



Scope

This policy applies to all students enrolled at Footscray City Films, who wish to apply for Recognition of prior learning (RPL) or credit transfer.

Policy Statement

RPL is credit based on informal learning, eg through work or life experiences. Credit transfer is credit based on a student's previous formal learning, eg completion or partial completion of an accredited course of study with content that is relevant to learning outcomes of the course applied for or enrolled in.

Footscray City Films promotes the principle of recognition of the skills and knowledge that students bring to a formal course of study, regardless of when, where or how they were obtained.

On enrolment, students can apply for RPL or credit transfer to have such skills and knowledge evaluated for credit.

Footscray City Films will endeavour to maximise the recognition of a student's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study. Footscray City Films recognises appropriate qualifications and Statements of Attainment of the Australian Qualifications Framework issued by a registered training organisation or higher education provider in the same, or a related, field or discipline

Benefits of Recognition of Prior Learning and Credit Transfer

RPL and credit transfer offer advantages to Footscray City Films and the individual student.

For Footscray City Films, RPL and credit transfer:

- increase Footscray City Films ability to meet the training requirements of industry
- may reduce the cost of training students to the required level of proficiency
- address issues of social justice and equity.

For individual students, RPL and credit transfer:

- give fair recognition of current skills and knowledge
- reduce the time and cost required to achieve the learning outcomes of a course of study (and hence a formal qualification)
- provide an added incentive to undertake further and formal courses of study
- promote a sense of worth and self esteem for skills and knowledge gained through life and work activities.

Principles

Footscray City Films endorses and adopts the following guiding principles for the recognition of prior learning and credit transfer:

Principle 1:

Competence The recognition of prior learning and credit transfer must focus on the skills and knowledge gained as a result of formal and informal training, not how, when or where the learning occurred.

Principle 2:

Currency Recognition of prior learning and credit transfer must assess an applicant's current skills and knowledge.

Principle 3:

Commitment Footscray City Films will demonstrate its commitment to recognising prior learning by developing and promoting clear and concise guidelines and procedures for gaining recognition.

Principle 4:

Access Recognition of prior learning and credit transfer will be available to all potential applicants.

Principle 5:

Fairness Recognition of prior learning and credit transfer will involve processes that are fair to all parties involved.

Principle 6: Support The recognition of prior learning and credit transfer will involve the provision of adequate support to potential applicants.

Procedure

Enrolment

Before being eligible to apply for RPL or credit transfer a student must be enrolled in a course of study that includes those units for which

RPL/credit transfer is to be sought.

Application Process

Applications for credit follow the process:

1. Applicants complete an Application for Credit form
2. Applicants submit the form to the Head of The Film School, with supporting evidence and application fee
3. Evidence is verified
4. Credit is granted or denied
5. Applicants complete their Study Plan
6. Appeals application completed if required

Fees and Charges

There are no fees or charges for applying for credit transfer or RPL

Evidence

Applicants should complete an Credit Transfer Application Form for the units for which credit is sought. Documentary evidence in support of the application must be provided.

This might be:

Where the application is for an identical unit of work at another institution:

- official transcripts of results from the institution;
- examples of projects or assignments set in the unit;
- examples of work completed in the unit.

Where the application is for a comparable unit of work at another institution:

- official transcripts of results from the institution;
- copies of unit or subject descriptions from the other institution's handbooks;
- examples of projects or assignments set in the unit;
- examples of work completed in the unit. Where the application is for extended professional experience:
 - an authorised copy of the position description from the employer and a statement as to the number of years served in that position;
 - a statement from the employer which describes in detail the nature of the professional experience and how closely that experience satisfies competency standards in the unit curriculum.

Assessment and Recording of Results

Assessment of applications will be undertaken by the Head of The Film School. Assessment will be based on the unit descriptions and learning outcomes/objectives of the units for which RPL/credit transfer is being sought.

Processing of Results

Results for RPL/credit transfer assessments will be processed in the same manner as results for all other assessments. The grade will be recorded as 'CT' (Credit Transfer);