



RECOGNITION OF PRIOR LEARNING

Recognition of prior learning (RPL) is recognition of a student's prior formal or informal learning which may exempt them from completing some components of a course or subject. To be given RPL, the student must demonstrate that he/she has already achieved some or all the learning outcomes for that course/subject.

Course credit (CC) enables the opportunity for a student to have recognition of their previous study transferred towards another qualification. This recognition may exempt the student from completing a whole course or subject. For CC to be considered, the prior study must have been successfully completed in a formal learning context through a recognised education provider. It must also be equivalent to the subject/course for which credit is being requested.

APGS will consider RPL and/or course credit (CC) for Years 7 to 12.

RPL and/or CC cannot be granted retrospectively. An application for RPL or CC must be submitted at the same time as an application for enrolment.

The NSW Education Standards Authority (NESA) has its own rules and procedures and makes decisions about CC towards the Higher School Certificate (HSC). Where CC for the HSC is granted by NESA, the minimum amount of credit transfer granted for a course will be two units (the equivalent of 1 HSC subject) and the maximum amount of six units (3 subjects) for Year 11 and four units (2 subjects) for Year 12.

Procedure

1. To apply for RPL/CC, an application form must be submitted to the Head of School. Supporting documentation must be submitted with the application. The Head of School may request further documentation to make a decision about granting RPL/CC.
2. The Head of School will assess the application. If the Head of School is considering refusing an application they will inform the overseas student and parent/legal guardian, giving them an opportunity to submit additional information in support of the application.
3. The Head of School will decide whether to grant or refuse the application for RPL/CC. The student and their parent/legal guardian will be informed of the decision in writing.
4. For overseas students seeking CC towards the Higher School Certificate, APGS will follow NESA's procedures for CC as outlined in NESA's Assessment, Certification and Examination rules.
5. If RPL/CC is granted, the Admissions Officer will:
 - send a written record of the decision to the overseas student and parent/legal guardian to accept and sign. A copy of the signed written record must be returned to the Admissions Officer.
 - inform the overseas student, in writing, of the reduced course duration
 - enter the dates for the course duration into PRISMS
 - supply a new CoE to the overseas student.
6. All documentation/records associated with applications, assessments and decisions related to RPL/CC will be stored in each overseas student's file by the Admissions Officer.

7. The written record of acceptance of RPL or CC will be retained for 2 years after an overseas student has ceased to be enrolled at APGS.

