Learning and Teaching
- Head of Admissions
- International Student Coordinator

RELATED LEGISLATION

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- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000 (Cth)
- Migration Regulations 1994
- Education Services for Overseas Students Regulations 2001 (Cth)
- Migration Act 1958 (Cth)

RELATED SIENA COLLEGE POLICIES

International Student Records Management and Retention Policy

RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral. Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the College. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

NEXT REVIEW

May 2025

POLICY LOCATION

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<https://sienacentral.siena.vic.edu.au/homepage/3452>

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