

ACS Distance Education Application for Advance Standing (Recognition of Prior Learning - RPL)

You may be eligible for credit toward a certificate or longer study program, before commencing that course, if you fit into one or more of the following:

1. You have studied part of a similar course previously
2. You have completed a previous course in the same, or a related discipline
3. You have significant and relevant work experience
4. You have significant and relevant experience, other than work

Recognition of Prior Learning is assessed on a case-by-case basis. Recognition is granted at the sole discretion of ACS Distance Education. All decisions are final and no correspondence will be entered into

CONSIDERATIONS

If you have undertaken part of a similar course previously

- Prior studies must be in the same broad discipline (eg. Horticulture, Psychology, Health and Fitness)
- Credit awarded will take into account duration of prior studies (hours of instruction), qualification of teachers, content of the course and, results achieved
- Prior studies in certificates with a duration of less than 100 hours are rarely considered for credit; this is decided on a case-by-case basis.
- Prior studies in short courses or modules with a duration of less than 15 hours are rarely considered for credit

Not that formal recognition or accreditation of the institution you studied with will be less important than the above criteria

If you have completed a previous course in the same, or a related discipline:

- Any credit granted will depend upon the academic level of studies completed (in accordance with international academic norms), the duration of your studies, the relevance to the content of ACS courses and the credentials of those who taught you.
- A degree or diploma in one discipline, may sometimes contribute credit toward a different discipline eg. If research skills have been learnt in an engineering degree, you are likely to be exempt from a Research Project in any other science-based study program.

If you have significant and relevant work experience:

- Work experience is only relevant if it is regarded as relevant to the overall learning required to be achieved for the study program concerned.
- The value of work experience will be based upon not only what you did, but also for how long (hours), who your "supervisor" was (and their qualifications), nature of tasks performed and diversity of work.

If you have significant and relevant experience, other than work

- Various other pursuits may be considered as a valuable learning experience, including involvement with clubs, associations or professional bodies, service on committees, volunteer work or travel.
- Non-work related experience must relate to the course and/or discipline.

HOW MUCH CREDIT YOU MAY BE GRANTED

We believe it is degrading the value of any study program if credit is given for the entire program based upon studies and experiences outside of the normal study program.

When a person completes a particular study program, it indicates they have the knowledge, skills, awareness and experiences attained through undertaking that program. There are intangible benefits from undertaking any study program.

- No more than 66% credit will be granted toward any study program; regardless of the circumstances.
- Credit is granted less freely toward longer study programs than for shorter programs.
- The first 33% of credit granted is given on the basis that anything shown to have been achieved elsewhere will gain a full exemption (eg. If the person has adequate plant identification skills, they will be exempt from 33% of plant identification requirements in a course).
- The second 33% (up to the maximum 66%) is increasingly difficult to attain credit for (eg. If a person may already possess knowledge and skills required for 66% of a study program, they will be unlikely to gain 66% credit. They must significantly exceed this 66% in their current abilities in order to be granted the maximum 66%)
- It is rare that over 50% credit is given for any RPL application.
- Note that an interview may be required.

HOW TO APPLY

Applications must be made in writing. Include:

- 1 Contact details
- 2 The name of the course you wish to be assessed against
- 3 Details of prior studies
- 4 Details of prior experience
- 5 An application fee

NOTES FOR COMPLETING THE APPLICATION

RPL SUBMISSION/APPLICATION FEE:

If no interview is required and submission will be assessed based on submitted documentation. (NB: This includes a resume and references to substantiate YOUR APPLICATION). a minimum fee of \$100 (GST incl) is charged for certificates and \$150 (GST incl) for longer programs. If an interview (phone or in person), or additional documentation is required, an additional \$55 (GST incl) per hour fee will be charged.

Note the RPL fee MUST be submitted at the time of the application

DOCUMENTATION

Copies of any certificates, transcripts, awards or any other relevant information **must** be submitted with this application.

REFERENCES

Three written references **must** be submitted with this application.

The references must come from previous employers clearly stating skills acquired, duration of employment and relevant experiences etc.

APPLICATION FOR ADVANCE STANDING

(Note if you run out of room, simply attach extra sheets of paper following the same format below)

Surname:

Given Names:

Address:

Postal Address:
(if same as above leave blank)

Phone Day:

Phone Evening:

Email:

D.O.B:

Important additional information

Check back over the application form to ensure you have included all relevant information.

Have you enclosed all letters of proof and support?

Have you filed in the sections correctly?

Have you enclosed the application fee?

You will have the opportunity to clarify points regarding your RPL assessment.

It is the responsibility of the student to demonstrate proof of experience and education. Lack of relevant evidence will not aid the process of gaining RPL.

Qualifications or experience which is more than ten (10) years old, that has not been maintained or updated, may not be eligible for consideration when assessing an RPL. However, it is still advised to mention early qualifications and experience.

RPL may be granted on parts of a lesson, or parts of a course.

REDUCTION IN COURSE FEES FOR EXEMPTIONS

Some costs are standard (ie Student records and administration). As such, 15% of your course fee will not be discounted.

On this basis, if you are given exemption from 50% of studies in a certificate, the applicable fee will be calculated as follows:

- 1 We calculate 15% of the current certificate course fee
- 2 We discount 50% from the remaining 85% of the current certificate course fee
- 3 These two figures are added together
- 4 Any fees you have paid for processing the RPL are deducted from that amount

Note : If paying in instalments, a further charge applies:

i) 8% of the course cost for 2 instalments.

ii) A further charge applies for payment plans of more than 2 instalments.

OFFICE USE ONLY

RPL CHECKLIST

When completing an RPL please include this form on top of all paperwork

Applicant Details		
Applicants Name:		
Contact Details:		
Email:		
Phone:		
Address:		
Payment		
Cross-credit or RPL, please circle.	CROSS-CREDIT	RPL
Has the applicant paid:	Yes	No
	Date:	
Course		
Intended Course for enrolment:		
No. of required modules in course:		
Modules for RPL		
RPL		
Has the applicant submitted RPL form:	Yes	No
Has student services been notified?	Yes	No
Assigned Tutor:		
Approved:	Yes	No
Details:		
Action Required:		

* Save letter to \data academic\courses\RPL letters